



Basic Training Information

F/1-31ST Field Artillery



9 January 2024 – 15 March 2024

CLASS# 15-24

Dear Family and Friends:

Greetings! I am First Lieutenant Sarah R. Martin, your Trainee's Battery Commander during Initial Entry Training into the United States Army. Your Trainee has arrived safely at Fort Sill and will begin Basic Combat Training.

During the ten-week training period, your Trainee will learn the basic skills that are required to survive and win on today's modern battlefield. The training will be very strenuous and demanding, but the tasks performed will help each Trainee develop the discipline and self-confidence necessary to be a successful Trainee in today's Army.

I want you to know that the Drill Sergeants who will train your Trainee are a very dedicated group of professionals who are genuinely concerned about the health, welfare, and training of each Trainee. We consider your Trainee to be the Army's most important asset, and I personally ensure that your Trainee's basic training experience will be both challenging and rewarding.

YOU WILL HEAR FROM YOUR TRAINEE SOON!

By now, you should have already received a phone call from your Trainee. All Trainees are given the opportunity to call home within the first 72 hours upon arrival to Basic Combat Training. Afterwards, Trainees are occasionally afforded the PRIVILEGE to utilize the telephone (usually during weekends after their third week of training); however, Trainees may have this privilege revoked due to poor performance or misconduct.

I ask that you do not attempt to contact your Trainee by phone. If there are any concerns regarding the health and welfare of your Trainee, I will personally let you know, or your Trainee will be allowed to call home.

YOUR TRAINEE WANTS TO HEAR FROM YOU!

Whether or not this is your Trainee's first time away from home, I am sure that your Trainee will miss you a great deal. I strongly encourage you to write at every opportunity. Your Trainee will have time to write you as well. When writing your Trainee, use the following address:

Rank Last Name, First Name

Foxtrot Battery, 1-31 Field

Artillery

____ PLT, Class# 82-23

5960 Rothwell Street

Fort Sill, OK 73503-4478

***(Your Trainee should have let you know what PLT they are in)**

Packages are not generally necessary because your Trainee can buy everything they need here at our local Post Exchange. However, if you choose to send your Trainee a package, please observe the following guidelines by scanning the QR code:



The following items are the authorized items:

- ✓ Stamps
- ✓ Paper and envelopes
- ✓ Unscented hygiene items
- ✓ Special Laundry soap

PLEASE LIMIT SENDING PACKAGES!

Your Trainees only have a SMALL drawer to store personal items, and will NOT have space to keep items sent from home. Everything they need on a day-to-day basis is provided.

WHAT CAN I DO TO ASSIST MY TRAINEE DURING TRAINING?

The best thing you can do is write as many encouraging letters as possible. Trainees look forward to mail call. Small, tasteful photos are also a great motivator for Trainees.

HOW ARE THEY TREATING MY TRAINEE?

Today's Trainees are treated fairly and firmly with dignity and respect. Abuse of any kind is not tolerated. Drill Sergeants are selected among the best Noncommissioned Officers in the Army and are highly qualified to train recruits.

MAY MY TRAINEE ATTEND RELIGIOUS SERVICES?

Absolutely. Trainees have the opportunity to attend weekly religious services of various denominations and bible study. Trainees are also permitted to seek counseling from an Army Chaplain, who is on call 24 hours a day, 7 days a week.

WHAT HAPPENS IF MY TRAINEE FAILS A PORTION OF BASIC TRAINING?

If a Trainee fails to meet any of the graduation requirements, every effort will be made for the Trainee to retake the failed portion. In the event the Trainee cannot pass or retake that portion, they will be considered for a transfer (recycle) to another unit in order to complete the remaining training requirements. Upon graduating with that unit, the Trainee will move on to Advanced Individual Training (AIT). We will ensure that your Trainee is afforded the opportunity to call home in order to keep you updated on their status.

IN CASE OF EMERGENCIES

Should an emergency arise, the best means of notifying your Trainee is through your local American Red Cross. The field office in your area will contact the Fort Sill, Oklahoma field office who will, in turn, contact us. In extreme cases, such as serious injury or death affecting immediate family members, an emergency leave of absence may be granted (this is case-by-case basis only). Other leaves of absence during training are not normally authorized.

WHAT HAPPENS IF MY TRAINEE IS INJURED DURING TRAINING?

Should any injury occur, your Trainee will receive appropriate medical attention from Fort Sill's state-of-the-art medical facilities. Additionally, Drill Sergeants are Combat Lifesaver qualified and carry medical aid kits. Injuries that prevent Trainees from graduating will be handled on a case-by-case basis. Any Trainee who is injured during training and cannot complete the remaining training requirements will be transferred to the Warrior Training Rehabilitation Program (WTRP) to recover. Once the Trainee recovers, they will be sent to another training unit to resume the missed portion of training.

FAMILY DAY AND GRADUATION INFORMATION

Provided your Trainee meets all basic training requirements, Family Day will be held at **8:00 AM on Thursday, March 14, 2024** and Graduation will be at **9:00 AM on Friday, March 15, 2024**. Your Trainee should know their graduation status by the end of the 8th week of training (week of November 20th). As the time gets closer, I will issue a graduation letter that will go into more detail about Family Day and Graduation. This letter will also be posted on the Facebook page and website listed in this letter.

Family Day and Graduation have opened back up to IET families; however, there are still regulations and safety precautions we must follow. Both ceremonies will also be live-streamed for you to watch for anyone that will not be physically present. Family Day will be on the Battery Facebook page, and Graduation will be on the Fort Sill Livestream page. Details will be sent out in the graduation letter. Please wait for confirmation from your Trainee that they will graduate and check the Facebook page for changes before making any travel plans.

SHIPPING TO ADVANCED INDIVIDUAL TRAINING (AIT)

Your new Soldier, will begin shipping to AIT beginning on March 15, 2024 via government-provided transportation. NO Soldier is authorized to proceed to AIT by any method other than what is coordinated by the government. 13 Series (Field Artillery), 14 Series (Air Defense Artillery), 94M (Radar Repair), and 94S (Patriot System Repairer) series Soldiers who are attending AIT at Fort Sill will ship to their gaining unit by the afternoon of graduation day.

POINTS OF CONTACT

The best way to communicate with us is through the Battery Facebook page. I highly recommend you use our Facebook for any communication because this allows others to view our communication. The chances are high that others will have the same question, and this will provide me a way to send messages to all family members at the same time. However, if you have an extremely important, sensitive, time urgent message, please use the below e-mail.

Battery Commander: First Lieutenant Sarah R. Martin
Battery First Sergeant: First Sergeant Manuel A. Borquez

Email: sarah.r.martin12.mil@army.mil
Email: manuel.a.borquez.mil@army.mil

SOCIAL MEDIA

- ✓ Fort Sill Website: <https://sill-www.army.mil/>
- ✓ Brigade Facebook: www.facebook.com/ftsillbasictraining
- ✓ Battalion Facebook: <https://www.facebook.com/ProudAmericanBN/>
- ✓ Battery Facebook: <https://www.facebook.com/F131FA/>

In closing, transforming your Trainee from a Civilian into a Soldier is our mission. Without them, we would not be here. We will do whatever it takes to see that your Trainee is successful, but your son or daughter must possess the desire to become part of the U.S. Army. Encourage your Trainee to succeed and they will, just like the many who have come before them.

Respectfully,

///SIGNED///

Sarah R. Martin
1LT, FA
Commanding