



DEPARTMENT OF THE ARMY
C BATTERY, 2ND BATTALION, 6TH AIR DEFENSE ARTILLERY REGIMENT
BUILDING 3426 BABCOCK RD.
FORT SILL, OK 73503

ATSA-TPY-C

18 July 2025

MEMORANDUM FOR AMEDD DCC STUDENTS

SUBJECT: Army Medical Department Direct Commission Course Welcome Letter

1. Welcome to the United States Army Medical Department Direct Commission Course (AMEDD DCC). I am your Battery Commander, CPT Robin Mindez. You are on assignment to Charlie Battery, 2nd Battalion, 6th Air Defense Artillery Regiment for the duration of DCC.

2. Our mission at the Direct Commission Course is to train AMEDD Direct Commission Officers in an immersive military environment 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. This course will challenge you mentally and physically. 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 to aid you in the execution of your branch's mission.

3. My cadre expect you to come to this course healthy and physically fit with a positive attitude 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 an officer, and therefore a leader, 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 will always display the highest standards of professionalism and are committed to your development as an officer, and we will send you to your next assignment trained and ready for today's battlefield.

4. Please refer to the DCC website: https://sill-www.army.mil/30ada/amedd_dcc.html as it contains valuable information about the course. Prior service students may be eligible for an Exception to Policy to waive the DCC requirement. The Prior Enlisted ETP packet must be completed with your assigned branch manager. If you have questions or concerns this letter does not address, please contact the following individuals or me:

a. Battery Commander: CPT Mindez at robin.r.mindez.mil@army.mil or (580)442-1865.

b. Battery First Sergeant: 1SG Quiroz at Anthony.m.quiroz.mil@army.mil or (580)442-1863.

5. Reporting. Report to DCC from **1200-1700 on your class report date**. You will report in conservative civilian attire with comfortable shoes. You will report to Building 3426 Babcock Road, Fort Sill, OK 73503. If you think you will be later than 2000 (8PM), please contact the **Instructor on Duty at (580) 558-5214**. Please see AMEDD DCC Transportation Memorandum for further details. If you are reporting with a personally owned vehicle (POV), we will provide you with information on POV designated parking locations. **HPSP students are not authorized to report with a POV as they must take Soldier Express from Fort Sill to Fort Sam Houston after graduation due to time constraints.**

6. Financial in-processing actions are not immediate and can take up to a week for documents to be fully processed. Do not expect funds right away. Please plan accordingly for personal finances. If this will be an issue, please see below:

a. Army Emergency Relief (AER): <https://installations.militaryonesource.mil/military-installation/fort-sill/base-essentials/emergency-assistance>.

7. Good grooming is a matter of pride within the military community, and the wearing of appropriate civilian attire when reporting is a personal responsibility within the parameters of good taste and social acceptability. Refer to AR 670-1 for additional guidelines: https://armypubs.army.mil/epubs/DR_pubs/DR_a/ARN30302-AR_670-1-000-WEB-1.pdf. The following dress code implements this principle:

a. 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). 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). In addition, Soldiers will not wear pajamas in any of the facilities mentioned above.

b. Mouth jewelry, such as tongue rings, nose 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.

c. Males will keep their face clean-shaven when in uniform or in civilian clothes on duty, except those with a valid shaving profile (medical and/or religious). Soldiers with shaving profiles will not style the beard. Males are expected to shave every day. No mustaches are authorized while at DCC.

d. Females are not authorized to wear eyelash extensions unless medically prescribed. Females are authorized to wear cosmetics in uniform, provided that application is conservative.

e. Lodging. Students will reside in the Charlie Battery Barracks located in Building 3426 for the duration of their time at DCC. Students are not authorized to bring animals of any kind.

f. Each student should prepare to have a roommate(s) of the same sex. Cadre assign rooms prior to student arrival.

g. Due to limited space in the barracks, please keep personal belongings to a minimum. Students are **NOT** authorized to bring items including but not limited to: refrigerators, kitchen appliances, large fitness equipment (Peloton, Nordic Track, etc.). Each room has a shower, toilet, bed, chair, desk, lamp, and lockable closet (bring your own pad lock or combination lock) for each student. Cadre will issue linen and bedding, including two sheets, a blanket, pillow, and pillowcase to each student during in-processing. Students do not need to provide their own linen but may bring white sheet set (XL twin sheets) and white pillowcase. No other color of linen is authorized. You will be afforded the opportunity to go to the post PX within the first few days and on the weekends.

h. You are **NOT** authorized to store or consume tobacco, nicotine or alcohol at any point while assignment to our unit.

