

OKARNG Pamphlet 351-1

Officer Candidate School

Oklahoma Army National Guard Officer Candidate School



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Chapter 1

General Information

1-1. Purpose.

The purpose of this publication is to provide information, guidance and instruction for the enhancement of new officer accessions into the Oklahoma Army National Guard. This publication establishes the actions, criteria, and methods necessary for the successful conduct of the State Officer Candidate School Program.

1-2. Objectives.

- a. The long-range objective of this publication is to assist in meeting or exceeding the officer vacancies in the Oklahoma Army National Guard.
- b. The short-range objective is to standardize the process of identifying qualified personnel, selecting the best-qualified soldiers and standardize enrollment criteria.

1-3. State Officer Candidate School Course Overview.

The state OCS program is an 18-month course conducted each March through August of the following year. Candidates attend 16 IDT weekends (Phase 0 and Phase II) and 2 two-week ADT periods (Phase I and Phase III).

- a. Phase 0 consists of three IDT weekends (March, April, May) at the Oklahoma Regional Institute in Oklahoma City. Phase 0 training is mandatory by order of the OKRTI Regimental Commander, prospective Officer Candidates who miss any Phase 0 training can be denied enrollment in the OCS program. During Phase 0, records review and counseling are conducting to ensure applicants meet the minimum enrollment criteria. Also, OCS packing list showdown inspections are conducted to ensure applicants have all uniforms and equipment necessary to participate in OCS training. Applicants will participate in Land Navigation classroom instruction and also a Day & Night Land Navigation course. Basic leader skills such as marching a formation and implementing the 8 Troop Leading Procedures are covered. Applicants must also pass the Army Physical Fitness Test (APFT) administered by the OCS cadre in order to be accepted into the program. Successful applicants will be attached to the state OCS company prior to Phase I and will be promoted to the grade of E-5 for pay purposes only on the first day of Phase I. Candidates who are E-6 or higher will retain their current pay grade while attending OCS.
- b. Phase I occurs in June and consists of a two-week Annual Training period conducted at the Kansas Regional Training Institute in Salina, KS. Candidates receive training and are tested on Land Navigation, Training Management and Operations. Basic military skills are emphasized and candidates will participate in a 5-mile foot march while wearing 35-40 pound ruck sack.
- c. Phase II consists of 13 IDT drill weekends (MUTA-5) at the Oklahoma Regional Training Institute (OKRTI) in Oklahoma City, from July through July of the following year. Candidates study subjects such as Leadership, Ethics, Military Justice, Supply Activities, Personnel Administration, Communications, Call for Fire, Military Intelligence, Operations Orders, Tactics and will also complete a 7-mile and 10-mile foot march while wearing a 35-40 pound ruck sack. Candidates must also receive at least a "Satisfactory" rating on the OCS Leadership Evaluation Report in order to progress to Phase III.
- d. Phase III occurs in late July-early August and consists of a two-week Annual Training period at Ft. Lewis, WA or Ft. Meade, SD. Tactics and patrolling are conducted and leadership skills are evaluated. Candidates must receive at least a "Satisfactory" rating on the OCS Field Leadership Evaluation Report while at Phase III. Upon successful completion of Phase III, candidates graduate from OCS and may become a commissioned officer, pending federal recognition.

1-4. State Officer Candidate School Enrollment Criteria.

