



**DEPARTMENT OF THE ARMY**  
**CHARLIE BATTERY, 1<sup>ST</sup> BATTALION, 78<sup>TH</sup> FIELD**  
**ARTILLERY 428<sup>TH</sup> FIELD ARTILLERY BRIGADE**  
**4401 BLAIR STREET**  
**FORT SILL, OKLAHOMA 73503-4402**

ATSF-BBC

6 May 2025

**MEMORANDUM FOR Non-Initial Entry Training (N-IET) Students attending the 13B1O  
Advanced Individual Training**

**SUBJECT: 13B1O Advanced Individual Training Welcome Letter**

1. On behalf of the Commander and First Sergeant of Charlie Battery, 1<sup>st</sup> Battalion, 78<sup>th</sup> Field Artillery, congratulations on being selected to become a member of the Army's most lethal branch. Our mission is to provide you with a foundation of skills and knowledge to become a combat ready Soldier qualified in the Field Artillery core competencies.
2. The 13B Advanced Individual (AIT) course is a rigorous six-week program designed to equip Soldiers with the foundational skills necessary to operate as effective members of a Field Artillery Section. Training includes instruction on radio communications, ammunition identification and handling, preventive maintenance on Artillery systems and support equipment, occupation procedures and howitzer crew drill. The course culminates in a live-fire exercise that validates each Soldier's ability to perform in a simulated combat environment.
3. Upon your arrival to Fort Sill, all TDY students will report to Charlie Battery's Senior Drill Sergeant office, located at BLDG 2436 Crane AVE, Fort Sill, OK, 73503 (580)442-2860. Students must report NLT the Friday prior to class start date. When reporting you must be in duty uniform. Students will bring physical copies of all specified documentation required for in-processing (see below). Prior to your report date you will still report to Charlie Battery's Senior Drill Sergeant office. If you arrive after hours report to BLDG 2429 CQ (580)442-5322. After in-processing you will be given further instructions from the Drill Sergeant on duty, as well as issued living quarters.
  - a. Students not stationed on Fort Sill will be authorized the use of the dining facilities on post seven days a week.
  - b. Students are encouraged to bring POV or get a unit provided rental vehicle. 1-78FA is not responsible for providing rental vehicle. While attending 13B AIT the only transportation provided (to chow and training areas) are buses with all IET students.
  - c. Students are not authorized to attend 13B AIT on temporary profile.

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4. 1st Battalion, 78th Field Artillery conducts consolidated graduations on Thursdays (unless otherwise identified to deconflict with federal holidays). This date may not match your Army Training Requirements and Resources System (ATRRS) end date (see attached for actual graduation date memo). It is imperative that you ensure your TDY authorization runs through the correct date for graduation. For graduation, you will need your full issued Service Uniform (AGSU or ASU). The graduation ceremony is typically scheduled for 1100 on graduation day. Students should not schedule return flights before 1600 to allow enough time for out-processing.
5. Charlie Battery student mailing address is:  
Last Name, First Name, 13B  
Charlie Battery, 1-78 FA  
2436 Crane AVE.  
Fort Sill, OK 73503
6. When reporting, students must have at minimum, one copy of the following documents:
  - a. Assignment Orders, DA Form 1610 or DTS orders/DA Form 4187 if local.
  - b. Soldiers who are TDY enroute must have an approved IPPS-A leave from their losing unit.
  - c. SGLV-8286 (SGLI) and DD Form 93 (Emergency Data)
  - d. DA Form 3349/ MMRB (if applicable)
    - i. Permanent profiles must have the same date, or later date as your physical examination or the profile is not valid
  - e. Soldier Talent Profile
    - i. Promotion orders (if the current grade does not reflect accurately on the STP)
  - f. Mandatory Contact Information
    - i. TDY Soldiers must have their units 1SG and Battalion CSM's name, phone number, and e-mail address when arriving to C BTRY.

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7. Charlie Battery, 1st Battalion, 781h Field Artillery does not authorize students the possession or use of privately owned weapons or the use of motorcycles while attending 13B1O AIT. Students are not authorized to bring weapons or motorcycles to Charlie Battery or its other facilities.
8. While attending the course, you will need issued Personal Protective Equipment (PPE) / OCIE throughout the duration of the course and during the Culminating Training Event (CTE). See attached for the packing list that will be needed for the 13B1O course.
9. Privileges for reclassified and prior service personnel.
  - a. Although reclassified Soldiers are subject to IET policies and procedures, their privileges should be the same as those of permanent party members of equal grade. They are treated with the dignity and respect due their grade.
  - b. The company commander determines specific privileges based on such factors as grade, training performance, self-discipline, motivation, and conduct.
  - c. Fraternization between reclassified, prior service Soldiers, IET Soldiers, and cadre is forbidden in accordance with AR 600-20.
10. The point of contact for this memorandum is 1SG Travis Guidry at 580-442-2860 or Travis.J.Guidry.mil@army.mil



Travis Guidry  
1SG, USA  
Battery First Sergeant

COLD STEEL!



Hunter K. Low  
CPT, FA  
Commanding

# PACKING LIST

| QTY    | ITEM                                                                     |
|--------|--------------------------------------------------------------------------|
| 1      | Assault Pack – waist pack included                                       |
| 1      | E-Tool with carrying case                                                |
| 3      | Mag Pouches (or TAP system)                                              |
| 2      | Canteens                                                                 |
| 1      | Canteen Cup                                                              |
| 1      | Wet Weather Bag                                                          |
| 1      | Laundry Bag                                                              |
| 2      | Duffle Bag                                                               |
| 1      | Cold Weather Top/Bottom                                                  |
| 1      | Wet Weather Top/Bottom                                                   |
| 1      | IFAK with insert                                                         |
| 1      | Sleeping Mat                                                             |
| 1      | Complete sleep system (stuff sack, inner shell, outer shell, bivy cover) |
| 1      | Camelback with bladder                                                   |
| 1      | Complete ACH (chin strap, helmet pads, cover)                            |
| 1      | FLC or TAP system                                                        |
| 1      | IOTV (complete set with front and back plates)                           |
| 1 Pair | Gloves                                                                   |
| 1      | Eye pro                                                                  |
| 1      | Fleece Jacket                                                            |
|        | AGSU or ASU complete set                                                 |
| 1      | Coat                                                                     |
| 1      | Pants                                                                    |
| 1      | SS Shirt                                                                 |
| 1      | LS Shirt                                                                 |
| 1 Pair | Shoes                                                                    |
| 1 Pair | Socks                                                                    |
| 1      | Tie                                                                      |
| 1      | Cover (Beret or Cap)                                                     |
| 1      | Belt                                                                     |