

## OCS CANDIDATE ENROLLMENT PREREQUISITE CHECKLIST

NAME: \_\_\_\_\_  
SSN: \_\_\_\_\_  
UNIT: \_\_\_\_\_  
TNCO: \_\_\_\_\_

### CANDIDATE'S RESPONSIBILITY

Initials

\_\_\_\_\_ SSN CARD (COPY)  
\_\_\_\_\_ BIRTH CERTIFICATE (COPY)  
\_\_\_\_\_ COLLEGE TRANSCRIPT (MIN OF 90 SEM HOURS)  
\_\_\_\_\_ GT SCORE OF 110 OR HIGHER (DA 1966 OR REDD REPORT)  
\_\_\_\_\_ DD 214 / DD 220 (09S)  
\_\_\_\_\_ NGB 62 DRAFT (MUST BE EMAILED)  
\_\_\_\_\_ SECURITY CLEARANCE  
\_\_\_\_\_ CHAPTER 2 COMMISSIONING PHYSICAL (DD 2808/2807-1)  
\_\_\_\_\_ AUTOBIOGRAPHY (3 COPIES W/ 4X6 COLOR MILITARY PHOTO)

### IF APPLICABLE

\_\_\_\_\_ WAIVER FOR NON-COMPLETION OF AIT  
\_\_\_\_\_ DD FORM 1966 (09S)  
\_\_\_\_\_ PROOF OF CITIZENSHIP (ORIGINAL DOCUMENT)  
\_\_\_\_\_ NAME CHANGE DOCUMENT  
\_\_\_\_\_ MORAL / CIVIL & MILITARY CONVICTION WAIVERS  
\_\_\_\_\_ MARRIAGE LICENSCE

### UNIT'S RESPONSIBILITY

Initials

\_\_\_\_\_ ATRRS FOR OCS PH I & PH II  
\_\_\_\_\_ AFCOS ORDERS & DTS FOR PH I & PH II  
\_\_\_\_\_ LETTER OF RECOMMENDATION (UNIT CMDR)  
\_\_\_\_\_ ETS DATE MUST BE LATER THAN END OF COURSE  
- (PQR OR EXTENSION CONTRACT)

South Carolina Army National Guard Regional Training Institute  
2<sup>nd</sup> Battalion Officer Candidate School  
Palmetto Military Academy  
5411 Leesburg Road  
Eastover, South Carolina 29044-9732

2BN218REGT-CDR (350)

02 July 2013

MEMORANDUM FOR Palmetto Military Academy (PMA) applicants

SUBJECT: Officer Candidate School (OCS) Application Process for PMA Class 66

1. Thank you for your interest in attending the Palmetto Military Academy (PMA), the Officer Candidate School (OCS) for the South Carolina Army National Guard. This program is one of the most challenging and rewarding experiences you will have during your military career.
2. Request a list of pre-requisite documents necessary for the application process from MAJ Jeff Magee at (864) 376-2711 or [jeff.magee@cherokee1.org](mailto:jeff.magee@cherokee1.org). You can access and print most of these documents from your iPERMS file. This file can be accessed through your AKO account or through your unit S1. I recommend you work directly with your unit to ensure your commander is informed of your status throughout the application process. Once your packet is completed, you will submit it to our staff.
3. All interested candidates should attend our major recruiting event, Operation Palmetto Warrior (OPW). OPW will be conducted 22-23 February 2014 in the multipurpose room of Building 3800 at McCrady Training Center (5411 Leesburg Road, Eastover, SC 29044). Registration begins at 0730 and the program begins promptly at 0845. This is your opportunity to meet the staff, gather additional information, and receive a briefing on the expectations of Officer Candidates attending PMA. Soldiers must work with your parent unit in order to split-train for February drill, or be placed on some type of orders/RMA.
  - + ASVAB will be administered at the Fort Jackson Army Education Center for those candidates needing to improve their GT score. To enroll in the program, qualifying soldiers must complete a BSEP Enrollment Form and have the SM's commander sign the form. Enrollment Forms are available in Room A-100 of the Education Center. Class size is limited to 15 students. Students are enrolled in the class on a first come, first served basis. Call (803) 751-5341 to find out when the next test will be administered.
4. The next step is where potential candidates are identified, application packets are submitted, and qualified Soldiers are interviewed by a panel of PMA staff officers. We will begin conducting interviews on 01 March 2014 in the 2<sup>nd</sup> Battalion area of Building 3800 at McCrady Training Center. We will continue to interview prospective candidates up until 30 April 2014 as this is the cutoff date for Class 66. Once accepted, Soldiers will be promoted to E-6 (Officer Candidate) effective 1 May 2014, and will retain that rank as long as they are enrolled in the program.
5. While it is not mandatory, I strongly recommend you attend all Pre-OCS Training at McCrady Training Center (3 IDT drill weekends in 2014: 1-2 March 2014, 5-6 April 2014). The 17-18 May pre-OCS drill is **MANDATORY** for all prospective OCS candidates. This portion is a "gentleman's course"....very relaxed, no stress environment. During Pre-OCS you will receive training on Map Reading, Land Navigation, Drill and Ceremony, the PMA Standing Operating Procedures, Physical Fitness, and refresher training on additional topics in order to prepare you for Phase I. During the May Pre-OCS IDT weekend, you will take a mandatory record APFT. You must pass this APFT with a minimum of 60 points in each event to be accepted into PMA (preference is given to those candidates scoring 250+).
6. You must submit an accurate and complete application packet for attendance at PMA. One significant part of this packet is your autobiography. You should take the time to sincerely compose this

