

MILPER Message Number: 11-317
Proponent: AHRC-OPD-A

Title
REGULAR ARMY OFFICER CANDIDATE SCHOOL PROGRAM
...Issued: [18 Oct 11]...

- A. AR 350-51, OFFICER CANDIDATE SCHOOL (OCS).
 - B. AR 601-100, APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS IN THE REGULAR ARMY.
 - C. AR 135-100, APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY
 - D. AR 40-501, STANDARDS OF MEDICAL FITNESS [* RAR 001 2008/09/10].
 - E. AR 140-50, OFFICER CANDIDATE SCHOOL PROGRAM, USAR.
 - F. AR 135-18, THE ACTIVE GUARD AND RESERVE (AGR) PROGRAM.
 - G. ASA M&RA DIRECTIVE MEMORANDUM SUBJECT: REQUIREMENT FOR FEDERAL OFFICER CANDIDATE SCHOOL (OCS) CANDIDATES TO POSSESS A BACCALAUREATE DEGREE TO ATTEND FEDERAL OCS, 2 SEPTEMBER 2009.
 - H. DA G1 MEMO, DAPE-MPO-AP, 1 FEBRUARY 2011, SUBJECT FY 11 FEDERAL OFFICER CANDIDATE SCHOOL (OCS) ACCESSIONS GUIDANCE.
 - I. ARMY DIRECTIVE – SELF REPORTING BY OFFICERS AND SENIOR ENLISTED MEMBERS OF CRIMINAL CONVICTIONS – 21 SEPTEMBER 2011
1. THIS MESSAGE RESCINDS MILPER MESSAGE 10-164. THIS MESSAGE EXPIRES 31 DECEMBER 2012.

2. THIS MESSAGE PROVIDES INFORMATION ABOUT THE ARMY'S FEDERAL OFFICER CANDIDATE SCHOOL FOR ARMY COMMISSIONS AND AC/RC/NG SOLDIER ELIGIBILITY, APPLICATION REQUIREMENTS, WAIVERS, SELECTION PROCEDURES, AND GENERAL INFORMATION FOR FY 12.

3. THERE ARE TWELVE CHANGES OR ITEMS OF INTEREST TO THE AC/RC OCS PROGRAM ANNOUNCED IN THIS MESSAGE. IT IS HIGHLY RECOMMENDED THAT SOLDIERS APPLYING FOR THE FEDERAL OCS PROGRAM REVIEW AR 350-51, PARAGRAPH 1-7, WHO MAY NOT APPLY. CHANGES AND ITEMS OF INTEREST ARE:

A. DETAILED RECRUITERS AND DRILL SERGEANTS/PLATOON SERGEANTS WHO HAVE BEEN SELECTED/SCHEDULED TO ATTEND TRAINING ARE NOT ELIGIBLE TO APPLY UNTIL THEY ARE IN THE FINAL SIX MONTHS OF THEIR TOUR.

B. REQUEST FOR WAIVERS FOR TIME IN SERVICE (TIS), AGE, AND UCMJ/CIVIL CONVICTIONS ARE SUSPENDED INDEFINITELY.

C. ACCEPTANCE OF MEDICAL WAIVER REQUESTS IS SUSPENDED INDEFINITELY.

D. SOLDIERS IN THE ACTIVE COMPONENT (AC) MUST NOT HAVE REACHED THEIR 28TH BIRTHDAY ON THE DATE OF SUBMISSION OF THEIR OCS PACKET TO HRC. SEE PARAGRAPH 5G.

E. SOLDIERS IN THE RESERVE COMPONENTS, BOTH THE ARMY RESERVE (AR) AND ARMY NATIONAL GUARD (NG) MUST NOT HAVE REACHED THEIR 34TH BIRTHDAY ON THE DATE OF SUBMISSION OF THEIR OCS PACKET. SOLDIERS IN THE ARMY NATIONAL GUARD (NG) WILL SUBMIT THEIR PACKETS THRU THEIR STATES TO THE NGB. THIS ENSURES ALL CANDIDATES AT FEDERAL OCS ARE COMMISSIONED PRIOR TO THEIR 34TH BIRTHDAY (AR 350-51 PARA 1-7(M)). SEE PARAGRAPH 5G.

F. IAW REF F, PARAGRAPH 4-8 AND REF E, PARAGRAPH 2-1 SOLDIERS IN THE AGR PROGRAM MAY NOT ATTEND OCS IN AGR STATUS. AGR SOLDIERS THAT WISH TO ATTEND OCS MUST FIRST BE REMOVED FROM THE AGR PROGRAM. THESE SOLDIERS MAY THEN APPLY FOR OCS THROUGH THE ARMY RESERVE CAREERS DIVISION OR ATTEMPT TO RE-ENTER ON ACTIVE DUTY AND APPLY FOR OCS THROUGH AC CHANNELS.

