

**Army Regulation 350–51**

**Schools**

# **United States Army Officer Candidate School**

**Headquarters  
Department of the Army  
Washington, DC  
11 June 2001**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 350-51

United States Army Officer Candidate School

This new regulation--

- o Incorporates the information from AR 351-5.
- o Eliminates the offer of a Regular Army appointment to the top Officer Candidate School graduate.
- o Deletes chapter 6.

Effective 11 July 2001

## Schools

# United States Army Officer Candidate School

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By Order of the Secretary of the Army:

ERIC K. SHINSEKI  
General, United States Army  
Chief of Staff

Official:



JOEL B. HUDSON  
Administrative Assistant to the  
Secretary of the Army

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**History.** This printing publishes a new Army regulation. The revised AR 25–30 deleted administrative publication series 351.

**Summary.** This new regulation prescribes eligibility requirements and procedures for processing applications of Active Army personnel for Officer Candidate School and for Army Band Officer Candidate School. It provides general guidance on mobilization policies and

procedures, and includes testing criteria for all applicants.

**Applicability.** This regulation applies to commanders and managers at all levels of the Active Army and the United States Army Reserve and, where indicated, the Army National Guard of the United States. During mobilization, chapters and policies in this regulation may be modified by the proponent. Any such modifications will be announced by electronic message.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff for Personnel. The Deputy Chief of Staff for Personnel has the authority to approve exceptions to this publication that are consistent with controlling law and regulation. The Deputy Chief of Staff for Personnel may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

**Army management control process.** This regulation contains management control provisions in accordance with AR

11–2 and provides a checklist for conducting management control reviews.

**Supplementation.** Supplementation of this regulation and establishment of command or local forms are prohibited without prior approval from HQDA (DAPE–ZA) through Commander, U.S. Total Army Personnel Command (TAPC–OPD–C), Alexandria, VA 22332–0413.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Forms 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Total Army Personnel Command (TAPC–OPD–C) Alexandria, VA 22332–0413.

**Distribution.** This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army and the U.S. Army Reserve.

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\*This regulation supersedes AR 351–5, 15 October 1984.

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### **Glossary**



# Chapter 1 Introduction

## Section I Overview

### 1-1. Purpose

*a.* This regulation prescribes the policies, eligibility requirements, and administrative procedures for submitting and processing applications for Officer Candidate School (OCS) and for appointing OCS graduates as commissioned officers in the USAR for Active Army service.

*b.* This regulation establishes the OCS program objectives:

(1) Develop the leadership ability and professional skills of candidates to prepare them for—

*(a)* Appointment as second lieutenants in the U.S. Army Reserve (USAR).

*(b)* Effective service as commissioned officers in the Active Army.

(2) Provide a basis for expanding officer candidate training during mobilization.

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

### 1-4. Responsibilities

Responsibilities are listed in chapter 2.

## Section II Eligibility

### 1-5. Criteria

All applicants must—

*a.* Be United States citizens.

*b.* Achieve a General Technical Aptitude Test (GT) score of 110 or higher on the Armed Services Vocational Aptitude Battery (ASVAB).

*c.* Soldiers must take and obtain a passing score on the Scholastic Assessment Test (SAT) or the American College Test (ACT). A passing score on the SAT is 850 or higher; a passing score on the ACT is 19 or higher. SAT/ACT scores must be dated within six years of the application. A soldier who wishes to retake either test will do at his/her own expense. Retaking the ACT requires a 60-day waiting period, while the SAT can be retaken only once during any fiscal year.

*d.* Pass the Army Physical Fitness Test (APFT) and meet the height and weight standards of AR 600-9.

*e.* Have a SECRET security clearance.

*f.* Have completed at least 90 semester hours of study from an accredited college or university and be able to complete a bachelor degree in 1 year or less (except for Medal of Honor or Distinguished Service Cross recipients). (See para 3-3*b.*) Soldiers who do not have a bachelor degree but have college credits from several sources must submit copies of transcripts along with a letter from the installation education advisor that certifies the completion of 90 or more semester hours of college credit.

