



**DEPARTMENT OF THE ARMY**  
**BRAVO BATTERY, 1-30TH FIELD ARTILLERY BATTALION**  
**840 GERONIMO ROAD**  
**FORT SILL, OKLAHOMA 73503**

ATSF-BFB

7 January 2026

MEMORANDUM FOR Field Artillery Basic Officer Leader Course (FA BOLC) Students

SUBJECT: Bravo Battery, 1-30<sup>th</sup> FA BN Welcome Letter

1. Welcome to the Fires Center of Excellence at Fort Sill, OK. As you embark on your journey to become a REDLEG here at FA BOLC, you will build lifelong friendships, experience several new challenges, and encounter an array of unique leadership styles. One of your primary duties as a newly appointed commissioned Officer is to be in the right place, at the right time, and in the correct uniform.

2. You can find more information about the course at the Fires Center of Excellence website:  
<https://sill-www.army.mil/428thfa/bolcb.html>.

3. It is highly encouraged to download the SIGNAL ® Application before arrival. SIGNAL is the primary means of communication while in the course. The alternative is to report every duty day to your Cadre at 0600, 0900, 1300, & 1700 daily.

4. Reporting Instructions:

a. Transportation is your responsibility in and around Fort Sill. It is preferred to bring your Personally Owned Vehicle (POV). If you own a motorcycle, it is highly encouraged not to bring your motorcycle due to not having enough time to ensure you understand the proper procedures and training needed to register and ride on post through the Motorcycle Mentorship program. The Schoolhouse will not provide transportation other than to field training exercises or specific Periods of Instruction (POI) events.

b. Gate Access:

1) Be aware that Fort Sill physical security office will no longer solely accept state-issued identification that does not meet the REAL ID Act of 2005 standards. Anyone with a non-compliant ID will need to provide a secondary form of identification, such as a U.S. passport or a certified birth certificate. If you do not have an active Common Access Card, Students must have a REAL ID along with orders to gain access to post.

2) Visit <https://sill-www.army.mil/vcc/> for Gate Location/ Hours.

c. You will report as directed in the Welcome Letter for accountability and will be afforded time to conduct in-processing with the Welcome Center at BLDG 4700 Mow-Way Rd. within the first five days of the course. Your cadre will lead you through this process.

d. Location to report is B BTRY Training Room, Room 56 at BLDG 840 Geronimo Rd. Contact the Training Room at (580) 442-3571 if you have any questions.



1) If reporting before class start date, report to BTRY Training Room between 0900-1500 on Duty Days.

2) You will not report to anyone on weekends or holidays.

e. Daily Reporting requirements for Students awaiting class or in a hold status:

1) Report every duty day for Physical Training at 0600, in seasonal APFU uniform with NEON YELLOW PT Belt, at BLDG 840 (Summerall Hall) motorpool.

2) Report every duty day at 0900 in Summerall Hall in serviceable and clean OCPs.

3) Report every duty day at 1500 in Summerall Hall in serviceable and clean OCPs.

4) If you have arrived more than two weeks prior to the start of your class, time is allotted to accomplish in-processing tasks at the Welcome Center.

5. All Students prior to arrival:

a. Computer Account: It is recommended that Students bring their own personal computer to FA BOLC at Fort Sill as laptops will not be provided. ARNG and USAR Soldiers need to have their email (army.mil) via Army365 set up prior to arrival. Complete Cyber Awareness Training and sign Army IT User Agreement on CS Signal Training Site, Fort Eisenhower (army.mil) to facilitate access throughout the duration of the course. If unable to gain access on personal computer, Fort Sill has a Library location that Students may use:

Library Name	Location	Hours of Operation
Nye Library	1640 Randolph Rd. Ft. Sill, OK	M-Sat.: 1000-1700

b. Required Documentation: Ensure you have all the following documents prior to arrival:

1) 10x copies of your PCS/TDY orders with special instructions included

2) 5x copies of DA FORM 31 or IPPS-A Absence Request form (Leave Form). If Students are utilizing a DA FORM 31, please ensure before leaving their unit that block 12, 13, & 14 are filled out and signed by the proper authority.