G. ALL DOCUMENTS SUBMITTED MUST BE STAMPED AS CERTIFIED TRUE COPIES IF NOT BEARING THE IPERMS FILE NUMBER.

H. AC SOLDIERS THAT ARE IN THE RANK OF SSG (P) AND ABOVE, OR ARE IN THE PRIMARY OR SECONDARY ZONE OF CONSIDERATION FOR SFC OR ABOVE MAY NOT APPLY.

I. RC SOLDIERS MUST HAVE ONE RECORD APFT WITHIN 60 DAYS OF SUBMISSION OF PACKET TO HRC.

J. **MINIMUM APFT SCORE** FOR ALL SOLDIERS IN ALL COMPONENTS APPLYING FOR OCS **MUST BE 240 (80 POINTS IN EACH EVENT)** ON ALL TESTS. APFT DATES MUST BE 30 DAYS OR MORE APART. MOST RECENT APFT MUST BE WITHIN 60 DAYS OF SUBMISSION OF APPLICATION TO HRC.

K. A COMPLETED COPY OF DA FORM 2807-1 MUST BE INCLUDED IN THE APPLICATION PACKET. THE FORM MUST SHOW THE REASON FOR THE PHYSICAL AND BE DATED. THE FORM MAY NOT BE OVER 1 YEAR OLD FROM THE SCHEDULED SELECTION BOARD END DATE FOR WHICH THE SOLDIER IS APPLYING.

L. STRUCTURED INTERVIEW BOARD APPROVAL MEMOS MUST BE SUBMITTED WITH EACH PACKET.

M. AC/RC SOLDIERS WILL NOT SUBMIT THEIR OWN OCS PACKET OR CORRECTION DOCUMENTS. AC SOLDIER'S UNIT S1 WILL BE RESPONSIBLE FOR SUBMITTING ALL CORRECTED/MISSING DOCUMENTS FOR THE OCS BOARD. FOR USAR SOLDIERS, ARCD WILL SUBMIT PACKETS/DOCUMENTS AND CORRECTIONS. PACKETS OR DOCUMENTS RECEIVED DIRECTLY FROM THE SOLDIER WILL BE RETURNED WITHOUT ACTION. PACKETS REQUIRING CORRECTIONS NOT RECEIVED WITHIN 3 DAYS OF APPLICATION END PERIOD WILL BE RETURNED WITHOUT ACTION.

4. **ELIGIBILITY:** OCS ATTENDANCE CRITERIA IS INTENDED TO SUPPORT THE ELIGIBILITY CRITERIA FOR APPOINTMENT OF A COMMISSIONED OFFICER. COMPLETION OF OCS DOES NOT GUARANTEE ELIGIBILITY OF A COMMISSION. SOLDIERS MUST MEET ALL ELIGIBILITY REQUIREMENTS OUTLINED IN CHAPTER 1, AR 350-51 AND AS LISTED BELOW AND SUBMIT ALL REQUIRED DOCUMENTS OUTLINED IN PARAGRAPH 6. RC SOLDIERS MUST MEET ALL ELIGIBILITY REQUIREMENTS OUTLINED IN CHAPTER 2, AR 135-18 AND AS LISTED BELOW AND SUBMIT ALL REQUIRED DOCUMENTS OUTLINED IN PARAGRAPH 6. PRIOR TO APPOINTMENT TO SECOND LIEUTENANT REGULAR ARMY, COMMANDER OCS WILL VERIFY SOLDIER MEETS APPOINTMENT CRITERIA IAW AR 601-100 AND AR 40-501 ON THE DATE OF APPOINTMENT. HRC WILL VERIFY THAT OC STUDENTS HAVE NOT APPLIED FOR ANY OTHER SCHOOL THAT WOULD GRANT AN APPOINTMENT UPON GRADUATION. SOLDIERS THAT HAVE APPLIED FOR OTHER SCHOOLS THAT WOULD GRANT A COMMISSION UPON GRADUATION MAY NOT APPLY OR ATTEND OCS.

A. **POSSESS A BACCALAUREATE DEGREE** FROM AN ACCREDITED COLLEGE OR UNIVERSITY. SEE PARAGRAPH 6J.

B. **SECRET SECURITY CLEARANCE OR HIGHER.** SEE PARAGRAPH 6L.

C. MUST BE A U.S. CITIZEN. SEE PARAGRAPH 6M.

D. **APPLICATIONS MUST BE SCANNED TO HRC PRIOR TO THE SOLDIERS 28TH BIRTHDAY.** RC PACKETS MUST BE RECEIVED BY THE SOLDIERS 34TH BIRTHDAY.

E. MEET ARMY HEIGHT AND WEIGHT STANDARDS IAW AR 600-9.

F. RECOMMENDATION BY COMMANDER O-5 OR ABOVE ON DA FORM 61, PART II, PAGE 4.

G. IN SERVICE SOLDIERS IN THE ACTIVE COMPONENT (AC) MUST NOT HAVE REACHED THEIR 28TH BIRTHDAY ON THE DATE OF SUBMISSION OF THEIR OCS PACKET. AC SOLDIERS SHOULD BE AWARE THE TIME GAP FROM SELECTION TO ATTENDANCE IS 6-15 MONTHS.