*g.* Achieve a score of 80 or higher on the English Comprehension Level Test (ECLT)/American Language Course Placement Test (ALCPT) if the applicant's primary language is other than English.

*h.* Be of good moral character. It cannot be concluded that a person is of good moral character during the pendency of a suspension of favorable personnel action under AR 600-8-2. (See para 1-7*f.*)

*i.* Have no convictions by civil or military courts. (This does not apply to minor traffic violations with a fine or forfeiture of \$250.00 or less). An applicant must not have been judged to be a juvenile offender. This applies even if the court sentence, or any part of it, was suspended or withheld, or such conviction was in any way removed from court records by satisfactory completion of a period of probation. This also applies to adverse juvenile adjudication. (See table 1-1 for waiver of prior convictions by civil or military courts.)

*j.* Have not been previously disenrolled from officer candidate training.

*k.* Be at least 18 but less than 30 years of age at the time of enrollment.

*l.* Have completed advanced individual training (AIT) (enlisted personnel).

*m.* Have had a type "A" medical examination within 9 months of the date of the application. Applicants must meet

procurement medical fitness standards (except height and weight) prescribed in AR 40-501, paragraph 8-14, and possess a physical profile serial of at least 222221. (Height and weight standards stated in *c* above apply.)

*n.* Have accumulated no more than 10 years of active Federal service when appointed as a commissioned officer.

### **1-6. Who may apply**

*a.* Under the provision of this regulation—

(1) Active Army warrant officers or enlisted members who have completed AIT and reported to their first permanent duty station may apply.

(2) Soldiers assigned to overseas commands may apply at any time, but may not normally be permitted to return to the continental United States (CONUS) for OCS attendance before completing five-sixths of the prescribed overseas tour (AR 614-30).

(3) Former commissioned officers may apply if their only commissioned service was performed in one of the Armed Force's early commissioning programs for students in the health professions. (See para 1-7*d.*)

(4) Commissioned warrant officers may apply.

*b.* Under other regulations—

(1) Warrant officers and enlisted personnel of the USAR not on active duty may apply (see AR 140-50.)

(2) Civilians under the OCS Enlistment Option may apply. (See AR 601-210, table 9-5.)

(3) Warrant officers and enlisted personnel of the Army National Guard of the United States (ARNGUS) may apply as prescribed by the Chief, National Guard Bureau. Guidance in National Guard Regulation (NGR) 351-5 will be followed. (Copies of NGR 351-5 may be obtained by contacting NGB-SDP, Camp Keyes, Augusta, ME 04333-0032.)

### **1-7. Who may not apply**

Individuals may not apply if—

*a.* They are presently conscientious objectors.

*b.* Their selection would clearly not be in the interests of national security.

*c.* They have been separated from any of the Armed Forces under conditions of a nonwaivable disqualification for enlistment (AR 601-210).

*d.* They are, or have been, commissioned officers (except commissioned warrant officers) in any component of the Armed Forces. (See para 1-6*a*(3) for exception.)

*e.* They have been alerted or are on orders for overseas movement, unless the application was submitted to the unit commander before alert or receipt of assignment instructions at the installation.

*f.* They are under suspension of favorable personnel actions for military personnel (AR 600-8-2).

*g.* They are attending, alerted for, or on orders to the Defense Language Institute, Foreign Language Center (DLIFLC) as a student. Graduates of DLIFLC must complete a minimum 1-year language utilization assignment before they are eligible to attend OCS.

*h.* They are warrant officer flight training candidates or warrant officers attending a rotary wing aviator course. They are not eligible to attend OCS until they have completed a 1-year utilization tour.

*i.* They are Physician Assistant (PA) warrant officers attending Phase II, PA training. They are not eligible to attend OCS until they have completed 2 years of utilization.

*j.* They are enrolled in AIT.

*k.* They are in a temporary duty (TDY) status.

*l.* They are in Basic Combat Training (BCT).

*m.* They would be over 34 years of age when appointed as a commissioned officer.

