

Documentation Required for Enrollment into Officer Candidate School (OCS)

- 1. Commander's Recommendation.** Commanders should interview potential applicants (Sample question on page 6) to determine eligibility and to ensure applicants understand the training requirements of the OCS Program. Include a letter of recommendation to attend OCS, in a memorandum format with the enrollment packet. (Sample on page 7)
- 2. Application For Enrollment (OCS).** Applicant, with the assistance of the Unit, must complete Block 1 through 40. Application requires three (3) signatures, the applicant, the Company Commander and the Battalion Commander. This requirement is MANDATED by Proponent. (See page 9)
- 3. ATRRS enrollment.** Unit is responsible for enrolling applicant into Phase 0. Print the Army Training Requirements and Resources System (ATRRS) RS (reservation by student function) screen showing enrollment in OCS Phase 0 and attached to enrollment packet. (RTI school code 981)
- 4. College Transcripts.** Applicant must provide an original "official" transcript from an accredited college. Transcript must show at least 60 or more semester hours (90 quarter hours) for enrollment into Traditional program or must have at least 90 semester hours (135 quarter hours) for enrollment into Accelerated program. Student copies are not acceptable. (Sample "Official Transcript Request" on page 10)
- 5. Security Clearance Verification.** Unit must provide a copy of the Joint Personnel Adjudication System (JPAS) Statement to verify "SECRET" or "INTERIM SECRET". A SECRET is good for 10 years. Unit must verify that the investigation will not expire before commissioning. Initial request and periodic reinvestigations are completed by the unit.
- 6. ASVAB Results.** (GT Score minimum 110) Unit must provide copy of results. Acceptable forms are the Enlisted Record Brief (ERB), copy of the DD 1966 series, MEPS 714 or 680 Form or a Memorandum from the DEARNG Education Office. This requirement is non-waiverable.
- 7. Moral/Civil Conviction Waivers.** Applicants with prior convictions IAW NGR 600-100, paragraph 2-8 and 2-9, must request a waiver for each offense. Applicants who currently possess a secret clearance must still disclose all convictions that meet the criteria listed in the regulation. Applicants with more than one offense can request a waiver on one memorandum, however, each offense must be listed and supporting court documents for each offense must be attached. Routing must go through the unit's chain of command to the President of the OCS Selection Board (BG Chambers). (Sample on page ____)
- 8. Chapter 2 "Commissioning" Physical.** (DD 2808/DD2807-1/DD2807-2) Unit must attach a copy of the Chapter 2, AR/NGR 40-501 Commissioning Physical. The physical must be within 24 months of commissioning. (*Physicals must not expire before commissioning*) Physicals can be scheduled through the DEARNG Medical Detachment. The physical must be stamped "For Commissioning".
- 9. Government Travel Credit Card.** Applicant need to have a Government Travel Card (GTC). If they don't, the unit must complete the application and forward it to Ms. Goodlett. This is a unit responsibility and is not to be sent to OCS to process.

10. Proof of Citizenship (If applicable). Unit will verify that applicant was born in U.S. or is a Naturalized citizen. If applicant was not born in U.S., proof of US Citizenship is required and must be submitted with enrollment packet. Dual citizens can go through the OCS Program; however, they must relinquish the foreign citizenship prior to appointment.

11. Personnel Qualification Record (PQR) or DA Form 4836 Extension Contract. Unit must provide copy of PQR or DA 4836 to verify that the applicant's ETS will not occur prior to completing the OCS program. If ETS falls within OCS training dates, complete a new DA Form 4836 and include a copy in the packet with an updated PQR that reflects new ETS.

12. Birth Certificate. Applicant must provide a legible photocopy of their birth certificate. Birth announcements from Hospitals or Verification of Birth Forms used by Recruiters to enlist soldiers are not acceptable.

13. SSN Card. Applicant must provide a legible photocopy of their social security card.

14. Name Change Document (If applicable). Applicant must submit legal documents or other source documents resulting in a change in spelling of a name, a name change, marriage certificate, decree of divorce or has gone to court to have name legally changed.

15. Submit copies of NGB Form 22 (Report of Separation and Record of Service; used for Prior National Guard Service), **DD Form 220** (Active Duty Report) **or DD Form 214** (Certificate of Release or Discharge from Active Duty) for all periods of National Guard, United States Army Reserve or all active duty tours to include BIT/AIT completion.

16. NGB 62 Draft. (Sample on page ____) Applicant must include a completed draft with their signature on page 4 of 5.

17. DA 705. Unit will provide a copy of applicant's APFT. Applicants must pass the standard three events within 12 months prior to enrollment.

18. DA 5500-R or DA 5501-R (if applicable). Unit will provide a copy of signed body fat sheet. Prior to enrollment, applicants must meet the required height and weight standards IAW AR 600-9.

19. Officer Candidate Profile Summary. Applicant must complete the form.