H. SOLDIERS IN THE RESERVE COMPONENTS, BOTH THE ARMY RESERVE (AR) AND THE ARMY NATIONAL GUARD (NG), MUST NOT HAVE REACHED THEIR 34TH BIRTHDAY ON THE DATE OF SUBMISSION OF THEIR OCS PACKET. THIS ENSURES SOLDIERS HAVE TIME TO ENROLL IN OCS IAW THE REQUIREMENTS OF AR 350-51 PARA 1-5(K) AND DO NOT EXCEED PARA 1-7(M). AGE REQUIREMENT FOR PRIOR SERVICE/NON PRIOR SERVICE APPLYING THROUGH THE USA RECRUITING COMMAND (USAREC) OCS COLLEGE OPTION PROGRAM WILL ABIDE BY CURRENT USAREC STANDARDS. FOR MORE INFORMATION, PLEASE CONSULT A RECRUITER.

I. **AC NO MORE THAN EIGHT YEARS OF ACTIVE FEDERAL SERVICE ON THE DATE OF SUBMISSION OF THEIR OCS PACKET.** THIS ENSURES SOLDIERS HAVE TIME TO ENROLL IN AND COMPLETE OCS IAW THE REQUIREMENTS OF AR 350-51 PARA 1-5(N).

J. SOLDIERS IN BCT, AIT, DFLIC, OR ANY TYPE OF INITIAL ENTRY TRAINING STATUS ARE NOT ELIGIBLE.

K. DETAILED RECRUITERS AND DRILL SERGEANTS/PLATOON SERGEANTS IN IET THAT HAVE BEEN SELECTED/SCHEDULED TO ATTEND TRAINING ARE NOT ELIGIBLE TO APPLY UNLESS THEY ARE IN THE FINAL SIX MONTHS OF THEIR TOUR.

L. ALL SOLDIERS MUST APPEAR BEFORE A STRUCTURED INTERVIEW (LOCAL BOARD). SEE PARAGRAPH 6S.

M. RESERVE COMPONENT SOLDIERS MUST INCLUDE A UNIT VACANCY STATEMENT WITH THEIR APPLICATION.

N. MUST MEET THE PHYSICAL STANDARDS FOR ENLISTMENT, APPOINTMENT, AND INDUCTION IAW AR 40-501, CHAPTER TWO. NOTE THAT THE ACCESSION STANDARDS ARE MORE STRINGENT THAN THE RETENTION STANDARDS FOUND IN AR 40-501 CHAPTER THREE. MUST POSSESS A PHYSICAL PROFILE SERIAL OF AT LEAST 222221. SOLDIERS CANNOT HAVE A PERMANENT PROFILE WHICH WOULD PROHIBIT THEM FROM TAKING THE STANDARD APFT. ALTERNATE APFT EVENTS ARE NOT AUTHORIZED.

O. SOLDIERS ON OCONUS PCS ASSIGNMENT INSTRUCTION OR DEPLOYMENT ALERT ORDER MAY NOT APPLY PRIOR TO MOVEMENT. SEE PARAGRAPH 7D.

P. SCORE 80 OR HIGHER ON THE ENGLISH COMPREHENSION LEVEL TEST (ECLT)/AMERICAN LANGUAGE COURSE PLACEMENT TEST (ALCPT) IF THE PRIMARY LANGUAGE OF THE APPLICANT IS OTHER THAN ENGLISH.

Q. **GT SCORE OF 110 OR HIGHER.**

R. THE ARMY IS PARTICULARLY INTERESTED IN ACCESSING OFFICERS WITH DEGREES IN SCIENCE, TECHNOLOGY, ENGINEERING OR MATH; HOWEVER, ALL SOLDIERS MEETING ELIGIBILITY REQUIREMENTS MAY APPLY.

5. **APPLICATION REQUIREMENTS:** FORMS CAN BE OBTAINED THROUGH THE ARMY PUBLISHING HOMEPAGE OR AT A LOCAL MILITARY PERSONNEL DIVISION. DO NOT SUBMIT DOCUMENTATION NOT REFLECTED BELOW. HRC WILL NOT RESPOND TO EMAILS FROM SOLDIERS/UNITS ATTEMPTING TO SUBMIT DOCUMENTS THROUGH EMAIL UNLESS AUTHORIZATION TO DO SO HAS BEEN GRANTED BY THE OCS PROGRAM MANAGER. SOLDIERS ARE EXPECTED TO CHECK THEIR AKO EMAIL FREQUENTLY DURING THE BOARD PROCESS AND ENSURE THEIR AKO EMAIL IS SUFFICIENTLY CLEARED.

