

OKARNG Pamphlet 600-100

Officer Candidate School

Oklahoma Army National Guard Officer Program Admissions, Procedures, and Responsibilities



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Contents (Listed by paragraph and page number)

Chapter 1

General Information

Purpose • 1-1, *page 3*

Objectives • 1-2, *page 3*

Applicability • 1-3, *page 3*

State Officer Candidate School Course Overview • 1-4, *page 3*

State Officer Candidate School Enrollment Criteria • 1-5, *page 4*

Additional Enrollment Guidelines • 1-6, *page 5*

Chapter 2

Application and Commissioning Responsibilities

Introduction • 2-1, *page 6*

Candidate Responsibilities • 2-2, *page 6*

Unit Responsibilities • 2-3, *page 6*

OSM Staff Responsibilities • 2-4, *page 6*

RTI/OCS Responsibilities • 2-5, *page 7*

State G-1/OPM (Officer Personnel Manager) Responsibilities • 2-6, *page 8*

Chapter 3

Obtaining Forms and Documents

Military Forms and Documentation • 3-1, *page 8*

Civilian Records and Documents • 3-2, *page 8*

Appendixes

A. Candidate Autobiography, *page 9*

Chapter 1

General Information

1-1. Purpose.

The purpose of this publication is to outline the criteria for enrollment into State Traditional OCS (TOCS) or National Guard Bureau (NGB) Accelerated OCS (AOCS) and subsequent commissioning in the Oklahoma Army National Guard (OKARNG). This publication defines roles and responsibilities and standardizes processes and procedures to enhance continuity throughout the annual OCS cycle. Additionally, this publication provides screening guidance to mitigate high OCS non-acceptance rates due to insufficient civilian education, employer conflicts, medical issues, legal issues, APFT failure, and non-compliance with Army height/weight standards.

1-2. Objectives.

- a. The long-range objective of this publication is to assist in meeting or exceeding officer strength goals in the Oklahoma Army National Guard.
- b. Short-range objectives are to standardize the process of screening and selecting the best-qualified Soldiers and to establish specific areas of responsibility.

1-3. Applicability.

This policy applies to all OKARNG Soldiers enlisting or applying for Traditional and Accelerated OCS programs. It does not apply to Federal OCS or Reserve Officer Training Corps (ROTC). Specific criteria for Federal OCS and ROTC is available through the OK Officer Strength Manager (OSM).

1-4. State Officer Candidate School Course Overview.

State OCS can be conducted in either Traditional or Accelerated programs as outlined herein. The state OCS program is accredited through the U.S Army Infantry School and is subject to meet all TRADOC accreditation requirements set by proponent. The OCS Company is aligned under the training of the 235th RTI OCS Battalion, Kansas Army National Guard with headquarters in Salina, KS.

- a. Traditional OCS – Traditional State OCS is an 18-month course conducted each March through August of the following year. Candidates attend 17 IDT weekends (Phase 0 and Phase II) and 2 two-week ADT periods (Phase I and Phase III).
 - (1) 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 into the OCS program. The goal of Phase 0 is to correct administrative deficiencies, conduct final equipment issue, and process travel and pay documentation to set conditions for the candidates' departure for a two week Phase I in Fort Meade, SD or Salina, KS. Applicants must meet height/weight requirements and pass the Army Physical Fitness Test (APFT) administered by OCS cadre within 60 days of Phase 1 to be accepted into the program. Successful applicants will be attached to the state OCS Company and promoted to the grade of E-6 (for pay purposes only) on the first day of Phase I. Candidates who are E-7 or higher will retain their current pay grade while attending OCS.
 - (2) Phase I occurs in June and consists of a two-week Annual Training period conducted at Fort Meade, SD or the Kansas Regional Training Institute in Salina, KS. See [Individual Student Assessment Plan](#) (ISAP) for details.
 - (3) Phase II consists of 12 IDT drill weekends (MUTA-5) at the Oklahoma Regional Training Institute (OKRTI) in Oklahoma City, from July through July of the following year. See [Individual Student Assessment Plan](#) (ISAP) for details.
 - (4) Candidates will receive a branch briefing in January, at which they will select their top three branch choices. Final branch assignments are announced in March based on a combination of Occupational Physical Assessment Test (OPAT) results, needs of the organization, and candidate preference.
 - (5) Phase III occurs in late July-early August and consists of a two-week Annual Training period at Joint Base Lewis-McCord, WA. See [Individual Student Assessment Plan](#) (ISAP) for details.
 - (6) Upon successful completion of Phase III, candidates graduate from OCS and may become a commissioned officer, pending federal recognition.