- a. **Civilian Education.** Prospective candidates must have a minimum of 60 college credit hours from an accredited college or university, as reflected on an official college transcript with raised seal. Transcripts issued to the student are not acceptable. Candidates must have a minimum of 90 college credit hours in order to commission.
- b. **Military Education.** Prospective candidates must provide DD Form 214, indicating successful completion of Basic Combat Training (BCT) and Advanced Individual Training (AIT). Non-Prior Service OCS Enlistment Option personnel must submit DD Form 1966. Soldiers who are not OCS Enlistment Option and who have completed BCT only can request an AIT waiver, see the State OCS Recruiter for details.
- c. **GT Score.** Prospective candidates must have a minimum GT score of 110. Applicants may retest after 6 months to improve their GT score. The following authorizes verification: Page 1 of DD 1966, MEPCOM Form 714, Certified true copy of 2-1 or memorandum from the State Education Service Officer (retest only).
- d. **Army Physical Fitness Test.** Prospective candidates must pass a standard, 3-event APFT administered by the OCS cadre within 60 days prior to the start of Phase I and again within 60 days prior to the start of Phase III.
- e. **Height / Weight.** Prospective candidates must meet Army height / weight requirements IAW AR 600-9, as measured by the OCS cadre.
- f. **Social Security Card.** Provide photocopy. Card must be current to reflect any name changes due to marriage or other reasons.
- g. **Medical Examination.** Prospective candidates must pass a Chapter 2 Commissioning Physical within 24 months of the projected commissioning date. Contact the OCS recruiter to schedule the commissioning physical, provide copies of DD 2807-1 and DD 2808 in your application packet.
- h. **Age.** Minimum age for commissioning is 18 years, maximum age is 41 years, 364 days. Prospective candidates who would be 42 years or older on the projected commissioning date will be denied enrollment into OCS.
- i. **Birth Certificate.** Proof of citizenship is a raised-seal birth certificate. Present the birth certificate to a commissioned officer or to your unit personnel NCO for photocopying. Type "I certify this to be a true copy" on the photocopy and have the officer or NCO print their name, sign and date it.
- j. **Citizenship.** Prospective candidates must be a U.S. citizen by birth or naturalization. Naturalized citizens must provide proof of naturalization utilizing Figure 3-1, NGR 600-100. Photocopies or other means of reproducing naturalization certificates are not authorized by law and will not be accepted.
- k. **Civilian Background.** Local police records check to determine if a moral / civil conviction waiver is required, conducted within 30 days of the OCS Application Packet submission to the OCS recruiter. Use DD Form 369 (Police Record Check). Requests for moral / civil conviction waiver must accompany your OCS Application Packet, contact the OCS recruiter for details.
- l. **Security Clearance.** Prospective candidates must have a security clearance level of SECRET based on a NAC & LCC investigation in order to be commissioned. SECRET clearances based on an ENTAC investigation do not qualify for commissioning purposes. Request for security clearance must be submitted to the E-QIP system prior to enrollment in OCS, include a copy of your signature page with your application packet. You must also submit two copies of FD 258 (Fingerprint Card), contact the OCS recruiter to coordinate this.

1-5. Additional Enrollment Guidelines.

- a. Refer to OKARNG Form 45-1-E to ensure you have assembled all applicable documents necessary for you to apply to OCS. The OCS recruiter will review your application packet for completeness prior to accepting it, so do not hesitate to contact the recruiter if you have questions or need assistance.
- b. Once assembled, forward your OCS application packet through your chain-of-command for the required signatures on your OKARNG Form 45-E. The packet must then be submitted to the OCS recruiter for review. Once accepted by the OCS recruiter, your

application packet will be forwarded to the Officer Candidate Preparation Course (OCPC) staff and you will be transferred into the OCPC organization.

Chapter 2

Application and Commissioning Responsibilities

2-1. Introduction.

The OCS application process is time-consuming and lengthy and requires the efforts of many supporting personnel. However, primary responsibility rests with the prospective candidate and starts when initial contact is made with your unit and the OCS recruiter. As a prospective officer in the Oklahoma Army National Guard, you are responsible for your OCS application packet from its creation until your final acceptance into the state OCS program.

2-2. Candidate Responsibilities.

- a. Candidates are responsible for submitting all necessary documents required to create a complete OCS application packet, as described in this document and on OKARNG Form 45-1. Failure to provide a complete application packet will result in non-enrollment in the OCS program.
- b. Candidates will commit themselves to a physical fitness program to ensure they can pass the APFT, complete a 10-mile road march and meet Army height / weight standards, as described in AR 600-9.
- c. Candidates are responsible for obtaining all uniforms and equipment required to attend OCS, as per the OCS Packing List.
- d. Candidates will request that their commander write an OCS Letter of Recommendation, IAW OKARNG Form 45-1.

2-3. Unit Responsibilities.