(a) IPPS-A Absence request for TDY Students will be submitted under 01. Chargeable Absence, as Annual Absences.

(b) IPPS-A Absence request for PCS Students will be submitted under 05. PCS Event. The end date for PCS Absence will end on the date before the report date. The chargeable leave will be stopped on the date the Student's physically report to BOLC.

3) 5x copies of DA FORM DA71, Oath of Office

4) 2x copies of Marriage and Birth Certificates for any dependents (if applicable)

5) 2x copies of Divorce Decree or Custodial Documents (if applicable)



6) 2x copies of DD Form 1610 (USAR Only)

7) 2x copies of DA Form 5960 (USAR Only: Forms must be completed within the last 6 months with accurate address on your orders. This will prevent a lapse in pay or pay issues while at FA BOLC.

8) **Bring original birth certificate, original social security card, and 1x form of government Identification (REAL ID) to facilitate receipt of Common Access Card (CAC).** These forms of identification must not be expired and must be state or federally issued (School ID is not acceptable).

c. Required materials: It is highly recommended that Students arrive with items from the **FA BOLC required items list**. This is a recommended list of materials to facilitate classroom needs and to facilitate training. You may purchase these items upon arrival; however supply is limited due to the number of Soldiers arriving and leaving Fort Sill.

6. Upon Reporting to FA BOLC:

- a. Report to B BTRY Training Room
- b. Fill out an In-Processing Folder (provided to you by the Training Room personnel)
- c. Provide a copy of:
  - 1) PCS/TDY orders
  - 2) DA Form 31 or IPPS-A Absence Request form
  - 3) DA Form 71 Oath of office
- d. Get a copy of your orders stamped (TDY Students Only)
- e. Fill out FS Form 562 (only if you brought a Privately Owned Weapon)
- f. Receive a copy of Active Duty DA71 (ROTC/ FOCS Students Only)

7. For Reserve and NG Component Students:

a. Orders: Please ensure your orders either state “report to” or “attached to B BTRY, 1-30<sup>th</sup> BN” or “W2NT4B”. You must ensure your address on your orders for your home of residence is correct or risk failure to receive Basic Allowance for Housing (BAH) while attending FA BOLC. The DA Form 5960 must match what is on your orders as well or you will not receive BAH. All orders for ARNG and USAR Students must be corrected and amended prior to attending FA BOLC. (ARNG and USAR Soldier’s orders will not be Permanent Change of Station (PCS) orders.)

b. Organizational Clothing and individual equipment (OCIE): Reserve and NG Component Students **will not receive equipment from FT Sill Central Issue Facility (CIF). This includes**



**GEN 2 Body Armor and Small Arms Protective Inserts (SAPI).** Students in this component are REQUIRED to bring TA-50 listed on the FA BOLC website under the information tab. **(See FA BOLC-B National Guard TA-50 Packing List).**

c. Finance: Within the first five days of class, Students will meet with the NG liaison. Students will need their orders and fill out a DA FORM 30R with Cadre to facilitate receiving payment. This process can take time, please ensure you have money saved in the event of a delay in payment.

d. Housing: You will be on Active-Duty for Training (ADT) or Full-Time National Guard Duty-Other or Full-Time National Guard Duty-Other Training-Duty (FTNG-OTD) orders to FA BOLC. Your orders will state that you are to receive billeting on post. USAR and ARNG Students will be housed in the IHG Hotels on Fort Sill. IHG Army Hotels, Located at BLDG 5676 Fergusson Road, will determine your building and room number at check-in. All TDY Reservations are made for you based off reservations in ATRRS. You are not authorized to bring your dependents or pets with you to stay in the IHG billeting during the course unless otherwise stated in your orders.

