



DEPARTMENT OF THE ARMY
ALPHA BATTERY, 1ST BATTALION, 78TH FIELD ARTILLERY
WILLIAMS HALL, 4409 LIBERTY ROAD
FORT SILL, OKLAHOMA 73503-4402

ATSF-BBA

23 April 2026

MEMORANDUM FOR Non-Initial Entry Training (N-IET) Students attending the 13M10
Advanced Individual Training (AIT)

SUBJECT: 13M10 AIT Welcome Letter

1. On behalf of the Commander and First Sergeant of Alpha Battery, 1st Battalion, 78th Field Artillery, congratulations on choosing to become a member of the Army's most deadly 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. Upon your arrival to Fort Sill, all TDY students will report to Alpha Batteries Charge of Quarters (CQ) NCO, located at Williams Hall, BLDG 4409 Liberty Rd, Fort Sill, OK, 73503. **When reporting, you must be in duty uniform.** Students must physically bring all specified documentation required for in-processing (see below). Students arriving after duty hours, or prior to your report date will still report to Alpha Battery CQ NCO. After in-processing you will be given further instructions from the CQ NCO and/or Drill Sergeant on duty, as well as issued living quarters.
 - a. It is up to your unit to authorize the use of a rental car. **1st Battalion, 78th Field Artillery is not the rental car approval authority.** It is highly recommended that your unit authorizes students the use of a rental car due to the travel distance from their living quarters to the various training sites.
 - b. Students not stationed on Fort Sill will be authorized to use the dining facilities on post seven days a week.
 - c. Students are not authorized to bring, or be in possession of, privately owned weapons and motorcycles. Use of these items is strictly prohibited while assigned to 13M10 AIT.
3. 1st Battallion, 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**

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schedule return flights before 1600 to allow enough time for out-processing from Williams Hall.

4. Alpha Battery student mailing address is:

Last Name, First Name, 13M
Alpha Battery, 1-78 FA
4409 Liberty Rd.
Fort Sill, OK 73503


5. When reporting, students must have at a minimum, one copy of each 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

6. CIF-issue Personal Protective Equipment (PPE) is required throughout the duration of the course. See attached packing list that will be needed for the 13M10 course.

7. The point of contact for this memorandum is 1SG Keith Bicking at 520-669-3794 or keith.c.bicking.mil@army.mil.

Detect and Destroy!


KEITH C. BICKING
1SG, USA
Battery First Sergeant


DYLAN T. CLARK
CPT, FA
Commanding