



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

ATSA-TPY-C

02 July 2024

MEMORANDUM FOR AMEDD DCC STUDENTS

SUBJECT:

Army Medical Department Direct Commission Course Transportation Information

1. All students that arrive at Lawton Regional Airport or Will Rogers World Airport (OKC) will be escorted to Building 2745 through Soldier Xpress at no expense. Contact information for Soldier Xpress:

- a. Soldier Xpress
807 SE 3rd ST.
Lawton, OK 73501
office@soldierxpress.com
(580) 699-8841

2. Please ensure to reserve flights that are arriving within the transportation times listed below. Flights that are scheduled to arrive after these times can result in lengthy waiting periods at the airport and possibly paying for shuttle service. It is anticipated that some will experience delayed flights, cancelled flights, etc. We understand this and will do our best to provide prompt transportation during these situations. Those who arrive at Will Rogers World Airport (OKC) after the listed times are suggested to utilize the food facilities before leaving the terminal for there are no food services in the baggage claim area. If you do not want to use the transportation services provided, you have the option to pay for your own shuttle service. Any and all expenses requiring reimbursement while traveling are processed through the individuals unit. Ensure you coordinate with your unit in regards to expenses that are authorized for reimbursement.

| SHUTTLE SERVICE TIMES | |
|------------------------------|-------------------|
| Morning | 10:00AM – 11:00AM |
| Afternoon | 3:00PM – 4:00PM |
| Late Arrival (projected)-1 | 5:00PM – 6:00PM |
| Late Arrival (projected)-2 | 8:00PM – 9:00PM |

3. Information is listed below for arrival at the airports:

- a. Lawton Regional Airport – Due to this airport being in close vicinity transportation

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will be easily manageable for multiple trips if needed. You will need to provide the Soldier Xpress driver with a copy of your orders and DD Form 1610 that will be turned in to Fort Sill for payment. If you do not have a copy of your orders and DD Form 1610, you can pay \$25 which you will be reimbursed. You can look for a T1/T2, Acct Class code for centrally billed account or an MDC code. The driver will be able to help you decipher if you're not sure.

b. Will Rogers World Airport (OKC) –Soldier Xpress will have transportation available for the listed times. You will need to provide the Soldier Xpress driver with a copy of your orders and DD Form 1610 that will be turned in for payment. If you do not have a copy of your orders and DD Form 1610, you can pay \$150 which you will be reimbursed. You can look for a T1/T2, Acct Class code for centrally billed account or an MDC code. The driver will be able to help you decipher if not sure. Proceed to baggage claim and then upstairs to the YMCA Military Welcome Center. Soldier Xpress driver will call the Welcome Center and they will lead out to the bus.

c. Soldier Xpress does have PayPal on their website www.soldierxpress.com for your convenience if you choose to pay this way please provide the driver with a copy of the receipt. Soldier Xpress will also provide a signup sheet at the Instructor on Duty desk (IOD) to arrange travel after graduation. The pickup times are broken down according to the bulk of flight times and airport (OKC/LAW). The same guidelines and cost apply to orders and DD Form 1610 after graduation. If you have any questions/concerns, please feel free to call the office number above. However, please do not call to reserve a seat if flying out Lawton Regional Airport, we will have vehicles to be provide additional transportation if necessary.

4. The point of contact for this memorandum is the undersigned at (580) 558-5216 or email at rochele.m.tillett.mil@army.mil.

ROCHELE M. TILLET
CPT, AD
COMMANDING