8. For Active-Duty Students:

a. Orders: Please ensure your orders either state “report to” or “attached to B BTRY, 1-30<sup>th</sup> BN” or “W2NT4B.” Please ensure you check your orders to determine whether you are on Permanent Change of Station (PCS) or Temporary Duty (TDY) orders prior to arrival.

b. Organizational Clothing and individual equipment (OCIE): Active-Duty Component Students will receive equipment from FT Sill Central Issue Facility (CIF). Please ensure that you have no outstanding hand receipts from the Commissioning Source or losing unit, this will result in equipment not being issued.

c. Finance: Within the first five days of class, Students will create a finance packet. Cadre will provide an example packet and provide guidance on how to submit properly. Please ensure you have the required documentation listed within this memorandum to receive payment in a timely manner. This process can take time, please ensure you have money saved in the event of a delay in payment. Once Finance packet is submitted, Students who are PCS'd to Fort Sill must complete and submit DFAS Smart Voucher located at <https://smartvoucher.dfas.mil/voucher/>. Failure to do so may result in the Student's financial account being deleted and not receiving future payments. Additional instruction on the Smart Voucher will be provided by Cadre.

d. Housing:

1) TDY: Students will be housed in the IHG Hotels on Fort Sill. The IHG Army Hotels, located at BLDG 5676 Fergusson Road, will determine your building and room number at check-in. All TDY Reservations are made for you based off reservations in ATRRS. You are not authorized to bring your dependents or pets with you to stay in the IHG billeting during the course unless otherwise stated in your orders. TDY per diem does not cover expenses for your dependents if they accompany you.



PCS: Students will secure and occupy housing before your class start date. If you want to live on-post, call the Fort Sill Housing Service Office (HSO) at (520) 714-9849 as soon as possible to secure living arrangements. You are only authorized to bring your dependents if you are PCS'd with dependents on your orders. Students are free to make any living arrangements they please, however Students will adhere to the below Off-Limits Establishments/Areas List, listed under Housing Off Post. You may bring pets to your residence, but please check with the HSO on any blacklisted breeds. It is recommended against bringing pets to FA BOLC due to tempo and field training exercises.

9. Off-Limits Establishments/ Areas List:

Business Name	Location
Crosby Park Apartments	5515 NW Cache Rd. Lawton, OK
Crosby Park Apartments	5535 NW Cache Rd. Lawton, OK
Aces & Eights LLC	1825 NW Cache Rd. Lawton, OK
Executive Inn	3134 NW Cache Rd. Lawton, OK

10. Transportation: Within the first five days, time is allotted for Students who are PCS'd to speak with the Transportation Office, located at BLDG 4700. For assistance with your household goods shipment after arrival to Fort Sill, you may contact the Transportation Office at (580) 442-3935.

11. Personally Owned Weapons (POWs): IF BRINING A WEAPON ON POST, YOU MUST DECLARE POSSESSION OF THE WEAPON TO THE GATE GUARD BEFORE ENTERING POST. If you live off post, you may store your personal weapon in your private residence. If you live on post, you must fill out a **FS Form 562** at the Training Room with the Commander's signature and submit it at the Visitor Center, located outside of Bentley Gate, **within one duty day upon arriving to the installation or upon purchase.**

12. Physical Fitness:

a. Army Fitness Test (AFT): Upon arriving at FA BOLC, you will take an initial AFT between day zero and day fourteen. Students will take a second, for Record AFT within 30 days of graduation and must pass the combat standard, a minimum of 350 total points with at least 60 points in each event, in order to graduate. Students who fail to meet the combat standard will be placed into a hold status and processed for an in-voluntary branch transfer. Students who fail the general standard will be placed into a hold status until they have passed or processed from the Army IAW TR 350-36.

