



DEPARTMENT OF THE ARMY  
ALPHA BATTERY, 1<sup>ST</sup> BATTALION, 78<sup>TH</sup> FIELD ARTILLERY  
428<sup>TH</sup> FIELD ARTILLERY BRIGADE  
4409 LIBERTY ROAD  
FORT SILL, OKLAHOMA 73503-4402

ATSF-BBA

01 October 2025

MEMORANDUM FOR Non-Initial Entry Training (N-IET) Students attending the 13R10  
Advanced Individual Training

SUBJECT: 13R10 Advanced Individual Training Welcome Letter

1. On behalf of the Commander and First Sergeant of Alpha Battery, 1<sup>st</sup> Battalion, 78<sup>th</sup> 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 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. Living Quarters for N-IET Soldiers are located at 2841 Davidson Rd, Fort Sill, OK 73503. Your quarters are located one mile from Alpha Battery and one and a half miles from I-See-O Hall and Burleson Hall. It is imperative that you plan accordingly. It is up to your unit to authorize the use of a rental car. **1<sup>st</sup> Battalion, 78<sup>th</sup> Field Artillery is not the rental car approval authority.** It is highly recommended that your unit authorize 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.
3. 1<sup>st</sup> Battalion, 78<sup>th</sup> 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 from Anderson Hall.

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4. Alpha Battery student mailing address is:

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

5. 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 SRB)
- 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 Anderson Hall.

6. Alpha Battery, 1<sup>st</sup> Battalion, 78<sup>th</sup> Field Artillery does not authorize students the possession or use of privately owned weapons or the use of motorcycles while attending 13M10 AIT. Students are not authorized to bring weapons or motorcycles to Alpha Battery or its other facilities.

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7. While attending the course, you will need issued Personal Protective Equipment (PPE) 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 13R10 course.
8. The point of contact for this memorandum is 1SG Donald Moffet at 580-695-9278 or Donald.r.moffet.mil@army.mil

**Detect and Destroy!**



DONALD MOFFET  
1SG, USA  
Battery First Sergeant



DYLAN T. CLARK  
CPT, FA  
Commanding