DEPARTMENT OF THE ARMY
Charlie Battery, 1st Battalion, 79th Field Artillery
434th Field Artillery Brigade
Fort Sill, Oklahoma 73503-6204

REPLY TO
ATTENTION OF

Commander, Charlie Battery, 1st Battalion, 79th Field Artillery

18 February 2016

Dear Family and Friends,

Greetings from the Fires Center of Excellence, Fort Sill, Oklahoma, home of the Field Artillery. My name is Captain John T. Logan and I'm the commander of Charlie Battery, 1st Battalion, 79th Field Artillery Regiment. I'm informing you that your Soldier has arrived safely and has begun Basic Combat Training here in the 434 Field Artillery Brigade.

We are extremely proud your Soldier has volunteered to join a time honored profession of service to our Nation in the United States Army. The Army is fortunate to have extremely patriotic, well qualified, and highly motivated individuals volunteer to join our team.

Over the next nine weeks your Soldier will begin the transformation from a civilian to a Soldier in the United States Army. Your Soldier will learn the basic Soldier skills that are required to fight and win on today's modern battlefield. The training will be strenuous and demanding.

The tasks your Soldier will perform develops the discipline and self-confidence necessary to be a successful Soldier in today's Army. Your Soldier will conduct physical training daily to build physical strength and conditioning and also instill teamwork, pride, and enthusiasm in themselves and their unit. Your Soldier will learn in great detail military customs, courtesies, and traditions as well as policies and procedures on how Soldiers conduct themselves as members of the military team.

Additionally, they will learn how to engage the enemy with a rifle, learn how to care for their buddy using first aid, learn how to navigate with a map and a compass, all the while immersed in an environment of the seven Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage; it is these values that shape who and what we are as Soldiers and warriors.

The cadre and Drill Sergeants who will be training your Soldier are a very dedicated group of professionals, genuinely concerned about the health, welfare, and training of each Soldier. We consider our Soldiers to be the most important asset of the Army's future.

Your Soldier had the opportunity to call home during the first week of Basic Combat Training but phone privileges will be extremely limited for the next few weeks. Later in training your Soldier will have the privilege to use the phone on weekends, primarily Sunday afternoons. I do encourage you to write to your Soldier. A little bit of encouragement from home goes a long way in keeping the Soldier engaged and motivated.

While packages are allowed **please do not send** medication of any kind, food items, magazines, weapons/knives, clothing, or other "contraband" items (electronics, tobacco products, candy, etc…). All boxes are opened by the addressee, but checked for contraband items.

Send mail to:
PVT/PFC/SPC (your soldier's last, first name)
6007 Rothwell Street
79th FA BN, Charlie BTRY, (1st, 2nd, 3rd, or 4th) PLT
Fort Sill, OK 73503-6204

I highly encourage you to attend the Family Day activities on **20 April 2016** at 10:00 a.m., and Graduation on **21 April 2016** at 1:00 p.m. We will send out a detailed graduation information packet with maps, times, and locations by week five of your Soldiers' training. Due to increased security levels on Fort Sill no bags (i.e. backpacks, large hand bags, etc.) will be allowed at the Family Day or Graduation. The only exception is purses, which will be subject to search upon entry. You can also find information about Ft. Sill and the Lawton area at the Chamber of Commerce website: *http://www.lawtonfortsillchamber.com/index.php?pr=Lodging*. There is also great information on the 434th FA BDE website at: *http://sill-www.army.mil/434/1-79/1-79c.html*. Family and friends will have the opportunity to spend time with their Soldier after both Family Day and Graduation so please plan to spend a couple days in the local area.

