



DEPARTMENT OF THE ARMY  
A BATTERY, 1ST BATTALION, 30TH FIELD ARTILLERY  
756 MCNAIR ROAD  
FORT SILL, OK 73503

ATSF-BFA

06 August 2024

FACCC Class 004-24,

Welcome to the Field Artillery Captains Career Course (FACCC). At this point, you should have received an ATRRS reservation for attendance in FACCC Class 006-24 (10SEP24-19MAR2025). Please take time to read through this entire document. There are key dates for starting the course and a few requirements you will need to meet prior to arriving for the course. These requirements are relatively easy and will only take you a few minutes to complete.

This is **NOT** a traditional PCS. After reporting, you will go through three days of in-processing briefs as a class to include drawing your class materials (Texts and Instruments). It is up to you to take care of any in-processing not included in these briefs. Specifically, you are required to in-process transportation, finance (see **ENCL 5a Finance In-processing**), and housing **ON YOUR OWN TIME**. The transportation and Housing offices can be found in the Welcome Center. There is no medical in-processing requirement other than the TRICARE brief; our TRICARE representative will assign each of you a Primary Care Manager (PCM). There is no CIF draw required for the course. However, most students find it useful to bring equipment such as rucksacks for PT. **Additionally, you will need to carry forward your ASUs or AGSUs for your graduation, payday activities, and social events throughout the course. Do not pack these in your household goods shipment.**

I am sure many of you are very excited to get a much-deserved break after your time as Lieutenants. Yes, this course takes place exclusively in a classroom environment; however, FACCC is a rigorous program of study, and you need to come well prepared to excel.

Remember that Fort Sill is the home of the Field Artillery community, and you are expected to be professionals at all times. Advanced Individual Training and Basic Officer Leader Course are both within our Brigade and you will see them throughout your time here at Fort Sill. As a Captain or soon-to-be Captain, professionalism should be an integral part of your character. You should take it upon yourself to serve as a positive example for the Soldiers, Non-Commissioned Officers, and Lieutenants that you encounter during your time at Fort Sill. At a bare minimum, you will show up to class each day with a professional military haircut, a serviceable uniform, within HT/WT standards, able to pass the ACFT, and adhering to high standards of military tact at all times. Additionally, leaders at every level will seek opportunities to engage with you and your classmates in constructive discussions and professional development settings. The

expectation is that you participate and provide constructive dialogue. Endeavor to excel in the course and distinguish yourself from your peers.

**Computer access** is an essential requirement in CCC. Please ensure your losing installation deletes your computer account as part of your PCS process. Anyone arriving with an account still active at another installation will be unable to receive a computer account here at Fort Sill.

Included in this email are several documents and links for you to complete in order to accelerate your in-processing into the course:

- a) Personal Data Sheet and Change of Address Card (ENCL 12) – Fill these out and give them to S1 **prior to reporting to the BTRY.**
- b) PII Tracker (ENCL 1) – Filling out the PII tracker and returning it to the Training Room or the Battery Executive Officer will **expedite** your initial day of in-processing and get you on your way faster. **During in-processing we prioritize those who have already submitted their PII tracker prior to arrival.** If you will not have access to your government email, please provide an alternate email address.
- c) AUP / Cyber Awareness Training – This will assist you with computer access. To fill out the AUP and complete the Cyber Awareness Training go onto the Fort Gordon training site (<https://cs.signal.army.mil/> go to Fort Gordon Courses -> Cyber Awareness Training) sign the AUP and complete the Cyber Awareness Training (ensure it does not expire prior to completion of the course). You will need a Fort Sill student/guest account for CCC so make sure you have your account at your losing installation deleted.
- d) Blackboard – The Course uses blackboard as part of instruction. Please go to <https://fcoe.ellc.learn.army.mil/> (CAC enabled) to log into Blackboard to ensure you have access. You may not yet be registered for Class 01-24 through Blackboard but having the ability to log in is key. Please do not confuse your class for the Reserve Component class; this is a common mistake.
- e) GTC Packet – If you have a **Government Travel Card (GTC)**, please complete and turn in the **GTC packet** upon your arrival. See **ENCL 8a (GTC In-Processing Instructions)** for instructions and packet contents. The S4, Mr. Goins, will cover any additional requirements during your S4 In-Processing brief.
- f) Microsoft Teams/DoD365 – Your class may be required to conduct certain blocks of instruction via distance learning. The Army currently operates off of Microsoft Teams through DoD365. At this time, we do not have links or a handout with instructions on how to setup a DoD365 account.

There have been recent changes to the course. All active duty should be attending the school in a **PCS status**. It is important that your orders/travel voucher are properly arranged ahead of time. You must be moved into your lodging before close of business on your report day so you can in-process the following morning. I have attached a picture detailing where to report (see **ENCL 4 - FACCC STRIP MAP**). Report in OCPs or ASUs. You may **NOT** report in civilian clothes.