A. RECOMMENDATION FROM COMMANDING OFFICER. RECOMMENDATIONS FROM THE SOLDIER'S TWO IMMEDIATE COMMANDERS (E.G. COMPANY/BATTALION) ARE REQUIRED. IF RECOMMENDATION IS SUBMITTED ON UNIT LETTERHEAD, DA FORM 61, PART II WILL REFLECT A RECOMMENDATION AND THE WORDS "SEE ATTACHED LETTER OF RECOMMENDATION". LETTERS OF RECOMMENDATION MUST PROVIDE CLEAR EVIDENCE OF THE APPLICANT'S LEADERSHIP CAPABILITIES AND ABILITY TO SERVE SUCCESSFULLY AS AN ARMY OFFICER.

B. COMPLETED DA FORM 61 (APPLICATION FOR APPOINTMENT). ENSURE ALL APPROPRIATE ITEMS ARE COMPLETED AND SIGNED. CHAIN OF COMMAND ENDORSEMENTS (COMPANY & BATTALION COMMANDER) MUST BE LISTED IN PART II. IN ITEM 41 LIST ANY CIVILIAN OR MILITARY LEADERSHIP POSITIONS OR AWARDS (SUCH AS CAPTAIN OF BASEBALL/FOOTBALL/SOCCER TEAM, ETC) THAT ARE NOT LISTED ELSEWHERE IN THE APPLICATION. AC SOLDIERS MUST MAKE BRANCH SELECTIONS IAW REF A. USAR SOLDIERS WILL MAKE ONE BRANCH SELECTION THAT WILL COINCIDE WITH THE UNIT VACANCY (NO COMBAT ARMS).

C. COMPLETED DA FORM 5339 (COMMANDER'S EVALUATION SHEET). HEIGHT AND WEIGHT OF SOLDIER MUST BE LISTED HERE IF NOT INDICATED IN THE COMMANDERS ENDORSEMENT ON THE DA FORM 61.

D. DA FORM 705 (ARMY PHYSICAL FITNESS TEST SCORECARD) WITH A MINIMUM OF TWO (2) SCORED TESTS FOR RECORD WITHIN 12 MONTHS OF APPLICATION SUBMISSION. RC SOLDIERS MUST HAVE ONE RECORD APFT IN THE 12 MONTHS PRIOR TO APPLICATION. MINIMUM APFT SCORE FOR ALL SOLDIERS APPLYING FOR OCS MUST BE 240 (80 POINTS IN EACH EVENT) ON ALL TESTS. APFT DATES MUST BE 30 DAYS OR MORE APART. MOST RECENT APFT MUST BE WITHIN 60 DAYS OF SUBMISSION OF APPLICATION TO HRC.

E. A MAXIMUM OF FOUR (4) LETTERS OF RECOMMENDATION, EACH NOT EXCEEDING ONE PAGE IN LENGTH AND NOT MORE THAN 1-YEAR OLD (OPTIONAL).

F. DA FORMS 1059 REFLECTING COMPLETION OF WLC, ALC OR SLC (IF APPLICABLE).

G. LAST TWO EVALUATION REPORTS (NCOERS/OERS), IF APPLICABLE

H. CERTIFIED TRUE COPY OF COLLEGE TRANSCRIPT, COPY OF DEGREE CERTIFICATE AND MEMO FROM LOCAL EDUCATION COUNSELOR VERIFYING THE AWARDING OF A 4 YEAR DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY, CUMULATIVE GRADE POINT AVERAGE AND CUMULATIVE CREDIT HOURS. RC SOLDIERS WILL SUPPLY ALL EXCEPT THE MEMO FROM THE EDUCATION COUNSELOR. TRANSCRIPTS FROM ALL ATTENDED COLLEGES MUST BE INCLUDED AND CERTIFIED AS TRUE COPIES.

I. A COPY OF A CURRENT ENLISTED RECORD BRIEF, OR OFFICER RECORD BRIEF FOR WARRANT OFFICERS. THE ERB/ORB MUST REFLECT THE GT SCORE AND THE UIC CODE MUST BE CURRENT. RC SOLDIERS MUST SUBMIT A CERTIFIED TRUE COPY OF DA FORM 2-1 AND DA FORM 2A/B.

J. AC SOLDIERS WILL SUBMIT A COMPLETED DA FORM 4255-R (INITIAL ACTIVE DUTY ASSIGNMENT INSTRUCTIONS REQUEST). COMPLETE FORM AS THOUGH A 2LT.

K. SECURITY MANAGER'S STATEMENT THAT THE SOLDIER HAS AT LEAST AN INTERIM SECRET CLEARANCE. PRIOR TO DEPARTURE TO OCS THE SECURITY MANAGER WILL SEND FINAL SECURITY DETERMINATION TO HRC VIA EMAIL. VERIFICATIONS NOT RECEIVED 30 DAYS BEFORE REPORT DATE WILL CAUSE THE SOLDIERS RESERVATION IN ATRRS TO BE CANCELED. SOLDIERS MAY APPLY WITH AN INTERIM SECRET CLEARANCE BUT SECRET CLEARANCE MUST BE GRANTED NLT 30 DAYS PRIOR TO OCS REPORT DATE. SOLDIERS IN THIS CATEGORY WILL REPORT TO OCS WITH A MEMO FROM THEIR SECURITY MANAGER STATING A SECRET CLEARANCE HAS BEEN GRANTED. SOLDIERS THAT DO NOT POSSESS AN INTERIM SECRET OR HIGHER, MAY NOT APPLY.