In order to receive access to Fort Sill for family day/graduation, every person attending age 18 or older must have a DoD identification card or a visitors pass issued by the Fort Sill Visitor Control Center. Family members 16 and 17 years old who drive their vehicle onto Fort Sill also need a Visitor Pass and a valid Identification Card. The approved list of DoD ID cards can be found at: http://sill-www.army.mil/vcc/approved.html. To obtain a visitor's pass every person age 18 and older must download a Fort Sill Form 118a at http://sill-www.army.mil/vcc.html. We have also attached blank Fort Sill Form 118a in this packet as well as a sample of how to fill it out. Please follow the sample in filling out your form. Although disclosure of information is voluntary, missing information might prevent the Visitor Center from running background checks which could be ground for the denial of your visitor pass. If you have a record of felony, then the Visitor Center will deny your pass request. Once the form is completed for every member in your party wanting access to Fort Sill, the completed forms need to be mailed to the Fort Sill Visitor Control Center, T6701 Sheridan Road, Fort Sill, OK 73503. The visitor center must receive your completed form no later than the end of your Soldier's fourth week of basic training (18 March 2016) so your request can be processed. Charlie Battery will pick up the approved visitor's passes and mail them out with the graduation letter during your Soldiers fifth week of basic training (21-27 March 2016). Do NOT overnight any mail to the Visitor Center since the mailing system on Fort Sill will take several days to process and distribute the mail regardless. If you do not complete the above listed steps to receive a visitor's pass, you will have to complete the process upon arrival to Fort Sill before you can gain access. Please also remember to bring a valid Identification Card with you. For more information on the Visitor Control Center visit http://sill-www.army.mil/vcc.html.

Also attached with this letter is an information sheet about the online **Army Family Team Building** (AFTB) training program. It is an online course designed to give family members that are new to Army life a baseline of Army knowledge and resources to aid in their transition. The training is open to anyone who has access to a computer and the internet. We highly encourage you to complete the training to learn some valuable information about the Army. As an incentive to encourage family members participation, Soldiers will be granted **half an hour** of cell phone time on **Sunday, 13 December 2015**

for each of their family member who complete AFTB Level 1, 2 AND 3. Instruction for the training course is below.

Instructions:

(1) **Sign-up online through this link for AFTB Classes https://www.myarmyonesource.com**

(2) **Register (top right corner), click "Online Training", Click Computer Based Training, on left column click on AFTB level I, II, and III Training.**

(3) **Email certificate of completion to 2LT Cook at cb179frg@yahoo.com as proof of completion (remember to type the Soldier's name and the family member's name when you send the email). Certificates of completion need to be received NLT Saturday, 12 December 2015 by 4 PM Central Standard Time.**

(4) **Soldier gets half an hour of cell phone time on Sunday, 13 December 2015 for EACH family member who completes all three levels of AFTB (Level 1, 2, AND 3).**

Please do not hesitate to contact the battery with any critical concerns regarding your Soldier. You can ask for me, **CPT John T. Logan** or the Battery First Sergeant, **1SG Daniel E. Deming**. Our telephone number is (580) 442-1324/6/58. If a true emergency arises at home i.e. serious injury, illness, or worse of an immediate family member (spouse, parent, in-law, sibling, or child) please call the American Red Cross (877) 272-7337 in order to quickly get the message to the unit and the Soldier.

Finally, we're on Facebook; search for ***"Charlie Battery 1-79 Basic Combat Training".*** Weekly updates and some photos will be uploaded. 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!

PEACE THROUGH VICTORY!

//Original Signed//
JOHN T. LOGAN
CPT, FA
Commanding

Frequently Asked Questions / Concerns

-I have not heard from my Soldier in a few days.

We try to give Soldiers an opportunity to call home on Sundays after completion of their third week (Red Phase). This is dependent on time and is a privilege, not a right. Training and administrative requirements take priority. Most Sundays, Soldiers should have an opportunity to call home. Just because you may not receive a call does not mean they didn't call someone.

-I have sent mail to my Soldier which they have not received / my Soldier has sent mail that has not arrived.

The mail system for Basic training runs much slower than the typical civilian mail system. After arriving at the Post Office on Ft. Sill, mail will be picked up and delivered to our higher headquarters and eventually picked up by the Battery. This usually adds a few days to the delivery time.