- a. Unit commanders will review the list of qualified personnel furnished by OSM. They will also utilize unit rosters to identify all additional soldiers eligible to apply for OCS.
- b. Unit commanders will counsel all soldiers eligible to apply for OCS, explaining the responsibilities and benefits of becoming a commissioned officer as well as outlining the OCS application process.
- c. Unit commanders will ensure potential OCS applicants have been thoroughly screened and that possible detractors to the soldier's acceptance into the program have been identified and minimized. Historical detractors for non-acceptance include civilian education, employer conflicts, family hardships, financial hardships, medical issues, inability to pass the APFT, non-compliance with Army height/weight standards, lack of adaptability to a disciplined military environment and habitual absenteeism from drill.
- d. Commanders will interview potential OCS applicants using OKARNG Form 45-2. The completed and signed form will be included with the soldier's OCS application packet, IAW OKARNG Form 45-1.
- e. Commanders will write a letter of recommendation attesting to the soldier's leadership potential and suitability for the OCS program, IAW OKARNG Form 45-1.
- f. Unit administrators will assist the soldier with submitting a security clearance request through the e-QIP system. OCS candidates must receive a clearance of SECRET based upon an NAC & LCC investigation before they can be commissioned. ENTNAC investigations **do not** qualify.
- g. Unit administrators will assist the soldier in obtaining and completing all required documents and forms required to apply for OCS, as listed on OKARNG Form 45-1.
- h. Unit administrators will ensure the soldier has sufficient service obligation remaining to allow for completion of the OCS program.
- i. Unit administrators will verify the soldier meets the minimum GT score for acceptance into the OCS program, or schedule the soldier to retake the AFCT through the State Education Officer.
- j. Unit Administrators will ensure the candidate requests official college transcripts and has them sent directly to the State OCS Recruiter.

- k.* Unit Administrators will ensure that current SIDPERS reports, PRF's, PQR's and other related documents are updated as a result of data collected during the OCS application process.
- l.* Units will assist the soldier in acquiring all uniforms and equipment required to attend the State OCS Program. See the OCS Circular for the current TY for an up-to-date packing list.
- m.* Unit Administrators will contact the Officer Candidate Preparation Course (OCPC) Staff to initiate transfer of the soldier three months prior to the start of OCS Phase 0, IAW Policy Memorandum 08-19. OCPC staff will assume responsibility for assisting the soldier in completing the OCS application packet.

2-4. State OCS Recruiter / OCPC Staff Responsibilities.

- a.* Provide units with a database of soldiers who meet the minimum civilian education and age requirements to apply to OCS, as reflected in SIDPERS.
- b.* Screen potential candidates for compliance to OCS enrollment standards.
- c.* Schedule commissioning physicals through MEPS. Submit medical waiver requests through the GEMR system to NGB.
- d.* Assist the soldier in scheduling the AFCT with the State Education Officer, if necessary.
- e.* Assist the soldier with obtaining acceptable Proof of Citizenship, if naturalized.
- f.* Assist the soldier with preparing and submitting a civil conviction waiver request through DCSPER to NGB, if necessary.
- g.* Serve as liaison and provide assistance to the candidate and unit in all matters regarding the OCS application process and commissioning requirements.
- h.* Complete all actions required for commissioning and coordinate the federal recognition board.
- i.* Serve as a final check to ensure soldiers have all documents, clothing and equipment necessary to enroll in the State OCS Program.
- j.* Coordinate with the 189th Regiment (OKRTI) to facilitate the transfer of qualified prospective officer candidates into the State OCS Program

Chapter 3

Obtaining Forms and Documents

3-1. Military Forms and Documentation.

Many of the forms and documents required for your OCS application packet should already be a part of your military records or in your personal possession. It is simply a matter of gathering them for inclusion in your application packet. Additional forms can be downloaded from the OKRTI website (www.okrti.com) or from the United States Army Publishing Agency website (www.apd.army.mil).

3-2. Civilian Records and Documents.

Up-to-date civilian records and documents are required for your OCS application packet. Allow sufficient time to obtain these documents to avoid delays in your enrollment into the OCS program.

