



POST ACCESS INSTRUCTIONS

B BATTERY, 1-31ST FIELD ARTILLERY

"BANDITS"



FROM THE COMMANDER

Dear Bandit Parents, Family Members, and Friends:

I am Captain Richard Miller, your Soldier's Battery Commander for Basic Combat Training (BCT) in the 1st Battalion, 31st Field Artillery, 434th Field Artillery Brigade, Fort Sill, Oklahoma. This is a step-by-step instruction on how you, your family and your friends can gain access to FT Sill in order to join us for Family Day and Graduation Day.

REAL ID BASE ACCESS FOR FORT SILL BCT FAMILY/GRADUATION ay

1. Open web browser and navigate to <http://sill-www.army.mil/> .
2. Select the "Newcomers/other Links" tab in the top right
3. Under the "Coming to Sill" section select the link that says "Visitor Control Center".
4. Click the link marked Fort Sill Form 118A.
5. REQUEST FOR UNESCORTERS INSTALLATION VISIOTR ACCESS TO FORT SILL will display. (NOTE: This will not work with Firefox Web browser).
6. Determine who needs a pass.
 - a) All adults 18 or older who do not have a Department of Defense (DoD) approved identification card. Examples of approved identification cards are located at <http://sill-www.army.mil/vcc/approved.html> .
 - b) All vehicle drivers who are 16 years or older.
 - c) Veterans who do not have a DoD approved identification card. The V.A. issued identification card no longer meets the criteria for installation access.
7. Print one copy of the Fort Sill Form 118A for every individual who needs a pass.
8. The individual requesting access will need to complete the form by filling in all the blanks. Forms that are not legible may not be approved.
9. In Part II box a, be sure to input the date range to cover your stay for Family Day and Graduation Day.
10. In Part II box b, be sure to check the box marked GRADUATION.

11. In Part II box b, under “Special Event (Specify Below)” be sure to write our unit – “B Battery, 1-31 FA Battalion”.

12. After completing all sections in Parts I-III, the applicant will sign and date in Part III, box 2. Only the person whose name is listed in Part I, box “a” can sign the form.

13. After completing and signing the form, mail it to the following address:

Visitor Control Center
T6701 Sheridan Road
Fort Sill, Oklahoma 73503

14. The form must be mailed to the Visitor Control Center no later than four (4) weeks prior to graduation to make sure it has time to be received and processed.

15. The Visitor Control Center will process all forms, generate passes, and distribute approved passes to our liaison. We will NOT mail passes home.

16. We will have a liaison present at the Visitor Control Center on Family Day from 0700-0900. Please try to arrive early to get your pass. Issues could arise and we want to be sure that you make it on time for Family Day. The Visitor Control Center works very hard to make the process go as smooth as possible, but they process over 1,000 passes each graduation and complications could arise. We ask you to be patient with them and our liaison.

17. Once you have your pass, you may enter Fort Sill through any gate by presenting your pass and photo ID.

18. To appeal any access rejection, complete and submit a Fort Sill Form 117, FS Access Control Denial Waiver Application. Details for completing the form are contained within the form and at <http://sill-www.army.mil/vcc.html> . Completing an appeal form does not guarantee any person access to Fort Sill.

19. Once you send in your pass, you can call the Visitor Control Center at (580) 442-9603 to verify that it has been processed and approved. This does not guarantee that it will make it to our liaison; which is why we recommend getting to the VCC early.

FURTHER QUESTIONS?

For any additional question concerning access to Fort Sill, please direct them at the Fort Sill Visitor Center at (580) 442-9603 or <http://sill-www.army.mil/vcc.html> .

Kindest regards,

RICHARD MILLER
Captain, FA
Commanding