-My Soldier has not gotten paid.

All finance issues can be resolved by the Soldier and his platoon Drill Sergeants. Following the first pay period the Drill Sergeants will identify issues with Soldiers' pay. Soldiers need to bring up issues so it can be resolved efficiently.

-How do I get tickets to Graduation / how many people can come to my Soldier's Graduation?

The Graduation ceremony is currently scheduled for the Hilton Garden Inn in Lawton, OK. There are no assigned seats, so no tickets are needed. Also, there is a limit on space available, everyone is welcome to attend, but space is limited.

-I plan on coming to Graduation; can I get a list of hotels in the area and directions to Graduation?

As mentioned above I will be sending out a second letter as we get closer to Graduation with pertinent information about the event. Also use the website located in this letter. **We will not make reservations for you.** Using online travel search engines is also a great way to find local hotels and rental car agencies.

-When will I be able to see my Soldier at Graduation time?

There will be two opportunities to spend time with your Soldier. The day prior to Graduation is our Family Day demonstration. At the conclusion of this demonstration Soldiers are given a limited day pass to spend with their family. Again, pass is a privilege, not a right. Soldiers must remain in the Lawton/Ft. Sill area and return to the Battery by 7:00 pm. Again, following the Graduation ceremony Soldiers will be given another day pass with the same restrictions as the Family Day pass and dependent on their ship time.

-It's the first time my Soldier has been away and I just wanted to see how they are doing / make sure everything is okay.

We train over 200 Soldiers each Basic Training class. The schedule is very demanding for both the trainees and the cadre training them. We truly do not have the resources or time available to provide individual updates on Soldiers. If there is an emergency or a Soldier is hospitalized we will contact their family.

Army Family Team Building (AFTB)
For Basic Training Solder Families

- **Want to Know More About The Army?**
- **Having a Hard Time Understanding Army Lingo?**
- **Take Online Training To Become a Better Army Family Member While Your Soldier is in Basic and Earn a Certificate and Be Recognized during Family Day.**

Instructions:

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(4) Soldier gets half an hour of cell phone time on Sunday, 13th December 2015 for EACH family member who completes all three levels of AFTB (Level 1, 2, AND 3)

For more Information contact the 2LT Cook at cb179frg@yahoo.com.

Sample

REQUEST FOR UNESCORTED INSTALLATION VISITOR ACCESS TO FORT SILL

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, USC 3331, 552, 552a; 10 USC 10204; Executive Orders (EO) 10450, 10865, and 12333.
PRINCIPAL PURPOSE: The information requested is for the purpose of granting access to the Fort Sill Installation.
ROUTINE USES: Basis for determination of qualifications and background information for eligibility for access to Fort Sill Installation. The Social Security Number (SSN), required for record accuracy, is requested pursuant to EO 9397.
DISCLOSURE: Providing requested information, to include your SSN, is voluntary. However, your access may not be granted if all requested information is not provided. Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in performance of their official duties. Deliver this document directly to the intended recipient. **DO NOT** drop off, send to a third-party or send via e-mail **unencrypt**. Sending Personally Identifiable Information (PII) via regular e-mail is highly discouraged. Regular e-mail is sent "in the clear" and therefore is subject to interception by hackers. There are many other options for sending private, sensitive information or PII securely through e-mail. Please research these options and use them accordingly. This document contains personal or privileged information and should be treated as "For Official Use Only (FOUO)".