- b. Accelerated OCS – Accelerated OCS is a 56 day in-residence program. Candidates evaluated as capable of completing the accelerated program are directed to attend one of two courses made available to Oklahoma OCS by NGB. Oklahoma typically receives 8 training seats per training year for South Dakota and 4 seats for Alabama. Course dates are:

Alabama Accelerated Course	January - March
South Dakota Accelerated Course	May/June – August
- c. GOLD –Guard Officer Leadership Development (GOLD) is a campus-based program at Rogers State University, Claremore, OK and Southwestern Oklahoma State University, Weatherford, OK designed to recruit and train potential officers utilizing Accelerated OCS as a commissioning source. Additionally, the programs conduct enlisted accession recruiting activities and maintain a visible and positive relationship between the OKARNG and the supporting community. GOLD candidates have priority for summer Accelerated OCS training seats and start Phase 0 in March.
- d. OCPC and RSP-O. The Officer Candidate Preparation Course (OCPC) and Recruit Sustainment Program – Officer (RSP-O) are designed to educate and train Officer Candidate School Enlistment Option (09S) Soldiers and Initial Active Duty for Training (IADT) graduates selected for Officer Candidate School. This is accomplished by focusing on administrative requirements, physical fitness, decision making, and leadership skills. Once the Prospective Officer Candidate possesses a working knowledge of these skills, is administratively and physically qualified, and he or she can demonstrate a propensity to lead, the Soldier is enrolled into OCS. RSP-O Soldiers are assessed by OCS cadre for three months upon return from AIT. After three months, if the RSP-O Soldier is selected for OCS enrollment and wishes to become an officer, they will continue in the program. If they are non-selected or choose to remain enlisted, they are returned to their original unit of assignment.

1-5. State Officer Candidate School Enrollment Criteria.

- a. Civilian Education. Prospective candidates must have a minimum of 90 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. Additionally, those without a bachelor's degree must submit an approved degree completion plan prior to enrollment. Contact the OSM for details.
- b. Military Education. Prospective candidates must provide a 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 a DD Form 1966.
- c. GT Score. Prospective candidates must have a minimum GT score of 110. Applicants may retest to improve their GT score, but must wait 6 months from the previous test. The following are authorized for verification: Page 1 of DD 1966, MEPCOM Form 714, or memorandum from the State Education Service Officer (re-test only).
- d. Army Physical Fitness Test. Prospective candidates must pass a standard, three-event APFT within 60 days prior to the start of Phase I. A certified DA Form 705 must accompany the applicant's OCS enrollment packet. The OCS company commander, or designated representative within the OCS Company will administer the APFT to officer candidates. If a candidate fails to meet the minimum APFT standards, they will be removed from OCS and are not eligible for Phase I training. DA Form 705 must be completed IAW FM 7-22 indicating a passing score "For Record."
- e. Height / Weight. Prospective candidates must meet Army height / weight requirements IAW AR 600-9, as measured by the OCS cadre within 60 days prior to Phase I.
- 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 Officer Strength Manager (OSM) to schedule the commissioning physical, provide copies of DD 2807-1 and DD 2808 in the application packet. If the Chapter 2 physical is more than one year old at the time of commissioning, the Soldier must complete a Periodic Health Assessment (PHA). A copy of the Medical Protection System (MEDPROs) Individual Medical Readiness (IMR) Record print out must accompany the applicant's OCS enrollment 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. All applicants 30 years of age or older require an age in waiver through the Officer Personnel Manager (OPM).
- 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. Dual citizenship is not permitted. Applicants who hold dual citizenship with a foreign nation must relinquish the foreign citizenship prior to appointment, IAW NGR 600-100, paragraph 2-7c.
- k. Civilian Background. A Local police records check will be submitted to determine if a moral / civil conviction waiver is required. It should be conducted within 30 days of the OCS Application Packet submission to the OSM. Use DD Form 369 (Police Record Check). Requests for moral / civil conviction waiver must accompany OCS Application Packets. Contact the OSM 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. Applicants who already have a "SECRET" clearance must provide a SF 312. Applicants without a "SECRET" clearance must coordinate with their unit to submit an application through e-QIP.
- m. Federal recognition. Applicants must meet the requirements for appointment IAW NGR 600-100, Chapter 2.
- n. Obligation. For enrollment, applicants must have sufficient time remaining on their current enlistment contract or extend their contract sufficiently to complete the course (non-waiverable). For commissioning, applicants must be able to complete 20 years of creditable service (non-waiverable). Prior service Soldiers must be able to complete 10 years of commissioned service in order to be able to retire as a commissioned officer IAW Title 10, United States Code § 3911.