b. Height and Weight: All students must report to FA BOLC in compliance with AR 600-9. Within 7 days of conducting the initial AFT, all Students will be measured IAW AR 600-9. National Guard Students may be dismissed from the course based on initial weigh-in results. Height/weight failures not in compliance with AR 600-9, will be flagged and enrolled into Army Body Composition Program (ABCP). The First Sergeant will measure failures every month to monitor progression until meeting the standards outlined IAW AR 600-9. Additionally, Students will be measured at the end of the course to ensure the standard was maintained. If a Student fails to meet the Army height/weight requirements at the end of the course, they will be placed in a hold status until they have met the requirements or processed from the Army IAW TR 350-36.



National Guard Students that do not pass Army height/weight standards by the final weigh-in will not graduate and be removed from the course.

13. Uniforms:

a. Students need to arrive with a full complement of required uniforms to include PT, Service Uniform (including Class B), and OCP uniforms. It is important to have the appropriate apparel for cold or inclement weather for each type of uniform, particularly Class B winter items due to the limited availability at Ft. Sill.

b. Primary uniform is the Army Combat Uniform with OCP pattern. All FA BOLC students will wear the 1-30<sup>th</sup> FA BN Patch pictured below:



c. Service Uniform: All students must bring either the Army Service Uniform (ASU) or the Army Green Service Uniform (AGSU). Appearance is IAW AR 670-1. For NG and USAR Students wearing AGSU, you may keep your current unit patch sewn on. For Active-duty Students wearing AGSU, you will sew on a unit patch if you know your follow-on unit assignment or sew on the 428<sup>th</sup> Field Artillery Brigade patch.

d. PT Uniform: All students must arrive with a full complement of seasonal APFU uniforms IAW FM 7-22) with NEON YELLOW PT Belt.

14. Leave and Pass while in FA BOLC:

a. The only leave authorized during FA BOLC is emergency leave and holiday block leave. Any other forms of leave requests will be considered on a case-by-case basis.

b. If wanting to take a pass, Students must submit a DA Form 31, coversheet, and itinerary for pass. *Passes are a privilege and should not be deemed guaranteed.* Refer to the battery's policy letter upon arrival for pass submission timelines.

15. Dining Facilities:

Dining Facility	Location	Hours of Operation
Bamford Chow Hall	2755 Miner Rd, Ft. Sill, OK 73503	Mon-Sat: B: 0730-0900, L: 1200-1330, D: 1730-1900 Sun/Holidays: B: 0700-0830, L: 1130-1300, D: 1630-1800
Garcia Hall	3720 Tacy St, Ft. Sill, OK 73503	Mon-Sat: B: 0730-0900, L: 1200-1330, D: 1730-1900 Sun/Holidays:



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		B: 0700-0830, L: 1130-1300, D: 1630-1800
Guns and Rockets (Recommended)	455 McNair Rd. Ste 118, Ft. Sill, OK 73503	Mon-Fri.: B: 0730-0900, L: 1130-1300

16. Mailing Address: Your mailing address while attending the course is 840 Geronimo Rd, Fort Sill, OK 73503. Understand that receiving mail at the unit, you may experience a five-to-fourteen-day delay from what you are used to experiencing at a primary residence. This is due to post processing and routing mail from the installation down to the Battalion. You may also request a PO BOX through USPS to expediate receipt.

17. Important Phone Numbers:

BTRY CDR:	(580) 442-5713
BTRY 1SG:	(580) 442-4775
Training Room:	(580) 442-3751
BDE Staff Duty:	(580) 917-8037
Army IHG:	(580) 355-4475
Housing Service Office:	(520) 714-9849
Transportation:	(580) 442-3935
DEERS:	(580) 442-5010
Legal Assistance:	(580) 442-5058

18. The point of contact for this memorandum is CPT Steven Madrid and can be reached at [steven.a.madrid.mil@army.mil](mailto:steven.a.madrid.mil@army.mil) or (580) 442-3950.

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