L. PROOF OF CITIZENSHIP: FOR SOLDIERS NOT BORN IN THE USA. APPLICANTS WHO ARE NOT UNITED STATES CITIZENS BY BIRTH WILL SUBMIT AN APPROPRIATE STATEMENT (SEE AR 135-100, FIGURE 2-1). A STATEMENT FROM THE UNIT COMMANDER OR PERSONNEL OFFICER THAT HE/SHE HAS REVIEWED NATURALIZATION PAPERS OF THE APPLICANT IS ACCEPTABLE. SOLDIERS CANNOT APPLY FOR OCS IF NOT US CITIZENS. ALL SOLDIERS BORN IN PUERTO RICO MUST POSSESS THE NEW BIRTH CERTIFICATE AND HAVE IT CONFIRMED BY THEIR COMMANDER OR PERSONNEL OFFICER PRIOR TO SUBMISSION OF APPLICATION.

M. A COMPLETED DA FORM 4322 (OCS CONTRACT).

N. A COPY OF DD FORM 2808 INDICATING THE APPLICANT IS QUALIFIED FOR APPOINTMENT IAW AR 40-501, CHAPTER 2, BASED ON A PHYSICAL NOT OVER 1-YEAR OLD FROM DATE OF APPLICATION TO THE OCS BOARD. IF AN ENLISTED SOLDIER IS REQUESTING AVIATION AS A BRANCH PREFERENCE, THE PHYSICAL MUST CONTAIN THE APPROVAL STAMP OF THE ARMY AEROMEDICAL CENTER AT FT RUCKER. ALL LABS, EKG, HEARING AND VISION TESTS MUST BE INCLUDED IN THE APPLICATION PACKET.

O. A COMPLETED COPY OF DA FORM 2807-1. FORM MUST SHOW REASON FOR PHYSICAL AND BE DATED. FORM MAY NOT BE OVER 1 YEAR OLD FROM THE SCHEDULED SELECTION BOARD END DATE FOR WHICH THE SOLDIER IS APPLYING.

P. COPY OF DA FORM 6256 (AFAST) FOR ENLISTED SOLDIERS REQUESTING AVIATION AS A BRANCH. SOLDIERS MUST SCORE A MINIMUM OF 90. ENLISTED SOLDIERS 30 YEARS OF AGE OR OLDER ARE NOT ELIGIBLE FOR ASSIGNMENT TO AVIATION. THIS AGE RESTRICTION CANNOT BE WAIVED. USMEPCOM FORM TCN 680-3ADP AND USMEPCOM 611-1-20-RE MAY BE SUBSTITUTED FOR DA FORM 6256 IF THE SOLDIER TOOK THE AFAST TEST AT A MEPS STATION PRIOR TO ENTERING SERVICE.

Q. DD FORM 785 (RECORD OF DISENROLLMENT). ONLY REQUIRED IF THE SOLDIER PREVIOUSLY ATTENDED AN OFFICER PRODUCING SCHOOL (OCS, ROTC, USMA, USMMA, USNA, USAFA, ETC). (SOLDIERS PREVIOUSLY DISENROLLED FROM AN OFFICER PRODUCING PROGRAM MUST REQUEST A WAIVER FROM THE DCS, G-1 TO ATTEND OCS.)

R. DA FORM 6285 (STRUCTURED LOCAL BOARD INTERVIEW) RESULTS. MUST BE COMPLETED BY EACH BOARD MEMBER (NO MORE THAN 3 OFFICERS). ALL PANEL MEMBERS MUST BE COMMISSIONED OFFICERS IN THE GRADE OF CAPTAIN OR ABOVE; THE BOARD PRESIDENT MUST HOLD THE GRADE OF MAJOR OR ABOVE. WRITTEN COMMENTS BY BOARD MEMBERS ARE REQUIRED. PRIOR TO BEING INTERVIEWED, EACH OCS APPLICANT MUST MAKE A HAND WRITTEN STATEMENT, NOT TYPED, ON STANDARD 8 ½ BY 11 PAPER INDICATING "WHY I WANT TO BE AN ARMY OFFICER". THE ESSAY MUST BE DONE IN CONJUNCTION WITH THE STRUCTURED INTERVIEW BOARD. AFTER THE STRUCTURED INTERVIEW, THE THREE INTERVIEW WORKSHEETS AND THE HAND WRITTEN STATEMENT WILL NOT BE GIVEN TO THE SOLDIER UNLESS THE SOLDIER IS NOT RECOMMENDED BY THE MAJORITY. ONLY THE LAST TWO PAGES (15 AND 16) OF THE DA FORM 6285 AND A STATEMENT FROM EACH BOARD MEMBER WILL BE INCLUDED. THE STATEMENT FROM THE BOARD MEMBERS WILL NOT EXCEED ONE PAGE IN LENGTH AND WILL CLEARLY ADDRESS THE SOLDIER'S OVERALL SUITABILITY AND POTENTIAL FOR BECOMING AN OFFICER. PACKETS OF SOLDIERS NOT RECOMMENDED BY A MAJORITY OF THE STRUCTURED INTERVIEW BOARD OR THAT HAVE NOT BEEN BOARDED WILL NOT BE ACCEPTED. STRUCTURED INTERVIEW BOARD MUST BE DATED, SIGNED BY THE BOARD MEMBER AND DATED WITHIN 1 YEAR OF APPLICATION.