1-6. Additional Enrollment Guidelines.

- a. Refer to [OKARNG Form 45-E](#) to ensure all required documents are submitted with OCS applications. See Appendix A for Candidate Autobiography example. Do not hesitate to contact the OSM for guidance or assistance.
- b. Once assembled, submit completed packets to the OSM for review. OSM will QC application packets and forward to 189th Regiment (OKRTI).
- c. Application deadlines are February 1st for Traditional OCS/Summer Accelerated OCS and October 1st for Winter Accelerated OCS. The 189th Regiment Commander is the approval authority for application deadline exception to policy requests.

Chapter 2

Application and Commissioning Responsibilities

2-1. Introduction.

The OCS application process is time-consuming and requires chain of command emphasis and participation. However, primary responsibility rests with the prospective candidate and starts when initial contact is made with the unit and the OSM. Prospective officers in the Oklahoma Army National Guard are responsible for their OCS application packet from creation through acceptance.

2-2. Candidate Responsibilities.

- a. Candidates will request an OCS Letter of Recommendation from their commander, IAW OKARNG Form 45-E.
- b. 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-E. See Appendix A (Candidate Autobiography Example). Failure to provide a complete application packet will result in non-enrollment into the OCS program.
- c. Candidates will commit themselves to a physical fitness program to ensure they can pass the APFT, meet Army height / weight standards, and achieve all other physical requirements of OCS.
- d. Candidates are responsible for obtaining all uniforms and equipment required to attend OCS, as per the current OCS Packing List.
- e. Candidates are responsible for coordinating with the RTI to select and enroll into BOLC prior to graduation.

2-3. Unit Responsibilities.

- a. Units will actively identify and refer qualified OCS prospects to the OSM.
- 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.
- d. Commanders will write a letter of recommendation attesting to the Soldier's leadership potential and suitability for the OCS program, IAW OKARNG Form 45-E.
- e. Unit administrators will assist the Soldier with submitting a security clearance request through the e-QIP system NLT 30 prior to OCS Phase 0. OCS candidates must receive a clearance of SECRET based upon an NAC & LCC investigation before they can be commissioned. ENTNAC investigations **do not** qualify.
- f. 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-E.
- g. Unit administrators will ensure the Soldier has sufficient service obligation remaining to allow for completion of the OCS program.
- h. Unit administrators will verify the Soldier meets the minimum GT score for acceptance into the OCS program, or schedule the Soldier to take the AFCT through the State Education Officer.
- i. Unit Administrators will ensure that current SIDPERS reports, PQRs, and other related documents are updated as a result of data collected during the OCS application process.
- j. Unit administrators will ensure the Soldier has a Defense Travel System (DTS) profile and possess (or has applied for) a Government Travel Card (GTC).
- k. Unit Administrators will verify bank and address information is correct in all systems.

2-4. OSM Staff Responsibilities.

- a. Screen potential candidates for compliance to OCS enrollment standards.
- b. Schedule commissioning physicals through MEPS. Submit medical waiver requests to NGB, if required.
- c. Assist the Soldier in scheduling the AFCT with the State Education Officer, if necessary.
- d. Assist the Soldier with obtaining acceptable Proof of Citizenship, if naturalized.

- e. Assist the Soldier with preparing and submitting a civil conviction waiver request, if required.
- f. Serve as liaison and provide assistance to the candidate and unit in all matters regarding the OCS application process and commissioning requirements.
- g. Serve as a final check to ensure Soldiers are administratively qualified to enroll in OCS.
- h. Submit completed OCS applications to RTI/OCS.
- i. Coordinate with the 189th Regiment (OKRTI) to facilitate the attachment of qualified prospective officer candidates to the State OCS Program.
- j. Maintain an accelerated OCS order of merit list ICW RTI/OCS, as required.
- k. Initiate detachment from GOLD and attachment to RTI for GOLD candidates scheduled to attend OCS.
- l. Prepare and complete federal recognition board packets.
- m. Complete NGB Form 337 and DA Form 71 (Oath of Office) for commissioning candidates prior to OCS graduation ceremony.

