



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

ATSA-TPY-C

19 January 2018

MEMORANDUM FOR Students, Army Medical Department Direct Commission Course

SUBJECT: Army Medical Department Direct Commissioning Course Reporting Instructions

1. The following guidelines should be adhered to when reporting to the Army Medical Department (AMEDD) Direct Commission Course (DCC):
 - a. No earlier than 0900 and no later than 1800 of your report date as written on your orders and TDY (Temporary Duty) documents.
 - b. Reporting in civilian attire **IS** authorized.
 - c. You will report to Building 2745 Miner Road, Fort Sill, OK 73503.
2. What to expect when you report:
 - a. Sign in
 - b. Turn-in a copy of all previous / current physical profiles
 - c. Be assigned to a platoon
 - d. Fill out a personal data sheet
 - e. Be assigned a room
 - f. Inventory and sign for equipment on bunk
 - g. Conduct privately owned vehicle (POV) inspection (if applicable)
 - h. Receive briefing for your first day of training
 - i. Understand what documents and equipment you need, and ensure you are prepared for your first day of training and the remainder of the course
 - j. Oath of Office with the Battalion Commander

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3. You must have all of these documents that apply to your situation. Make sure you have the proper number of copies as well. Carry any paperwork you have to every in processing brief you attend, regardless of the brief.
 - a. Black or OCP colored bag for books and paperwork, black pen and notebook (bring a couple of black pens just in case)
 - b. 20 copies of all original orders and amendments (RA (Regular Army), NG (National Guard), AR (Army Reserve)) - Orders must state whether BAH (Basic Allowance for Housing) is available at additional cost (student pays) or no cost (Military pays) to the student.
 - c. DD Form 1610 (TDY paperwork) -DD Form 1610 must state whether BAH is available at additional cost (student pays) or no cost (Military pays) to the student.
 - d. Military ID card & ID tags (if you currently have them).
 - e. Government Travel Card (GTC) (if you currently have one).
 - f. 3 copies of - photo ID, birth certificate (certified true copy), social security number (SSN) card, marriage license (certified true copy).
 - g. 3 copies of dependents - photo ID, birth certificates (certified true copy), social security numbers.
 - h. Copy of child support orders / custody orders (if applicable).
 - i. SF 1199(A) – Direct Deposit Form from your bank or a check for your checking or savings account (will be voided).
 - j. Names, addresses, dates of birth and phone numbers for spouse, children, mother, and father.
 - k. Emergency point of contact information.
 - l. Copies of driver's license, auto registration and proof of insurance (if applicable).
 - m. 201 file and DD214 (prior service, includes all branches of service).
 - n. O-1E Officers to complete your DA Form 1506 Statement of Service for pay (this means if you were previously enlisted and then became an officer) you need the following documents: prior and current Oaths of Office (DA 71), DD Form 214, 220, and 215's, All Enlistment/Re-enlistment contracts, (DD Form 4/1, 4/2, & 4/3), ROTC contract 2 (DA

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FORM 597), Reserve Contracts Reserve SMP Form(DA Form 4824-R), Simultaneous membership program agreement (SMP Form NGB 594-1), copy of all orders w/ amendments, Oath of extension, NGB Form 22, DD Form 93 and SGLV Paperwork, retirement points worksheet.

- o. Please note: All documents listed are required to complete the DA Form 1506 in order to update your pay to reflect your time in service. The process takes up to 120 days to update. Without the appropriate documents do not expect your time in service to update or be submitted while at DCC. If you aren't sure what you need bring it anyways. Contact HRC to gain a copy of your Retirement Points Worksheet.
 - p. Document of dependent's insurance and primary physician.
 - q. Eyeglass prescription, medical exams/records, dental exams/records, and shot records for you and any accompanying dependents.
 - r. AR/NG: Copies of Lease agreements / Mortgage papers (if applicable). Reserve and National Guard will need this document in order to start your BAH. (will need proof of payment).
 - s. You are not authorized to bring privately owned weapons to AMEDD DCC at Fort Sill or to your follow on BOLC-B at Fort Sam Houston.
 - t. NG/AR need to bring a copy of LES.
 - u. Copy of DA Form 31 (Leave Form) (if you are coming off of leave).
 - v. Shot record.
4. The point of contact for this memorandum is Daniel Roletto at (580)558-5217 or daniel.j.roletto.mil@mail.mil.


SARA A. LEE
CPT, EN
Commanding