8. 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 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 Welcome Center (VWC) 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 VWC is open 0700-1900, Monday to Saturday. There will be a kiosk in the VWC to process your post pass. The process should take approximately 5-7 minutes per person. When driving on post, you may not send text messages or drive distracted for any reason. 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 Fort Sill VWC Website for a detailed list of required documents before traveling on post.

9. Travel. Soldiers traveling TDY and returning to their home station will be required to travel on a DA Form 1610. **Our unit does not sponsor student travel.** Your home unit will be responsible for funding your trip to Fort Sill and we will provide housing and food for the duration of the course. All travel vouchers will be filed with your home unit upon your return. Those flying into Oklahoma City Will Rogers World Airport or Lawton-Fort Sill Regional Airport may take the Soldier Express onto Fort Sill. However, Lawton Airport faces frequent cancellations due to weather. We therefore recommend that students fly into OKC when possible. Upon arrival to the OKC airport, students will report to the YMCA/USO. If flying into Lawton, students will report to the Fort Sill information desk. Students must have a copy of their orders to take the Soldier Xpress. The Soldier Xpress serves multiple incoming flights for Soldiers in many units on Fort Sill. Therefore, students may encounter lengthy wait times at the airport before the shuttle departs. More information regarding the Soldiers Xpress can be found at: https://www.facebook.com/sxandxc/?ref=page_internal or 580-483-9191. www.soldierxpress.com/. **Additionally, we recommend that you travel with any necessities in your carry-on luggage in order to keep you comfortable in the event that your checked bag does not arrive with you to your destination.**

10. In-Processing. When you arrive to building 3426, you will sign into DCC directly. Be prepared to provide a copy of your orders or TDY paperwork and to fill out a personal data sheet. You will then sign for a barracks room and for equipment required for use throughout the course. During DCC, you will in-process the Army to include: 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. Two (2) black pens, a mechanical pencil, and a small notebook.
- b. Four (4) copies of your original orders and all amendments.
- c. Four (4) copies of DD Form 1610 (TDY paperwork).
- d. Four (4) copies of oaths of office (DA Form 71).
- e. Hard copies of any recent (up to 1 year) medical paperwork in relation to **audiology, dental, optometry, adult's vaccinations, titers, etc.** We have had issues in the past with LHI not saving documents so you must have physical hard copies of all medical records. Digital copies will not work.
- g. Military ID card/common access card (CAC) and ID tags if you currently have them. It is in your best interest to receive a CAC before arrival if you have the option in your current unit. If you do not have a CAC, one will be issued to you. Be sure to bring two forms of government issued photo identification (such as driver's license, passport, etc.).

h. Original or true certified (**True certified and notarized are NOT the same documents. True certified copies are obtained from a courthouse**) copies of dependents photo ID (such as driver's license, passport, "green card", etc.), birth certificates, and social security cards. These documents are necessary to enroll your dependents in DEERS. **All documents must be originals or "True Certified Copies."** **Original are preferred. If your dependents are already in DEERs, you will not be required to bring the documents. However, if an issue does arise, we will not be able to fix it here without those documents.**

i. Three (3) true certified copies or original of your marriage certificate and/or divorce decree, if applicable.

k. One (1) copy 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. **(Active Duty Only)**

l. One (1) copy of DD93 and SGLV, if applicable, or if produced from ARNG/USARC unit prior to entry into AMEDD DCC.

m. One (1) copy of dependents' insurance and primary physician contact information.