***At 0900 on 10 September, you must first sign in at BN S1 (Townes Hall – BLDG 757) where you will turn in your Personal Data Sheet and Change of Address Card (ENCL 12) then report to the BTRY Training Room (Seaman Hall – BLDG 756). 0900 will be the start of the day; there is no PRT formation on this day.***

Day	Time	Event	Location
10SEP2024	0900-1100	Report/BTRY In-Processing	<u>1<sup>st</sup></u> : BN S1 (Townes Hall – BLDG 757) <u>2<sup>nd</sup></u> : A BTRY TNG RM (Seaman Hall – BLDG 756)
11SEP2024	0900-UTC	In-Briefs	Snow Hall
12SEP2024	0900-UTC	In-Briefs	Snow Hall
13SEP2024	0900-UTC	In-Briefs	Snow Hall

National Guard officers and Marines will report with the rest of their class between **0900 and 1100**.

If you are coming **from a unit located on Fort Sill**, you must bring a **DA 31** or approved **Absence Request** with **at least one day of non-chargeable leave from your losing unit**.

Students that are on a **PCS STATUS**, must bring **five** copies of their orders and a valid DA 31 or approved Absence Request. The BTRY Training Room and Battalion S1 will **each** need a copy of your orders and DA 31 or approved Absence Request.

National Guard students only need to bring their orders; **they do NOT need an absence request** or leave form.

If you drive a vehicle while attending FACCC be prepared to conduct a **vehicle inspection** the first week of class. You must have a valid driver's license, registration, and insurance.

If you intend to ride a motorcycle while in the course, you must bring your completed motorcycle packet (IAW FT SILL Motorcycle Safety Standards) and have completed all required training otherwise you will not be authorized to ride it on post. I have attached the motorcycle packet in **ENCL 11**. It is also available in the BTRY Training Room.

Maintain your fitness during your transition to FACCC. You must be prepared to conduct a record ACFT within the first week that you arrive and periodically throughout

the course. Failing to pass the ACFT may result in receiving a “Failed to Achieve Course Standards” DA 1059, removal from the course, and having to wait a minimum of six months before re-entering the course.

A height and weight screening will be conducted within one week of your report date. Not passing the height and weight may also result in receiving a “Failed to Achieve Course Standards” DA 1059, being removed from the course, as well as having to wait a minimum of six months before re-entering the course.

The BN S3 provides the option to order BN PT gear. Your class may choose to have custom PT gear designed/ordered.

Officers with temporary profiles that are not a result of operational deployment but **prevents full participation in a course** will be removed or deferred from school attendance consideration by their immediate commander until the temporary profile is removed. AR 350-1 covers permanent and temporary profiles in more detail.

Some of you may have changed classes, were selected for a VTIP, or selected for attendance to other courses such as SFAS. I would like to congratulate those selected. I wish you all the best of luck in your future endeavors. For all of you that will not be attending the course for the aforementioned reasons or any other reason, do not be alarmed. There is no need to email me or our staff to seek assistance changing your orders. We realize unique circumstances such as these occur. Do what your orders state, and if you are overly concerned, please contact your branch manager for assistance. **We have no control over your orders or your ATRRS reservation.**

For those of you electing to go through SFAB Assessment during the course: You may not miss class for it. **Your SFAB Assessment must take place over a weekend.**

There is also a general assumption across the force that in order to submit a resignation (REFRAD), the officer should do so at Fort Sill upon arriving for the career course. **This is not true.** Too often officers arrive for the course attempting to submit resignations. **They will not be approved.** Additionally, officers will arrive with resignations already pending at HRC. Once you arrive at Fort Sill, HRC will recognize the move and deny your request. Please do not let your current unit of assignment convince you otherwise. Contact your branch manager for further clarification if needed. AR 350-100 Officer Active Duty Service Obligations is an excellent resource and can answer most questions in this area.

**Do not report wearing an IR Flag. Do not report wearing your previous unit patch.** You will be asked to leave and return wearing the appropriate unit insignias. Additionally, you must be in duty uniform when you report. Again, you will be told to leave and return in a duty uniform.

Lastly, remember that we are not your previous unit. Read our policy letters (see **ENCL 10**) and abide by our unit and installation regulations. Policy Letters can be found in the Battery and Battalion buildings. Ask if you are unsure. I have included the Fort Sill

Bluebook to get you started and a Frequently Asked Questions (FAQs) page (**ENCLs 6 and 2**).

Do not hesitate to contact the unit for additional information or if you have any pressing questions.

JOSHUA HENRY  
MAJ, FA  
Commanding