



DEPARTMENT OF THE ARMY
C BATTERY, 2D BATTALION, 6TH AIR DEFENSE ARTILLERY
2745 MINER ROAD
FORT SILL, OK 73503

ATSA-TPY-C

23 October 2017

MEMORANDUM FOR Students, Army Medical Department Direct Commission Course

SUBJECT: Welcome Letter for the Army Medical Department Direct Commission Course

1. Welcome to the United States Army Medical Department Direct Commission Course (AMEDD DCC). I am your Battery Commander, CPT Sara Lee. You are assigned to Fort Sill, OK, C Battery, 2nd Battalion, 6th Air Defense Artillery for the duration of the course.

2. Our mission at the Direct Commission Course is to train Army Medical Department (AMEDD) Direct Commission Officers in an immersive military environment at Fort Sill, Oklahoma in order to equip new medical officers with the initial attributes and competencies critical to serve and perform their duties for future assignment in the U.S. Army. My Officers and Noncommissioned Officers will coach, teach, and mentor you in fundamental basic Soldier skills. These skills will give you a solid foundation in leadership, physical fitness, mental toughness, and tactical and technical proficiency in order to aid you in the execution of your branch's mission. My cadre expect you to come to this course with a positive attitude and a team-first, never-quit mentality that embodies the Warrior Ethos and the Soldier's Creed, a strong desire to learn, and the will to live the Army Values 24/7. You are Officers and therefore leaders in the finest fighting force in history. I fully trust that your actions and conduct will reflect this awesome and honorable responsibility. My cadre and I are committed to your development as an Officer and will display the highest standards of professionalism at all times. This course will challenge you mentally and physically. We will not send you away untrained or unready for today's battlefield.

3. Please refer to the DCC website: http://sill-www.army.mil/30ADA/AMEDD_DCC.html as it contains valuable information about the course. If you have questions or concerns this letter does not address, please contact me or the following individuals:

a. Battery Commander: CPT Sara A. Lee at sara.a.lee.mil@mail.mil, or (580) 558-5216.

b. Battery First Sergeant: 1SG Daniel J. Roletto at daniel.j.roletto.mil@mail.mil, or (580) 558-5217.

c. Battery Executive Officer: 1LT Haydn E. Thomason at haydn.e.thomason.mil@mail.mil, or (580) 558-5215.

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d. Course Manager: CPT John Young at john.r.young147.mil@mail.mil, or (580) 558-5095.

4. Reporting. Report to DCC from **0900-1800 on your class report date**. You **may** report in civilian clothing. You will report to Building 2745 Miner Road, Fort Sill, OK 73503. Parking will be in designated areas. Once parked, follow signs to the classroom where in-processing will take place. If you think you will be late, please contact 1SG Roletto or IOD at (580) 558-5214.

a. Good grooming is a matter of pride within the military community, and the wearing of appropriate civilian attire is a personal responsibility within the parameters of good taste and social acceptability. The following dress code implements this principle:

b. Soldiers using post facilities, public buildings, public areas, or work areas will not wear shorts, skirts, cut-off jeans, or cut off slacks, which expose any part of the buttocks. See-through garments normally worn as undergarments are prohibited. Male Soldiers will not wear sleeveless t-shirts (tank tops or muscle shirts) outside fitness facilities. Soldiers will not wear ripped, shredded, or otherwise unserviceable articles of clothing. Pants and shorts will be affixed around the waistline (no sagging pants/shorts). Also, Soldiers will not wear pajamas in any of the facilities mentioned above.

c. Mouth jewelry, such as tongue rings, gold or silver caps (press on) tooth “grills” (solely for the purpose of cosmetics), etc., are not authorized for wear in military uniform or civilian attire on this installation.

d. Males will keep their face clean-shaven when in uniform or in civilian clothes on duty, except those with a valid shaving profile. Soldiers with shaving profiles will not style the beard.

5. Lodging. Students will reside in the C Battery Barracks located in Building 2745 for the duration of their time at DCC.

a. Each student will have a roommate of the same gender. Cadre assign rooms prior to student arrival.

b. Due to limited space in the dorm room, please keep personal belongings to a minimum. Each room has a shower, toilet, bed, chair, desk, lamp, and lockable closet for each student. Cadre will issue linen and bedding, including two sheets, a blanket, pillow, and pillow case to each student during in-processing. Students do not need to provide their own linen.

c. You are **NOT** authorized to store or consume tobacco or alcohol in the barracks or for the duration of the DCC course.

6. Driving on post. Effective 01 February 2015, those who attempt to enter Fort Sill without a federal government-issued identification card (Military ID, Military Dependent

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ID, Common Access Card or Automated Installation Entry Card) or a visitor's pass will be subject to a background check before being allowed to enter the installation unescorted. The Fort Sill Visitor Control Center is located just before and to the right of the entrance to Fort Sill Bentley Gate on Sheridan Road just north of Rogers Lane. The VCC is open 0500-2100 hours 7 days a week to process background checks and issue visitor's passes. Please plan extra time for processing through the VCC to obtain your pass. The process should take approximately 5-7 minutes per person. When driving on post, you may not send text messages. You may make phone calls, provided you use a completely hands free device. For further information regarding Fort Sill gate access information, please check the links below.

a. <http://sill-www.army.mil/ADASchool/gatehrs.html>

b. <http://sill-www.army.mil/vcc/>

c. Please be advised that some state issued drivers licenses do not conform to entry requirements and another form of government issued identification may be necessary. We recommend that you consult the VCC Website for a detailed list of required documents before traveling on post.