PART I - APPLICANT INFORMATION

a. LAST NAME: Doe	b. FIRST NAME: John	c. MIDDLE INITIAL: S
d. GRADE/RANK/STATUS:	e. SOCIAL SECURITY NUMBER: 123-45-6789	f. DOB: 30 May 1989
g. GENDER: ☒ Male ☐ Female	h. DRIVER'S LICENSE #/STATE: A778962/ New York	
i. EMPLOYER: General Electric		j. PHONE NUMBER: (123)-456-7890
k. E-MAIL ADDRESS: John.doe@gmail.com		l. RACE: HISPANIC

PART II - PURPOSE OF VISIT

a. REQUESTED DATE(S) / TIME OF VISIT: FROM Oct 13, 2015 1800 TO Oct 16, 2015 2300

b. PURPOSE OF YOUR VISIT: ☐ GRADUATION ☐ MUSEUM ☒ VISIT FAMILY ☐ GOLF/BOWLING

☐ SPECIAL EVENT (Specify below):

☒ OTHER (Specify below):

Need soldier's Name

Soldiers Name: James Doe C BTRY 1-79FA(BCT) Class 74-15; Family Day:14 Oct 15, Graduation: 15 Oct 15

PART III - FORT SILL INSTALLATION ACCESS CARD/PASS ACKNOWLEDGEMENT STATEMENT

1. *I understand that I must give the Fort Sill Visitor Control Center (VCC) **consent to an initial criminal history and periodic background screenings** prior to and after the issuance of an installation access card/pass by completing Fort Sill Form 118. Failure to do so will result in the termination of the application process. I further understand that these background screenings will determine my eligibility for access and continued access during the term of my visit.*

   a. *I understand that my **access may be revoked** at anytime without reason or notice.*

   b. *I understand that I must **properly care for my card/pass** to prevent damage, or unnecessary wear.*

   c. *I understand that it is **prohibited to allow someone else to use my card/pass.***

   d. *I understand that my card/pass **must be turned in** to the VCC once it has expired or further use is not required.*

   e. *I understand that I **must immediately report any lost, damaged or stolen card/pass** to my sponsor and the military police.*

   f. *I understand that my card/pass must be controlled at all times. If you have and or know where your card/pass is,then it is considered secured! If your card/pass is lost or unrecoverable, please notify your sponsor immediately.*

2. *I have read and understand the instructions listed above.*

Visitors need to sign

APPLICANT'S SIGNATURE DATE

PART V - ISSUING OFFICE

SECTION BELOW IS FOR USE BY INSTALLATION ACCESS CONTROL OFFICE ONLY

a. ☐ APPROVED | b. ☐ DISAPPROVED | c. ☐ ACTION TAKEN (Specify below)

APPROVING OFFICIAL PRINTED NAME	APPROVING OFFICIAL SIGNATURE	DATE

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DISCLOSURE: Providing requested information, to include your SSN, is voluntary. However, your access may not be granted if all requested information is not provided. Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in performance of their official duties. Deliver this document directly to the intended recipient. **DO NOT** drop off, send to a third-party or send via e-mail **unencrypt**. Sending Personally Identifiable Information (PII) via regular e-mail is highly discouraged. Regular e-mail is sent "in the clear" and therefore is subject to interception by hackers. There are many other options for sending private, sensitive information or PII securely through e-mail. Please research these options and use them accordingly. This document contains personal or privileged information and should be treated as "For Official Use Only (FOUO)".

PART I - APPLICANT INFORMATION

a. LAST NAME:	b. FIRST NAME:	c. MIDDLE INITIAL:
d. GRADE/RANK/STATUS:	e. SOCIAL SECURITY NUMBER:	f. DOB:
g. GENDER: ☐ Male ☐ Female	h. DRIVER'S LICENSE #/STATE:	
i. EMPLOYER:		j. PHONE NUMBER:
k. E-MAIL ADDRESS:		l. RACE:

PART II - PURPOSE OF VISIT

a. REQUESTED DATE(S) / TIME OF VISIT: FROM TO

b. PURPOSE OF YOUR VISIT: ☐ GRADUATION ☐ MUSEUM ☒ VISIT FAMILY ☐ GOLF/BOWLING

☐ SPECIAL EVENT (Specify below):

☒ OTHER (Specify below):

Soldiers Name: C BTRY 1-79FA(BCT) Class 31-16; Family Day 20 April 16, Graduation 21 April 16

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