2-5. RTI/OCS Responsibilities

- a. Supervise, coordinate, and inspect of all training under the OCS program.
- b. Maintain an accelerated OCS order of merit list ICW OSM, as required.
- c. Upon acceptance to OCS, incoming candidates will be attached to the appropriate RTI UIC.
- d. Ensure candidates possess a government travel card.
- e. Facilitate DTS authorizations and travel vouchers for OCS candidates.
- f. Conduct showdown inspections and issue missing equipment/uniforms IAW OCS packing list.
- g. Process promotions to E-6 for candidates prior to Phase 1.
- h. Coordinate OCS ATRRS reservations (NLT 45 days prior to OCS start date) and school orders through the G3.
- i. Process OCS duty pay.
- j. Create and conduct OCPC and RSP-O training.
- k. Notify G1 Enlisted Branch if a candidate drops from the OCS program so that appropriate personnel actions can be executed to publish grade and MOS orders. Once the orders are published, the RTI will release the Soldier from the attachment and notify the unit of assignment that he/she will be reporting for duty by the next scheduled drill. NOTE: For 09S candidates who fail to complete or qualify for OCS, the RTI will notify the Recruit Sustainment Program (RSP) immediately to schedule the Soldier to attend AIT (if applicable), or to initiate separation.
- l. Process IDT pay for OCPC, RSP-O, Phase 0, and Phase 2 TOCS.
- m. Provide transportation to and from Phase 1 TOCS.
- n. Provide transportation to and from airport for AOCS and Phase 3 TOCS.
- o. Assemble, maintain, and quality check (QC) 6-part training folders.
- p. Maintain an order of merit list (if required) for traditional OCS and coordinate ATRRS reservations and school orders with the G3.
- q. Input BOLC applications for candidates NLT two weeks prior to OCS graduation.
- r. Schedule and announce the annual OCS graduation ceremony.
- s. Counsel candidates that completion of an accredited baccalaureate degree is required to be eligible for promotion to the grade of Captain, and they must complete the appropriate Basic Officer Leadership Course within 18 months of commissioning.
- t. Counsel traditional and accelerated OCS candidates on the ARNG Montgomery GI Bill (MGIB) Officer Candidate/Newly Commissioned 2nd Lieutenant Kicker Policy.
- u. Complete and submit ARNG MGIB and/or MGIB Kicker contracts for those eligible who choose to participate. Coordinate with G1 Education Branch.
- v. Verify POC/OC financial institution and HOR information is correct in all systems.
- w. Verify POC/OC has valid Government Travel Card through completion of OCS.
- x. Administer the Occupational Physical Assessment Test (OPAT) to candidates upon entrance to OCPC, RSP-O, and Phase 0, but NLT 30 days prior to the branching brief.
- y. Provide input to the OPM for the branching Order of Merit List (OML).
- z. RTI-S1 completes OCS Graduation Certificates and submits a copy to the OSM.

2-6. State G-1/OPM (Officer Personnel Manager) Responsibilities

- a. Review, upload, and monitor waivers via e-Tracker.
- b. Administer branching brief to OCS candidates NLT 90 days prior to commissioning.
- c. Identify branch and unit assignments, in conjunction with the 2-189th Regiment/OCS (OKRTI) Commander, NLT 60 days prior to commissioning.
- d. Administratively board and process packets for federal recognition.
- e. Collect federal recognition packets, to include the Oaths of Office (NGB Form 337), from the OSM.
- f. Provide assistance to OSM (as required) on medical waivers (G1 Medical Branch).

Chapter 3 Obtaining Forms and Documents

3-1. Military Forms and Documentation.

Many of the forms and documents required for an OCS application packet should already be a part of the applicant's military records or in the applicant's personal possession. It is simply a matter of gathering them for inclusion in your application packet. Additional forms can be downloaded from the OKNG website (<http://ok.ng.mil/Pages/Officer-Forms.aspx>) and 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 the OCS application packet. Allow sufficient time to obtain these documents to avoid delays in enrollment into the OCS program.

- a. Birth Certificate. Must possess a raised-seal copy of birth certificate, 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 applicant is 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 card, 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 and official, raised-seal transcript. Applicant may have to pay a fee for the transcript. Applicant should also arrange to have the transcript sent directly to the OSM, where it will be included with your application packet. Also, some universities will stamp "ISSUED TO STUDENT" or a similar comment on transcripts. Ensure the school does not do this with the applicants OCS application packet transcript.

APPENDIX A

Candidate 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 principal 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. Font will be Arial 11 point.

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

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 basis 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 you used the proper format? Is your text neat, and free of smudges and wrinkles?

APPENDIX A
Cover Sheet Format

OCS Student Autobiography
By

NAME: (Last, First, Middle)

OCS Program (State)

OCS Class Number

