



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 1<sup>ST</sup> BATTALION, 22<sup>ND</sup> FIELD ARTILLERY  
6007 ROTHWELL STREET  
FORT SILL, OKLAHOMA 73503

ATSF-KH

7 September 2023

Future Scorpion,

Welcome to the 1st Battalion, 22nd Field Artillery Regiment. You are joining a world class unit during a critical time as we prepare our Army's newest Soldiers for current and emerging challenges around the world. We look forward to your arrival and your contributions as a leader in transforming civilians into Soldiers during Basic Combat Training.

1-22nd FA is one of five battalions in the 434th Field Artillery Brigade that conduct Basic Combat Training (BCT). We train every MOS in the Army utilizing a standardized Program of Instruction (POI). Five batteries within the battalion simultaneously conduct varying phases of BCT throughout the year. You will have ample opportunity to sharpen your leadership skills while contributing to the Army in an impactful and critical way. We are confident that this assignment will be both personally and professionally rewarding for you. Our Soldiers deserve solid leadership and the best training that we can provide; we are sure that you will fit right in and lead from the front.

As you plan your PCS, we hope to help make this a smooth transition for you and your Family. Please stay in contact with your sponsor to ensure a smooth transition. Please see below for information that you may find useful as you transition to Fort Sill.

**In-processing** – When arriving at Fort Sill, you must report to the Reynolds Army Health Clinic and begin there with a COVID-19 screening before you go to the Welcome Center (Building 4700) to begin in-processing. Once your screening is complete, you will sign in with staff duty at the main entrance of BLDG 4700 and they will give you further instructions. In the event that you arrive after 1630, you will have to wait until the following day for the screening, although you will still report to BLDG 4700 to sign in from leave. The number to staff duty at BLDG 4700 is (580) 442-3217. You need to bring all military records (DA 31, clothing records, medical and dental records), five copies of your orders, and arrive in duty uniform. Again, keep constant communication with your sponsor; he/she will help you during in-processing.

**Early and Late Reporting** – Previously, late reporting was authorized due to COVID-19 restrictions. As of MILPER Message 22-045 dated 1 February 2022, this is no longer automatically authorized. Local commanders in the rank/grade of COL/O6 may approve requests for Soldiers to have report dates to their new duty station adjusted up to 30 day early and up to 30 days later than the published report date on orders. This authority will not be utilized to push assignments into the Brown-Out-Cut-Over (BOCO) period of 11 August through 15 October 2022. Please note that only personnel deemed mission ATSF-KH essential or mission critical will report during the BOCO period. If you are requesting a deferral or deletion, please inform your sponsor.

ATSF-KJB

SUBJECT: AR 15-6 Investigation Findings and Recommendations (A/2-18FA, 1-31FA, 1-19FA Soldier Misconduct)

**Temporary Lodging** – Fort Sill offers temporary lodging through the Holiday Inn Express. Rooms include such amenities as free wireless internet access, a microwave, refrigerator, and a guest laundry facility. For more information and reservations, go to <https://www.ihg.com/armyhotels/hotels/us/en/fortsill/> or call (580) 442-5000.

**Housing** – First line supervisors of single Sergeants (E5) and below will ensure proper accommodations for Service Members upon arrival to the unit. Single Soldiers in the grade of E1 through E5 are required to occupy barracks space. If you are an E5 and single, you may be approved to live off-post by the chain of command. You must obtain an approved exception to the policy that will allow you to draw BAH at the single rate accompanied by a Certificate of Non-Availability (CNA).

If you plan to live in on-post privatized housing, contact Corvias Military Housing at (580) 581-2144 to check available options. Once you have your orders, you can apply for housing online at <https://sill.corviaspm.com/>.

Off-post housing is also available. There is no requirement to contact the Fort Sill housing office prior to arrival to post; however, we recommend calling them at (580) 442-5190/2813 to gain more information on off-post housing.

**Exceptional Family Member Program (EFMP)** – You can reach the EFMP at Fort Sill's Army Community Service at (580) 442-4916. Additional information and support is also available via the EFMP group page at [www.Facebook.com/FortSillACS](http://www.Facebook.com/FortSillACS).

DoD EFMP launched an online tool, EFMP & Me, providing 24/7 support to military Families with special needs. Through tailored checklists, EFMP & Me users can navigate services, connect with resources and advocate for themselves or a Family member with special needs. For more information you can visit EFMP & Me at <https://efmpandme.militaryonesource.mil>.