S. BOARD APPROVAL MEMOS MUST BE SUBMITTED WITH EACH PACKET.

T. COPY OF DD FORM 214 REQUIRED FOR EACH PERIOD OF PRIOR ACTIVE MILITARY SERVICE.

U. THE OCS PERSONAL INFORMATION SHEET AT [HTTPS://WWW.HRCAPPS.ARMY.MIL/SITE/PROTECT/BRANCHES/OFFICER/OPERATIONS/ACCESSIONS/OCS/IND_EX.HTM](https://www.hrcapps.army.mil/site/protect/branches/officer/operations/acquisitions/ocs/ind_ex.htm) IS AVAILABLE TO ASSIST SOLDIERS WITH APPLICATIONS. THE PERSONAL INFORMATION SHEET CAN ALSO BE FOUND ON THE S1NET WEBSITE. SOLDIERS WILL CLEARLY INDICATE THEIR UNIT ADDRESS ON THE FORM. DEPLOYED SOLDIERS WILL INCLUDE BOTH DEPLOYED AND HOME STATION ADDRESSES AND POCs.

V. SOLDIERS WILL NOT SUBMIT THEIR OWN OCS PACKET OR CORRECTION DOCUMENTS. THE SOLDIERS UNIT S1 WILL BE RESPONSIBLE FOR SUBMITTING ALL CORRECTED/MISSING DOCUMENTS FOR THE OCS BOARD. PACKETS/DOCUMENTS RECEIVED DIRECTLY FROM THE SOLDIER WILL BE RETURNED WITHOUT ACTION. CORRECTIONS NOT RECEIVED WITHIN 3 DAYS OF APPLICATION END PERIOD WILL BE RETURNED WITHOUT ACTION.

W. BRIGADE AND ABOVE LEVEL UNITS UNDER PERSONNEL SERVICE DELIVERY REDESIGN (PSDR) WILL BE RESPONSIBLE FOR THE STRUCTURED INTERVIEW FOR THEIR OWN UNITS REGARDLESS OF DEPLOYMENT STATUS. NON PSDR UNITS WILL USE THEIR INSTALLATION/GARRISON MPD. MPD/BRIGADE WILL BE RESPONSIBLE FOR THE FINAL REVIEW AND SUBMISSION OF THE PACKET TO HRC. SOLDIERS WILL NOT BE GIVEN THEIR STRUCTURED INTERVIEW DOCUMENTS.

X. SOLDIERS UNABLE TO ATTEND A LOCAL STRUCTURED INTERVIEW BOARD AT THEIR INSTALLATION MAY APPEAR BEFORE THE BOARD OF ANOTHER INSTALLATION/BRIGADE PROVIDED THE SOLDIER'S UNIT AND BOARDING UNIT AGREE. ANY TDY COST WILL BE PROVIDED BY THE SOLDIER'S UNIT.

6. SELECTION PROCEDURES:

A. AC SOLDIERS MAY SUBMIT A COMPLETED APPLICATION THROUGH THEIR CHAIN OF COMMAND TO HRC FOR CONSIDERATION. USAR SOLDIERS WILL SUBMIT PACKETS THROUGH THEIR RSC TO ARMY RESERVE CAREERS DIVISION (ARCD). ARCD WILL BE RESPONSIBLE FOR INITIAL REVIEW AND CORRECTION. CORRECTED RC PACKETS WILL THEN BE SENT BY ARCD TO HRC. ALL PACKETS WILL BE SUBMITTED THROUGH AKO FILES PROCEDURES. PACKETS WILL BE REJECTED IF THERE ARE DISCREPANCIES OR ERRORS ON DOCUMENTS. UNIT S1 PERSONNEL WILL BE RESPONSIBLE FOR RESUBMITTING PACKETS THROUGH THEIR CHAIN OF COMMAND TO THE AKO FILES.

B. HRC WILL SCHEDULE ALL SELECTED AC APPLICANTS FOR OCS IN ATRRS. SELECTED RC SOLDIERS WILL BE PLACED IN OCS BY THE APPROPRIATE AR COMMAND. AC SOLDIERS WILL ATTEND OCS IN A TDY AND RETURN STATUS. AC SOLDIER BRANCHING WILL OCCUR DURING ATTENDANCE AT OCS. AC GRADUATES, UPON RETURN TO HOME STATION, WILL PCS FROM HOME STATION IAW THEIR 2LT ASSIGNMENT INSTRUCTIONS.

