



**Department of the Army**  
**Echo Battery, 1st Battalion, 31st Field Artillery**  
**Basic Combat Training – Class 51-23**



Greetings from the Fires Center of Excellence, Fort Sill, Oklahoma, home of the Field Artillery. The Trainees of Foxtrot Battery are proving their toughness every day. They have become more knowledgeable, motivated, and fit to be an American Soldier. We are coming to the end of the training, and now it is time to look forward to graduation. The last graduation requirement is called the FORGE and happens in week eight. Remember, no news is good news! Your Trainee will be allowed to call home and communicate their status to you. There is no need to call asking for the information. Family Day will occur on August 10, 2023, at 9:00 a.m. Guests will be able to pick up their Trainee at the Cache Creek Chapel. You will access the Post through Key Gate East. Gates will open for access at 8:00 a.m. Your Trainee's pass will start at 9:00 a.m., and they will need to return to the battery before 8:00 p.m. While on the pass, please ensure your Trainee maintains their military bearing during their time with you. They are no longer only representing themselves, but this unit, Fort Sill, the United States Army, and the Nation. Do not purchase contraband items for your Trainee, or allow your Trainee to purchase/consume these items while on the pass. These items include but are not limited to tobacco products, drugs, alcohol, electronics, body spray, perfume, body piercing, tattoos, and pornographic material. Do not allow your Trainee to drive any vehicles. Do not use a cell phone while driving on the installation. Your Trainee is not allowed to use their cell phones while walking in uniform. Do not take your Trainee to play in any casinos. All Trainees will be held accountable for their actions.

The graduation ceremony will begin promptly at 09:30 a.m. on August 11, 2023. You will access the Post through Key Gate West. We highly recommend that guests carpool to mitigate limited parking. Following each graduation ceremony, guests will be allowed to spend time with their Trainee until 12:00 p.m. We also suggest keeping up with Oklahoma weather that week and plan to bring warm clothing. At 12:00 p.m., all Trainees will depart back to their unit area of operation to prepare to ship to their Advance Individual Training location. **FAMILY TRAVEL TO AIT IS NOT AUTHORIZED.**

If inclement weather occurs, we will conduct indoor graduation at Sheridan Theater or Cache Creek Chapel at 09:30 a.m. If the graduation ceremony moves indoors, only two family members over age 13 are authorized to attend. Children 12 and under are welcome to attend. Please arrive before the start time of the graduation ceremony. If we have additional space, we will allow more guests. Immediately following indoor graduation, families have time to congratulate their new Soldier. How much is dependent on what time the graduation is held. It will be no more than 2 hours.

During Family Day and Graduation, the Department of Emergency Services will conduct in-lane vetting. Vetting can ONLY happen through Key Gate East and Key Gate West. Attendees 18 and older (16 and older if driving) will need to show a valid State ID, Military ID, or U.S. passport at the entrance to gain access to the installation. In-lane vetting will last from 7:00 a.m. to 10:00 a.m. You do not need to go to the visitor center for a pass on post. If you have a felony or warrant, please reach out to the Visitor Center for post access approval. Their number is 580-442-9604.

The purpose of Family and Graduation Day is to openly recognize the accomplishments of your Trainees by conducting safe graduation ceremonies while maintaining COVID-19 protocol safeguards. We want to remind you that there are COVID mitigations in place at Fort Sill. Visitors may be required to wear a mask in all indoor facilities and where social distancing is impossible.

If any information gets updated, you can find it on the Battery Facebook page. Your Trainee will also be able to call with any updated information. We look forward to meeting you and hope you can attend your Trainee's graduation. Welcome to the Army Team.

Thank you for your continual support!

Respectfully,

A handwritten signature in black ink, appearing to read 'Taylor A. Palmaffy', with a long horizontal flourish extending to the right.

TAYLOR A. PALMAFFY  
CPT, IN  
Commanding