7. For those flying into Oklahoma City Will Rogers World Airport or Lawton Municipal Airport will take the Soldier Express onto FT. Sill. Students must have a copy of their orders to take the Soldier Express. More information regarding the Soldiers Express can be found at: https://www.facebook.com/sxandxc/?ref=page_internal or www.soldierxpress.com/.

8. In-Processing. When you arrive, you will sign into DCC. Be prepared to provide a copy of your orders, TDY paperwork, and to fill out a personal data sheet. You will then sign for a dorm room and for equipment required for use throughout the course. During the first week of DCC, you will in process the Army, including medical and dental processing, uniform fit and purchase, finance, and various other personnel processing actions. To make processing smooth, please bring the following items:

a. A black or ACU/OCP pattern backpack to carry documents. If ACU/OCP, it must be the same pattern as uniform being worn. Not necessary if hand-carried.

b. Several black pens and a small notebook.

c. Twenty (20) copies of your original orders and all amendments.

d. Five (5) copies of DD Form 1610 (TDY paperwork).

e. Military ID card/common access card and ID tags if you currently have them. If you do not have a common access card, personnel processors will issue one to you. Be sure to bring two forms of photo identification (such as driver's license, passport, "green card", etc.).

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f. Three (3) certified true notarized copies of **dependents** photo ID (such as driver's license, passport, "green card", etc.), birth certificates, and social security cards. These are used to enroll your dependents in DEERS. **All documents must be originals or "Certified True Copies" or notarized.**

g. Three (3) certified true notarized copies of your marriage certificate and divorce decree, if applicable.

h. Three (3) certified true notarized copies of child support orders and/or custody orders, if applicable.

i. Three (3) copies of SF 1199A (Direct Deposit Form) from your bank or a voided check from your checking account to start or update the direct deposit of your pay.

j. Emergency point of contact information and contact information for your parents/spouse and/or immediate family.

k. Two (2) copies of your drivers license, automobile registration, and proof of insurance (if applicable).

l. A copy of your 201 file and/or DD214, if applicable. It is imperative for prior service to have a valid DD214. We will not assist with DD214 corrections during the course. Any issues with DD Form 214 will be resolved at your follow-on assignment.

m. Bring copies of DD93 and SGLV, if applicable or if produced from ARNG/USARC unit prior to entry into AMEDD DCC.

n. Two (2) copies of dependents' insurance and primary physician contact information.

o. One original and one copy of eyeglass prescriptions, medical records, dental records, and shot records.

p. A copy of your DA Form 31 if you are coming off leave.

q. Prior enlisted Officers must bring two (2) copies of prior and current oaths of office (DA Form 71), DD Form 214, DD Form 220, DD Form 215, enlistment/re-enlistment contracts, ROTC contract (DA Form 597), Reserve contracts, Reserve SMP form (DA Form 4824-R), simultaneous membership program agreement, oath of extension, NGB Form 22, DD Form 93 and SGLV, and retirement points worksheet. Any Issues with DD Form 214 will be resolved at follow-on assignment.

r. National Guard and Reserve Officers must bring two (2) copies of lease agreements or mortgage payments, if applicable. You will need this paperwork to start

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your basic allowance for housing. National Guard and Reserve Officers must also bring two (2) copies of their leave and earnings statement.

s. At least two forms of government issued photo I.D that are Real ID compliant. Please refer to the VCC website above for a detailed list.

9. Report to DCC in good physical condition. To graduate the course, you will be administered the Army Physical Fitness Test and height and weight screening IAW AR 600-9

10. You are **NOT** authorized to bring privately owned weapons to DCC.

11. Uniforms and packing list items. Please review the attached packing list on the DCC Webpage. While at DCC, you will only wear the Operational Camouflage Pattern (OCP) Uniform and Army Physical Fitness Uniform. You may purchase uniform items on the packing list at that time. In order to purchase these uniforms, you must possess a minimum of \$1,500 cash or credit card, with appropriate credit limit, on the day of purchase.

12. Please visit at website at http://sill-www.army.mil/30ADA/AMEDD_DCC.html or contact us for additional information. We look forward to training with you. Additional information, including information for your follow on Basic Officer Leader Course at Fort Sam Houston, TX, can be found at <http://www.cs.amedd.army.mil/bolc/>. Be advised that some information may conflict due to the Army's restructuring of you Initial Entry Training, when this happens, refer to our webpage for information regarding DCC.

13. Class 01-18 (12 November-11 December 2017) will be authorized Holiday Block Leave (HBL) beginning the day after graduation. At a minimum, all students will take leave 21 December 2017-2 January 2018 in order to celebrate the holiday season. All students reporting to BOLC at Fort Sam Houston, TX on 7 January 2017, will return to Fort Sill after HBL and out-process the unit at that time. This applies to all students whose orders do not direct them to report earlier.

14. The point of contact for this memorandum is CPT John Young at (580)558-5095 or john.r.young147.mil@mail.mil.



SARA A. LEE
CPT, EN
Commanding