**Schools for School-Aged Children** – Pre-Kindergarten through 5th grade children who live on post may attend Freedom Elementary. It falls under the Lawton Public School System (LPS), <http://www.lawtonps.org/> or call (580) 357-6900. The Middle Schools and High Schools are off-post, but also fall under the LPS. There are also multiple other school options available in the local area. You can find out more information by visiting or calling:

- <http://www.elginps.org/> (580) 492-3663
- <https://www.cacheps.org/> (580) 429-3266
- <https://www.bishop.k12.ok.us/> (580) 353-4870
- <https://www.flowermound.k12.ok.us/> (580) 353-4088

**Child and Youth Services (CYS)** – CYS Central Enrolment/Registration is located in the Welcome Center at Building 4700. You can reach CYS Central Enrolment/Registration by their main phone numbers at (580) 442-3927 or 3486.

ATSF-KJB

SUBJECT: AR 15-6 Investigation Findings and Recommendations (A/2-18FA, 1-31FA, 1-19FA Soldier Misconduct)

**Training Records** – The 1-22 Field Artillery Battalion will need copies of the following records: DA Form 348, military and civilian driver's license, Training Certificates (SHARP, EO, MRT, Master Driver, Armorer, UPL, MFT, and other courses).

**Spouse Employment Opportunities** – While we cannot give a specific endorsement to any outside job assistance agencies, the following may help you explore job opportunities for spouses available in and around Fort Sill:

- Those seeking employment locally can check out Oklahoma Job Match through the Oklahoma Employment Security Commission (OESC) website <https://oesc.ok.gov/>. The website features an OESC Virtual Agent to guide you through the process of filing a claim, applying for unemployment, as well as exploring available jobs in all fields and a host of training resources. There is also a section for those who want to connect with employers seeking Veterans and Military Family Members.
- The Transition Assistance Program (TAP) at Fort Sill is also another resource for military spouse job-seekers. They are available via their Facebook page, <https://www.facebook.com/FortSillSFLTAP/>.
- The USO Pathfinder Program on Fort Sill serves military spouses as well as transitioning service members. You can find information and announcements from the USO Pathfinder Program on their social media page <https://www.facebook.com/USOOklahoma/>.
- Transition is nearly a constant with military life. Military spouses, whether transitioning into, through, or out of military life may also enroll in DoD's MySTeP. Created by military spouses, MySTeP is a self-directed, online learning tool that guides military spouses through the available resources, benefits, programs and tools for your entire military journey <https://myseco.militaryonesource.mil/portal/content/view/8656>.

**Things to Do** – Fort Sill has multiple activities that the whole Family can enjoy. One of the newest additions to Fort Sill was Fires gym equipped with a rock climbing wall, onsite CYSS and hourly childcare. Other amenities include LETRA Beach & Waterslide, numerous pools, a bowling alley, a library, a golf course, a Rod and Gun Club and of course the Commissary and PX. (COVID-19 restrictions may apply depending on conditions). Lawton/Fort Sill is surrounded by a national treasure, the Wichita Wildlife Refuge. It includes thousands of acres for hiking, open ranges for buffalo, elk, longhorn ATSF-KH and other wildlife. Lawton/Fort Sill is just 90 minutes from Oklahoma City and about three hours from Dallas/Fort Worth, Texas.

**Points of Contact** – Your sponsor should be your primary point of contact throughout your transition period. We ask that you respond to your sponsor within 48 hours of

ATSF-KJB

SUBJECT: AR 15-6 Investigation Findings and Recommendations (A/2-18FA, 1-31FA, 1-19FA Soldier Misconduct)

him/her making contact with you. The following battalion leaders are also available to help you, as you join the 1-22 FA BN Team:

SSG Ruano, Luis, S1 NCOIC: (580) 558-7231 or [luis.e.ruano.mil@mail.mil](mailto:luis.e.ruano.mil@mail.mil)

SFC Ledesma, Gregorio, S4 NCOIC: (580) 558-7237 or [gregorio.p.ledesma.mil@army.mil](mailto:gregorio.p.ledesma.mil@army.mil)

MAJ Camden, Jimmie, BN XO: (580) 558-7228 or [jimmie.g.camden.mil@army.mil](mailto:jimmie.g.camden.mil@army.mil)

CSM Diaz, Jimmy: BN CSM (580) 558-7227 or [jimmy.j.diaz.mil@army.mil](mailto:jimmy.j.diaz.mil@army.mil)

We look forward to meeting you and having you join this outstanding team!

//////////ORIGINAL SIGNED//////////

JIMMY J. DIAZ

CSM, USA

Command Sergeant Major

//////////ORIGINAL SIGNED//////////

ADAM T. SHCULTZ

CPT, FA

Commanding