document as it will be reviewed prior to your appearance before the PMA selection board. During the board interview, you will be asked about the fundamental reasons why you want to lead Soldiers. Our decision regarding your acceptance at PMA will be largely based on your answers to these questions.

7. Many items go into your packet. But, the BIG TICKET REQUIREMENTS include:

- a. Must commission prior to 42<sup>nd</sup> Birthday (no waivers authorized)
- b. GT score of 110+ on ASVAB
- c. Must possess an at least an interim SECRET Security Clearance prior to start of Phase I
- d. OFFICIAL COLLEGE TRANSCRIPTS showing 90 college credits
- e. CHAPTER 2 COMMISSIONING PHYSICAL (dated within 24 months of commissioning date)
- f. NGB approved Civil Conviction Waiver (if applicable)
- g. Passing APFT score within 30 days prior to starting Phase I
- h. Commanders' Recommendation

8. There are two options for OCS (Accelerated or Traditional). Accelerated is much more competitive as we have limited slots for the Winter Program and the Summer Program.

**a. ACCELERATED OCS:** There are two 8 week Accelerated OCS Classes conducted each year at Fort McClellan, Alabama. Accelerated OCS consists of the same 3 Phase training requirements listed below, but the training is condensed into 8 continuous weeks. Accelerated OCS is generally designed for candidates (1) nearing the age limit, or (2) those with circumstances that would require them to complete all 3 phases in one 8 week session.

**MAJOR CONSIDERATIONS FOR ACCELERATED OCS PROGRAM:**

- (1) Applicant would not be able to attend the Traditional PMA program due to college, pending deployment, or other extenuating circumstances
- (2) An immediate need for specific skills or credentials possessed by an applicant
- (3) Applicant must demonstrate a high potential of successfully leading Soldiers
  - a. Demonstrated by previously held leadership positions such as non-commissioned officer, former ROTC Cadet, former Military Academy Cadet, etc...
  - b. Current commander's recommendation
- (4) Must successfully complete the following during the May or October IDT weekend:
  - a. Record APFT with minimum score of 250 (less than 16:00 run time)
  - b. Complete 5 mile Ruck March in under 75 minutes with full combat load & 45 lb ruck
  - c. Complete 3 mile release run in 26:00 (males) or 28:00 (females)
- (5) Must pass interview with PMA Selection Board
  - a. Applicants deemed qualified by the board will be placed on an order of merit list, with acceptance limited to 10% of the total enrolling for Traditional OCS Phase I
  - b. Typically there 5 slots for Summer Acc and 5 slots for Winter Acc
- (6) Must pass interview with PMA Commandant
  - a. PMA Commandant is the final approval authority on all applicants for Acc OCS
  - b. Priority will go to applicants nearing the age cut-off

**b. TRADITIONAL OCS (PMA):**

(1) Phase I OCS is two weeks of annual training at McCrady Training Center. This is a highly stressful, very intense two weeks that focuses on Motivation, Leadership Development, D&C, PT, Training Management, and Land Navigation.

(2) Phase II OCS is 14 IDT drill weekends. This training focuses on Leadership Development, D&C, PT, Field Leadership, Troop Leading Procedures, Operations Orders, as well as many other topics.

(3) Phase III OCS is the final two weeks conducted during late July/early August 2014 at Fort McClellan, AL. This is the culmination of your training and is primarily conducted in a field environment.

