



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
CHARLIE BATTERY, 2ND BATTALION, 6TH AIR DEFENSE ARTILLERY  
2745 MINER ROAD  
FORT SILL, OKLAHOMA 73503

ATSA-TPY-C

20 August 2019

MEMORANDUM FOR RECORD

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. Report to DCC from **0900-1500 on your class report date**. You **will** report in **conservative** civilian attire (see Welcome Letter). You will report to Building 2745 Miner Road, Fort Sill, OK 73503. If you think you will be late, please contact the **Instructor on Duty** at (580) 558-5214.
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 with a roommate(s) of the same gender
  - f. Inventory and sign for equipment on bunk
  - g. Conduct privately owned vehicle (POV) inspection and make copies of driver's license, registration and insurance (if applicable)
  - h. Receive briefing for your first day of training
  - i. Ensure you have all documents for your first day of training (reference the Welcome Letter Par **8.f-s**)
    - i. Please note all documents are required to complete a DA Form 1506 (must be Army version) in order to update your pay to reflect your time in service. **This process takes up to 120 days if all paperwork is CORRECT. If you DO NOT bring ALL required paperwork, DO NOT**

**expect your time in service to be updated while at DCC. Ensure you have enough copies of your paperwork before coming to DCC.**

ii. Bring a black or OCP colored bag for your books and paperwork

3. The point of contact for this memorandum is 1SG Hodge James, at 580-558-5217 or at james.d.hodge42.mil@mail.mil.



MATTHEW M. STIDHAM  
CPT, AD  
Commanding