C. ELECTION RESULTS AND OCS CLASS ASSIGNMENT WILL BE ANNOUNCED THROUGH S1NET APPROXIMATELY 4 TO 8 WEEKS AFTER THE BOARD HAS ADJOURNED, OR AS SOON AS RESULTS ARE FINALIZED. IAW REF A, CHAPTER 4 SOLDIERS ARE NOT TO BE DEPLOYED OR ON A PCS ORDER WHILE OCS APPLICATION IS PENDING AT HRC. ONCE ANNOUNCED, SELECTED SOLDIERS ARE NOT TO BE DEPLOYED. DEPLOYED SOLDIERS WHO ARE SELECTED WILL BE SCHEDULED FOR OCS AFTER POST DEPLOYMENT STABILIZATION PERIOD HAS ENDED PROVIDED THE SOLDIER REMAINS ELIGIBLE. THE SOLDIER MAY WAIVE THE STABILIZATION PERIOD; HOWEVER, THIS PRACTICE IS DISCOURAGED. SOLDIERS RETURNING FROM DEPLOYMENT WILL SUBMIT AN UPDATED OCS PHYSICAL WITH THEIR REQUEST FOR A SCHOOL DATE.

D. AC SOLDIERS NOTIFIED THROUGH ASSIGNMENT INSTRUCTION FOR OVERSEAS PCS OR VERBAL/Written DEPLOYMENT ALERT ORDER FOR UNIT DEPLOYMENT ARE NOT ELIGIBLE TO APPLY PRIOR TO DEPLOYMENT/PCS. SOLDIERS THAT ARE ALERTED FOR OCONUS PCS/DEPLOYMENT MAY APPLY AFTER ARRIVING IN THEIR OCONUS PCS/DEPLOYMENT LOCATION. SOLDIERS ON OCONUS PCS ORDER WILL NOT BE SCHEDULED TO REPORT TO OCS UNTIL THEY HAVE COMPLETED A MAJORITY OF THEIR OCONUS TOUR. DEPLOYED SOLDIERS WILL NOT BE SCHEDULED TO REPORT TO OCS UNTIL 90 DAYS AFTER THEY REDEPLOY. ALL SOLDIERS ARE CAUTIONED THAT THEY MUST REMAIN ELIGIBLE AND FULLY QUALIFIED (AGE, TIS, MEDICAL, UCMJ/CIVIL CONVICTIONS, ETC) THROUGHOUT THE OCS PROCESS UP UNTIL OCS GRADUATION AND COMMISSIONING. SOLDIERS THAT BECOME INELIGIBLE WILL NOT BE ENROLLED IN OCS OR WILL HAVE THEIR RESERVATIONS CANCELLED. SOLDIERS ON AN OCONUS ASSIGNMENT MAY REQUEST CURTAILMENT OF THEIR TOUR THROUGH THEIR CHAIN OF COMMAND PRIOR TO APPLYING FOR OCS. CHAIN OF COMMAND WILL VERIFY BY MEMO THAT SOLDIER'S OCONUS ASSIGNMENT WILL BE CURTAILED TO ALLOW THE SOLDIER TO ATTEND OCS. THIS WILL BRING ELIGIBILITY IN LINE WITH AR 350-51 PARAGRAPHS 1-5N AND 1-7M.

E. SOLDIERS MUST CLEARLY DISCLOSE ALL PRIOR LEGAL ISSUES ON THE DA FORM 61, ITEM 26 AND INCLUDE ALL COURT DOCUMENTS REGARDLESS OF SEVERITY INCLUDING, BUT NOT LIMITED TO, ARTICLE 15, LETTERS OF REPRIMAND, COURT DOCUMENTS SHOWING FINAL DISPOSITION AND ADJUDICATION OF THE CASE.

F. PACKETS THAT MUST BE SUBMITTED THROUGH THE USPS WILL NOT BE SUBMITTED IN BINDERS OR DOCUMENT PROTECTORS. ONLY ONE COPY OF THE PACKET WILL BE SUBMITTED TO HRC.

G. SOLDIERS WILL ONLY ATTEND ONE STRUCTURED INTERVIEW BOARD PER SUBMISSION.

H. PACKETS MUST BE SUBMITTED ELECTRONICALLY USING AKO FILES. FOR INSTRUCTIONS ON LOCATING THE FILE AND UPLOADING APPLICATION PACKETS, PLEASE SEND AN EMAIL TO THE FOLLOWING EMAIL ADDRESS: HRC.OPMD.OCSACCBR@CONUS.ARMY.MIL. PACKETS MAY NOT BE SCANNED AND EMAILED OR SENT HARDCOPY WITHOUT PRIOR APPROVAL FROM THE OCS PROGRAM MANAGER. IF EMAILED AND DELIVERY FAILS UNITS WILL CONTINUE TO ATTEMPT EMAILING OF THE PACKET. ALL PACKETS SUBMITTED ELECTRONICALLY WILL BE ACKNOWLEDGED. HRC OCS PROGRAM PERSONNEL WILL UPLOAD ALL DOCUMENTS TO THE HRC BOARD SYSTEM BUT WILL NOT PERM ANY DOCUMENTS. DEPLOYED UNITS MAY SUBMIT PACKETS OF THEIR SOLDIERS IN HARD COPY IF ACCESS TO THE INTERNET OR EMAIL IS NON-EXISTENT. UNITS WITH SOLDIERS IN THIS CATEGORY MUST CONTACT THE OCS PROGRAM MANAGER AT