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

o. Prior enlisted officers must bring two (2) copies of DD Form 214. **It is imperative for prior service to have a valid DD 214.** We will not assist with DD 214 corrections during the course. Any issues with DD Form 214 will be resolved at your follow-on assignment.), DD Form 20, DD Form 215, enlisted/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 ad SGLV, and retirement points worksheet. Any issues with DD Form 214 and will be resolved at follow-on assignment.

p. National Guard and Reserve Officers must ensure their finances are in good standing before reporting to the DCC. You will not receive pay and allowances during the DCC. Pay, allowances, and travel are paid via reimbursement after you submit all applicable documents to your unit.

q. At least two (2) forms of government issued photo identification that are Real ID complaint. Please refer to the VCC (Visitor Control Center) website above for the detailed list.

r. A hard copy of your Logistics Health Incorporation (LHI) records. If you do not bring a hard copy, the PDF format can be emailed and uploaded into your medical records.

11. Report to DCC in good physical condition. To graduate the course, you will be administered the new Army Combat Fitness Test (ACFT). If you come to DCC on a profile, bring at least two (2) hard copies of your profile with you to the course. ***Take note*** you will be medically dropped from DCC and must reschedule for next year if the profile restricts you from completing 92% of the class overall. All profiles will be reviewed on Day 0 by the command team and medical personnel. You **MUST** provide the commander with any profile immediately when you report. Be advised that to report to DCC, female Soldiers must be at least 6 months post pregnancy. Refer to the following web links for more information regarding the ACFT, Army Physical Readiness Training, and physical fitness standards.

a. <https://www.youtube.com/channel/UCwlu1NFWsQMw06NsrsPEAw/featured>

b. [https://recruiting.army.mil/future Soldier Portal/](https://recruiting.army.mil/future_Soldier_Portal/)

12. You are **NOT** authorized to bring privately owned weapons to DCC. This includes, but is not limited to firearms, tasers, brass knuckles, pepper spray, batons, knives, swords, spears, incendiary devices, etc. Violation of this policy will not be tolerated and will result in disciplinary action and possible expulsion from the course.

13. Uniforms and packing list items. Please review the attached packing list in this email. While at DCC, you will only wear the Operational Camouflage Pattern (OCP) Uniform and Army Physical Fitness Uniform (APFU) once you acquire them. **If possible, we encourage you to bring or purchase some or all of your uniforms prior to arriving at DCC, as the military clothing store may have limited quantities of certain items and sizes.** There will be a designated time in the course to purchase items on the packing list, if you do not bring them with you. Please note that Day 1 or Day 2 of the course, you may be granted an opportunity to shop at the Post Exchange (PX) for any additional items you may need. Be advised, if you need to purchase name tapes for your OCPs, each name tape costs \$5. We recommend that you bring between \$10-\$20 cash. See web link below for more details on Army uniforms.

a. <https://www.army.mil/uniforms/>

14. Food. Meals will be provided to all students throughout the course. Drinking water will be available in the barracks 24/7 at clean water dispensers. Students will bring a water bottle to fill at their convenience. Be prepared to inform cadre of any dietary restrictions when you arrive. **Please note that religious dietary accommodations for**

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Halal or Kosher meals may be available. Prior to arriving email Benjamin.lunatorres2.mil@army.mil that you need either Halal or Kosher meals to get an accurate count.

15. Internet and Technology. Wi-Fi has limited availability in the barracks, and students may use their personal devices for leisure when off duty. Internet hotspots are authorized for use, as cell connection and Wi-Fi strength **may be limited** in larger classes. Students will use their personal computers for distance learning during isolation. It is recommended that students bring a laptop or tablet for homework requirements.

16. We expect Army professionals to maintain readiness, resiliency, and peak health and performance. Be advised that you may be subject to drug testing during DCC and throughout your Army career.

17. It is recommended that you, as a leader, know the “Army Warrior Ethos”, the Army song “The Army Goes Rolling Along”, “The Soldier’s Creed”, and the first three General Orders. These can be found on the web link below:

- a. [https://recruiting.army.mil/future Soldier Portal/](https://recruiting.army.mil/future_Soldier_Portal/)

18. Please 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 your Initial Entry Training. When this happens, refer to our webpage for information regarding DCC.

19. The point of contact for this memorandum is the undersigned at via email at robin.r.mindez.mil@army.mil.

ROBIN R. MINDEZ
CPT, AG
Commanding