- a. Birth Certificate. If you do not already possess a raised-seal copy of your birth certificate, you must obtain one to provide proof of U.S. citizenship. To do this, contact the Office of Vital Records for the state in which you were born. Contact information for the office in every state can be researched at the National Center for Health Statistics website (www.cdc.gov/Nchs). If you are a naturalized U.S. citizen, contact the State OCS Recruiter for assistance in obtaining acceptable proof of citizenship.
- b. Social Security Card. Applicants must have a current social security, updated to reflect any name changes due to marriage or other reasons. You can request an updated or replacement card using Form SS-5, see the Social Security Administration website (www.ssa.gov) for detailed instructions.
- c. Official College Transcript. Only an official, raised-seal transcript from an accredited college or university is acceptable proof of earned college credit hours or a degree. Contact the school administrative offices for help in requesting an official, raised-seal transcript. You may have to pay a fee for the transcript. You should also arrange to have the transcript sent directly to the State OCS Recruiter, where it will be included with your application packet. Do not take possession of the transcript yourself, as it will then not be considered official. Also, some universities will stamp "ISSUED TO STUDENT" or a similar comment on transcripts. Ensure your school does not do this with your OCS application packet transcript.

APPENDIX A
CANDIDATE AUTOBIOGRAPHY

PREPARING THE OCS STUDENT AUTOBIOGRAPHY

A-1. SUBJECT AREA: Written Communication.

A-2. ASSIGNMENT: Write an OCS Student autobiography of 4-5 pages (1000 words max.)

A-3. ASSIGNMENT INFORMATION:

a. Substance: Generally speaking, a writer reflects upon and describes his/her life, or part of it, in an autobiography. For your first assignment as an OCS student, we ask that you write an OCS Student autobiography, focusing on that part of your life which has led you to consider becoming an Army Officer. Here are some suggestions for proceeding with this assignment:

(1) Present vital statistics: date, place of birth, places of residence, schools you have attended, family background, and prior military service or experiences.

(2) Describe special events in your life; relate circumstances and happenings that make you different, help make you who you are, and that your audience may find memorable.

(3) Tell what you expect to contribute to society through gaining an education and what you may contribute by completing OCS requirements and gaining a commission.

NOTE: One of your principle writing tasks is to develop a fluid, readable narrative of your life, so do not merely list responses to these suggested questions. Instead, weave your responses into a narrative story of your life and your expectations in life and how this relates to your goal of earning a commission in the military.

b. Format: Final paper will be typed or computer-printed on one side only. Number each page (except the first page-cover sheet) on the center bottom of the page. The cover sheet format is provided. Your autobiography will start on the second page and be numbered "1" in the numbering sequence of all the remaining pages.

c. Fasten with adhesive tape or simply color print a head and shoulders photo of yourself (3" x 5" or 4" x 6" photos or digital camera printouts on high-quality paper are acceptable) in uniform (ACUs) to the bottom of the cover sheet.

d. Evaluation: OCS Staff members will evaluate your autobiography to formulate initial opinions about you. Your autobiography will be judged on four criteria: content, organization, readability, and presentation. Evaluators will consider the following questions:

(1) Substance. How much specific detail have you used? (Generally, the more detail the better) How appropriate is the detail? How well does the reader get to "know" you, solely on the bases of your autobiography?

(2) Organization. Does your paper develop smoothly? Does each part relate well with the rest of your paper? Do you relate your earlier life to your present situation in college? Do your expectations regarding the future emerge clearly from what you reveal of your past and present?

(3) Style. Have you used effective transitions? Have you written directly? Have you chosen familiar, unpretentious vocabulary? Have you avoided long, cumbersome sentences? On the other hand, have you also avoided an extended series of very simply structured sentences? Has your punctuation assisted rather than hindered or confused your reader? Overall, have you observed the conventions of standard written English?

(4) Correctness. Is your text carefully proofread, and free of typographical errors? Have used the proper format? Is your text neat, and free of smudges and wrinkles?

A-4. Cover Sheet Format

OCS Student Autobiography

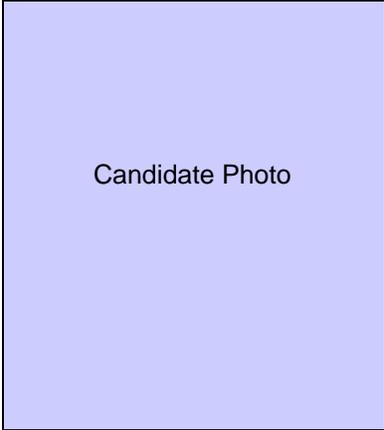
By

NAME: (Last, First, Middle)

OCS Program (State)

OCS Class Number

Date Prepared



Candidate Photo