



DEPARTMENT OF THE ARMY  
CHARLIE BATTERY, 2<sup>ND</sup> BATTALION, 6<sup>TH</sup> AIR DEFENSE ARTILLERY  
BUILDING 3426 BABCOCK ROAD  
FORT SILL, OKLAHOMA 73503

ATSA-TPY-C

24 January 2025

MEMORANDUM FOR RECORD

SUBJECT: Army Medical Department Direct Commissioning Course Reporting Instructions

1. The effective following guidelines should be adhered to when reporting to the Army Medical Department (AMEDD) Direct Commission Course (DCC):

a. Report to DCC from 1200-1700 on your class report date. You will report in conservative civilian attire (see Welcome Letter) to Building 3426 Babcock Road, Fort Sill, OK 73503. If you think you will be late arriving after the reported time, please contact the Charge of Quarters Desk at (580) 558-5214 or the First Sergeant at (580) 442-1863.

2. What to expect when you report:

- a. Sign in
- b. Turn in a copy of all current physical profiles
- c. Be assigned 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)
- j. Please note all Students are required to complete a DA Form 1506 (must be Army version) to update your pay to reflect your time in service. **This process may take up to 120 days if all paperwork is CORRECT. If you DO NOT**

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**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.**

3. Point of contact for this action is MSG Luna, Benjamin at  
benjamin.lunatorres2.mil@army.mil.

ROCHELE M. TILLET  
CPT, AD  
Commanding