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

REPLY TO
ATTENTION OF

ATSA-TPY-C   25 August 2022

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 **1200-1700 on your class report date**. You **will** report in **conservative** civilian attire (see Welcome Letter) to Building 2745 Miner Road, Fort Sill, OK 73503. If you think you will be late arriving after the reported time, please contact the **Instructor on Duty** at (580) 558-5214 or the First Sergeant at (580) 558-5217.

2. What to expect when you report:

    a. Sign in

    b. Turn- in a copy of all 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 **10.a-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 may take 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**

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while at DCC. Ensure you have enough copies of your paperwork before coming to DCC.

3. The point of contact for this memorandum is 1SG Smith, Eddie, at 580-558-5217 or at eddie.r.smith10.mil@mail.mil.

                              RYAN R. BOYLES
                              CPT, FA
                              Commanding