9. Upon successful completion of all three phases of OCS, Officer Candidates are commissioned as Second Lieutenants, assigned a specific Branch, and then must attend their Branch Qualification Course [Basic Officer Leadership Course--(BOLC-8)] which is 16-20 weeks in length.

10. Pre-OCS Training begins 01 March 2014 at McCrady Training Center. Report time is 0730 in ACU uniform. Formation will be on the rear drill pad behind Bldg 3800. MSG Larry Drayton is the POC [lndrayton@aeol.com](mailto:lndrayton@aeol.com) (cell phone: 803-808-6596). Bring as much of your completed packet as possible as well as all of the items you have from the Phase I packing list (see website). We will conduct a show-down inspection to determine what items you are missing.

- a. Bring summer and winter PT uniform as we will be taking a diagnostic PT test Sunday morning.
- b. If you want to come in on Friday night, you can stay in the 700 wing of Bldg 3800.
- c. NO requirement to stay overnight on Saturday for the March or April drill, but plan to stay overnight beginning in May.

11. If you decide this is something you want to pursue, we will need to get some additional information from you in order to start the process. Please email me with the following information:

- > > > Full Name:
- > > > Date of Birth:
- > > > Height:
- > > > Weight:
- > > > Address:
- > > > How long at that address:
- > > > Daytime phone number:
- > > > MOS:
- > > > Rank:
- > > > Security Clearance Level/Date:
- > > > Prior Service Start Date (Month / Year):
- > > > Prior Service End Date (Month / Year):
- > > > Highest Level of Education:
- > > > Main reason for attending OCS:

12. Point of contact for this memorandum is MAJ Jeff Mages at (864) 376-2711 or [jeff.mages@cherokee1.org](mailto:jeff.mages@cherokee1.org). Best wishes in this process, and I look forward to seeing you at PMA.

//original signed//  
LARRY J. SAUNDERS  
LTC, MP, SCARNG  
PMA Commandant





NATIONAL GUARD BUREAU  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1382

ARNG-HRH

9 March 2012

MEMORANDUM FOR Military Personnel Management Officers of All States, Puerto Rico, Guam, the U.S. Virgin Islands, and the District of Columbia

SUBJECT: Officer Candidate School (OCS) Enrollment and Commissioning Criteria (ARNG-HRH Policy Memo #12-025)

1. References.

- a. National Guard Regulation (AR) 351-5, State Military Academies, 16 Dec 85.
- b. National Guard Regulation (AR) 600-100, Commissioned Officers - Federal Recognition and Related Personnel Actions, 15 Apr 94.
- c. Army Regulation 135-100, Appointment of Commissioned and Warrant Officers of the Army, 1 Sep 94.
- d. Army Regulation 350-51, United States Army Officer Candidate School, 11 Jun 01.
- e. Memorandum, NGB-ARH, 4 Aug 06, subject: Personnel and Medical Record Custodian Responsibilities.
- f. Memorandum, ASA M&RA, 2 Sep 09, subject: Requirement For Officer Candidate School (OCS) candidates to possess a Baccalaureate Degree to attend Federal OCS.
- g. Rapid Action Revision, 27 Dec 11 to Army Regulation 600-8-19, Enlisted Promotions and Reductions, 30 Apr 10.
- h. Rapid Action Revision, 4 Aug 11 to Army Regulation 40-501, Standards of Medical Fitness, 14 Dec 07.
- i. Memorandum, ARNG-HRH, 15 Oct 10, subject: Revised Officer Candidate School (OCS) Enlistment Option (ARNG-HRH Policy Memorandum # 10-059).
- j. Memorandum, DAPE-MPO-AP, 1 Feb 11, subject: FY11 Federal Officer Candidate School (OCS) Accessions Guidance - Information Memorandum.
- k. Rapid Action Revision, 4 Aug 11 to Army Regulation 350-1, Army Training and Leader Development, 18 Dec 09.
- l. Memorandum, ARNG-HRH, 13 Feb 12, subject: Announcement of the FY12-13

ARNG-HRH

SUBJECT: Officer Candidate School (OCS) Enrollment and Commissioning Criteria (ARNG-HRH Policy Memo #12-025)

Army National Guard (ARNG) Accession Options Criteria (AOC), First Edition (ARNG-HRH Policy Memorandum # 12-013).

m. MILPER Message 11-317, AHRC-OPD-A, 18 Oct 11, subject: Regular Army Officer Candidate School Program.

n. Title 10, United States Code § 3911, Twenty years or more: regular or reserve commissioned officers.