DSN 312-983-6352 FOR MAILING INSTRUCTIONS. PACKETS RECEIVED IN HARD COPY WITHOUT PERMISSION WILL BE RETURNED WITHOUT ACTION. ALL APPLICATION PACKETS WILL BE SUBMITTED IN SUFFICIENT TIME TO REACH THE HRC OCS PROGRAM OFFICE BY THE CLOSING DATE FOR ACCEPTANCE. PACKETS RECEIVED AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION REGARDLESS OF REASON FOR DELAY. PARTIAL PACKETS WILL NOT BE ACCEPTED. PACKETS WILL NOT BE RETURNED. SOLDIERS ARE ENCOURAGED TO KEEP A COPY OF THEIR PACKET.

I. SOLDIERS WILL ENSURE THAT ALL DOCUMENTS ARE ON IPERMS PRIOR TO SUBMITTING APPLICATION PACKETS. UNITS WILL MAKE EVERY EFFORT TO ENSURE THE SOLDIERS RECORD IS AS UP-TO-DATE AS POSSIBLE.

J. ALL SOLDIERS UNABLE TO MAKE THEIR OCS REPORT DATE WILL INFORM HRC IMMEDIATELY. SOLDIERS UNABLE TO MAKE THEIR SCHEDULED OCS CLASS DATE THROUGH NO FAULT OF THEIR OWN MAY REQUEST A NEW OCS DATE ON DA FORM 4187 WITH JUSTIFICATION AND ALL SUPPORTING DOCUMENTS. ONCE SOLDIERS HAVE BEEN ENROLLED IN OCS THEIR REPORT DATES WILL NOT BE CHANGED WITHOUT PROPER JUSTIFICATION AND SUPPORTING DOCUMENTATION. SOLDIERS THAT REQUIRE A REPORT DATE CHANGE TO A LATER DATE MUST MEET AND MAINTAIN ALL ELIGIBILITY CRITERIA AT THE TIME OF GRADUATION, INCLUDING AGE AND PHYSICAL CRITERIA. SOLDIERS WHOSE DATES ARE MOVED TO A LATER DATE MUST NOT EXCEED TIME IN SERVICE, AGE, UCMJ/CIVIL CONVICTIONS AND FLAGS. SOLDIERS THAT RECEIVE UCMJ ACTION, LETTERS OF REPRIMAND, AND ARRESTS BY CIVIL/MILITARY AUTHORITIES WILL BE FLAGGED AND REPORTED TO THE OCS PROGRAM MANAGER IAW REFERENCE I.

K. HQDA BOARD SELECTION DATES FOR FY 12 ARE TBD.

7. SOLDIERS THAT HAVE PREVIOUSLY ATTENDED THE US ARMY OCS COURSE AND WERE RELIEVED FOR ANY REASON MAY REQUEST REINSTATEMENT WITHIN ONE CALENDAR YEAR OF RELIEF. SOLDIERS REQUESTING REINSTATEMENT HAVE 12 MONTHS FROM DATE OF RELIEF ON THE DD FORM 785 TO REQUEST REINSTATEMENT. REQUESTS MUST BE APPROVED BY BOTH THE FIRST TWO COMMANDERS IN THE SOLDIERS CHAIN OF COMMAND (MINIMUM CPT/LTC) AND THE FIRST O6 IN THE SOLDIER'S CHAIN OF COMMAND. REINSTATEMENT REQUESTS MUST, AT A MINIMUM, INCLUDE THE FOLLOWING DOCUMENTS:

A. DA FORM 4187 REQUESTING REINSTATEMENT.

B. UPDATED ERB/ORB.

C. DA FORM 705 SHOWING A RECORD APFT WAS ADMINISTERED WITHIN 30 DAYS OF THE REQUEST.

D. IF THE REASON FOR RELIEF WAS MEDICAL IN NATURE, A DD FORM 2808 MUST BE INCLUDED AND CLEARLY INDICATE THAT THE SOLDIER IS CLEARED FOR OCS TRAINING.

E. DD FORM 785.

8. POC FOR THIS MESSAGE IS MR PREETORIUS AT 502-613-6352 OR MS MOORE AT 502-613-6353 OR EMAIL HRC.OPMD.OCSACCBR@CONUS.ARMY.MIL