2. The purpose of this policy is to outline the criteria for enrollment into OCS and subsequent commissioning in the Army National Guard (ARNG). This policy memorandum supersedes all previous ARNG policies and All States Memorandums regarding OCS enrollment and commissioning criteria. Information contained in this policy will be incorporated into revisions of NGR 600-100.

### 3. Definitions.

a. State OCS Traditional (referred to herein as State). Course is held at the State's Regional Training Institute (RTI). Duration: one weekend a month for 16-18 months and two 2-week annual training periods.

b. National Guard Bureau Accelerated OCS (referred to herein as Accelerated). School locations vary by season and State. Duration: eight straight weeks, seven days a week, winter or summer session.

c. Federal OCS. Course is held at Fort Benning, Georgia. Duration: 12 weeks; courses offered year-round.

4. Applicability. This policy is applicable to applicants for all OCS programs. Additional and specific guidance for Federal OCS is published annually by the U.S. Army Human Resources Command, Officer Personnel Management Directorate and will replace any information contained herein regarding Federal OCS (see references 1.j. and 1.i. for guidance current as of the date of this memorandum).

### 5. Eligibility Criteria.

#### a. Age.

(1) Minimum age. Age for enrollment into any OCS program is 18, if appointment as a commissioned officer at this age is permitted by State law.

(2) Maximum age. No one is authorized to be initially appointed in the ARNG once they reach age 42. This is non-waiverable.

(a) Applicants for Federal OCS must submit their application, be able to graduate

and receive their commission prior to their 34th birthday.

(b) Current members of the ARNG seeking enrollment in State or Accelerated OCS must graduate and be commissioned prior to their 42nd birthday.

(c) Those seeking to enlist under the OCS OCS option in order to attend either State or Accelerated OCS must not have reached their 35th birthday at the time of enlistment in accordance with IAW reference 1.m.

b. Citizenship. Applicants for Federal OCS must be current U.S. citizens. Applicants may enroll in and complete State or Accelerated OCS without citizenship; however, they must possess or attain United States citizenship prior to appointment. 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.

c. Test Scores.

(1) Applicants must achieve a General Technical Aptitude Area (GT) score of 110 or higher on the Armed Services Vocational Aptitude Battery (ASVAB). No waivers are authorized for this requirement.

(2) Scholastic Aptitude Test (SAT) and American College Testing (ACT) scores are not required.

d. Education.

(1) Applicants must possess a high school diploma or General Education Development diploma or certificate.

(2) Applicants for State or Accelerated OCS must have earned a minimum of 90 semester hours toward an accredited degree. All applicants must provide a copy of the most current certified transcript from an accredited college or university documenting the credits prior to enrollment in OCS. Additionally, those without a bachelor's degree must submit an approved degree completion plan prior to enrollment.

(3) Applicants for the State or Accelerated OCS program desiring appointment to the Medical Service (MS) Corps must have a baccalaureate degree prior to graduation.

(4) Applicants for Federal OCS must have earned a baccalaureate degree or higher prior to the start of the OCS class IAW para 1.f. above.

e. Medical.

(1) Applicants for OCS must meet all procurement medical fitness standards as prescribed in AR 40-501, Chapter 2 or receive all necessary waivers for disqualifying conditions from the Officer of the Chief Surgeon, ARNG-CSG (see paragraph 7a below). Admission into OCS prior to taking or passing the physical does not guarantee



later medical qualification or approval of a medical waiver.

(2) Chapter 2 physicals are valid for appointment for two years from the date of examination, provided that there is no significant change in the individual's medical condition. 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). The State Surgeon or appointed medical officer must screen and approve the PHA. A copy of the Medical Protection System (MEDPROs) - Individual Medical Readiness (IMR) Record print out must accompany the applicant's OCS enrollment packet.

(3) Initial AR 40-501, Chapter 4 physicals approved by the US Army Aeromedical Center, Fort Rucker, Alabama, fulfill Chapter 2 physical requirements. However, a Class 2 Maintenance Examination does not fulfill Chapter 2 physical requirements. The additional requirements beyond a Class 2 physical, which comprise a Chapter 2 physical, are found in AR 40-501, paragraph 8-12.

f. Height/Weight. Prior to enrollment in OCS, applicants must meet required height and weight/body fat content standards as outlined in AR 600-9.

g. Army Physical Fitness Test (APFT).

(1) Applicants must take and pass the standard three-event APFT as prescribed in TC 3-22.20 within 60 days prior to reporting to Phase I training. A certified DA Form 705 must accompany the applicant's OCS enrollment packet. The OCS company commander, or his/her designated representative within the OCS Company will administer the APFT to officer candidates. If the candidate fails to meet the minimum APFT standards, he/she must be removed from Pre-OCS and is not eligible for Phase I training. DA Form 705 must be completed IAW TC 3-22.20 indicating a passing score "For Record."

(2) Officer candidates must pass a second standard, three-event APFT during Phase II training, prior to moving on to Phase III and subsequently graduating OCS. This second APFT is administered by the OCS company commander or his/her designated representative within the OCS Company. This second APFT must be completed within 60 days prior to the start of Phase III training during traditional (IDT) Phase II training. During Phase II Accelerated OCS training, the second APFT is conducted within 20 days prior to the start of Phase III training.

h. Security Clearance. All applicants for the Federal OCS program will possess a secret clearance 30 days prior to attendance. Candidates for the State or Accelerated OCS program may enroll in the program with an interim clearance at the discretion of the State Security Manager. IAW NGR (AR) 600-100, applicants for Federal recognition must possess a final secret security clearance prior to appointment. No waivers are authorized for this requirement.

i. Prior Training. Current members of the ARNG and other services seeking



enrollment into the State OCS Program must have completed an Army or Marine Corps basic training and advanced individual training.

j. The OCS enlistment option is a separate program addressed in the Accession Options Criteria and reference 1.i. Requests for exception to policy, along with all pertinent documentation, must be submitted IAW reference 1.i. and 1.j.

k. Federal recognition. Applicants must meet the requirements for appointment IAW NGR 600-100, Chapter 2.

#### 6. Personnel Management.

a. Applicants and candidates should be counseled 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 branch Basic Officer Leadership Course within 18 months of commissioning.

b. 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 reference 1.n.

c. Promotion. Soldiers who fail OCS will be administratively returned to their previously held grade upon release from their OCS program.

(1) Soldiers in the grade of E5 or below attending State or Accelerated OCS will be advanced to SSG (with a title of Candidate) one day before they enter the program.

(2) Soldiers in the grade of E4 and below attending Federal OCS will be advanced to SGT (with a title of Candidate) one day before they enter the program.

d. Branching. Graduates from OCS desiring an appointment to the Medical Service (MS) Corps must work with the Army Medical Department Recruiting point of contact in their State for professional boarding action at United States Army Recruiting Command, Fort Knox, Kentucky. It is recommended that this process be initiated at least three months prior to graduation from OCS in order to be able to appoint as MS upon graduation.

e. Vacancy Requirement. A position vacancy is not required to enroll in the OCS Program. However, assignment to a position vacancy or projected vacancy is required within 180 days of appointment.

f. Candidates attending Federal OCS should be examined by a Federal Recognition Board IAW NGR 600-100 paragraph 10-15.(b).(4) prior to attending the course to ensure

ARNG-HRH

SUBJECT: Officer Candidate School (OCS) Enrollment and Commissioning Criteria  
(ARNG-HRH Policy Memo #12-025)

eligibility for commissioning.

7. **Waivers.** All waivers must be obtained prior to enrollment in State or Accelerated OCS. No waivers (medical or administrative) for the Federal OCS standards are authorized.

a. Waivers and exceptions to policy for State and Accelerated OCS will be considered on a case-by-case basis by the appropriate offices as indicated below. Approved waivers must be included with the OCS enrollment packet as well as the Federal Recognition application, NGB Form 62E.

b. Requests for medical waivers for State and Accelerated OCS will be through the Medical Action Tracking System (MATS), with the documentation listed below:

(1) Original DD Form 2807-1, DD Form 2808 and last PHA.

(2) DA Form 3349 (if applicable).

c. Exceptions to policy and waiver requests for requirements for appointment IAW NGR 600-100, Chapter 2 which are not specifically outlined within this policy will be sent to ARNG-HRH-Officer Actions at [arng-hrh-oa@ng.army.mil](mailto:arng-hrh-oa@ng.army.mil).

8. The point of contact is COL Dennis Chapman, Chief, Personnel Policy and Division, DSN 327-3297, 703-607-3297 or [dennis.chapman@us.army.mil](mailto:dennis.chapman@us.army.mil).



TAMMY L. MIRACLE  
Colonel, GS  
G1, Army National Guard