*n.* They have been scheduled to attend or are attending Drill Instructors School. Graduates of Drill Instructor School must serve a minimum of 2 years as a Drill Sergeant prior to applying for OCS.

*o.* They are a nonselect from any Department of the Army Board.

*p.* They have not successfully completed an officer's commissioning program.

*q.* They are attending Warrant Office Candidate School or a Warrant Officer MOS-producing school.

### **1-8. Previous conscientious objectors**

Applicants who previously were conscientious objectors will attach an affidavit stating abandonment of such beliefs and principles. This statement will show that the applicant is willing to bear arms and give full and unqualified service to the United States. If the applicant has demonstrated a change of views by later military service, the affidavit should so state. (See DA Form 61 (Application for Appointment), item 24.)

### **1-9. Waivers**

All requests to waive eligibility requirements must be submitted on DA Form 4187 (Personnel Action) (with supporting documentation, if applicable).

*a.* The eligibility criteria in paragraph 1-5 are the minimum for an applicant to attend OCS. The eligibility criteria in paragraphs 1-5*a* through 1-5*g* and 1-5*l* will *not* be waived.

*b.* The Commanding General (CG), U.S. Total Army Personnel Command (PERSCOM), may approve waivers for criteria contained in paragraphs 1-5*h*, *i*, *j*, *k*, and 1-7*m* (see table 1-1).



**Table 1-1  
Criteria Waivers**

Criteria	Supporting documents
All convictions by civil or military courts or judgements as a juvenile offender (excluding minor traffic violations with a fine or forfeitures of \$250 or less). (See para 1-5h.) (See figure 1-1 for a sample civil/UCMJ waiver request.)	(a) An affidavit from the applicant stating the circumstances of the offense. (b) Waiver request must indicate offense, date and place offense occurred, and punishment imposed.
Disenrollment from prior officer candidate-type training program. (See para 1-5l.)	None
Curtailment of overseas tour when completion of the mandatory five-sixth portion would render the applicant ineligible because of age or length of service or when other circumstances exist that warrant waiver consideration. (See para 1-6a(2).)	None
Completed AIT. (See paras 1-5k and 1-6a(1).)	None
Age if— (a) Applicant would be 30 or older at the time of application submission. (See para 1-5j and fig 1-2.) (b) Applicant is over the age of 29 and 34 when appointed as commissioned officer. (See para 1-7m.) (See figure 1-2 for sample age waiver request.)	None
Time in service if applicant has accumulated more than 10 years of active Federal service when appointed as a commissioned officer. (See para 1-5m.) (See figure 1-2 for a sample time in service waiver request.)	None

**PERSONNEL ACTION**

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 5, Section 3012; Title 10, USC, E.O. 9397.  
**PRINCIPAL PURPOSE:** Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).  
**ROUTINE USES:** To initiate the processing of a personnel action being requested by the soldier.  
**DISCLOSURE:** Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) HQDA (TAPC-OPD-CP) 200 STOVALL STREET ALEXANDRIA, VA 22332-0413	3. FROM (Include ZIP Code)
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**SECTION I - PERSONAL IDENTIFICATION**

4. NAME (Last, First, MI) DOE, JOHN A.	5. GRADE OR RANK/PMOS/AOC SSG E6 96B30	6. SOCIAL SECURITY NUMBER 000-00-0000
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**SECTION II - DUTY STATUS CHANGE (AR 600-8-6)**

7. The above soldier's duty status is changed from \_\_\_\_\_ to \_\_\_\_\_ effective \_\_\_\_\_ hours, \_\_\_\_\_

**SECTION III - REQUEST FOR PERSONNEL ACTION**

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input checked="" type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Civil/UCMJ Waiver
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)
---	---------------------

**SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)**

I request a waiver of the following civil/UCMJ actions in order to be eligible for OCS consideration:

Offense: Violation of article 92: UCMJ.  
 Date of offense: 14 Jan 72.  
 Punishment imposed: Reduced in grade to SGT E5; restricted to barracks for 14 days.

Offense: Drunk driving, Alexandria, VA  
 Date of offense: 15 Dec 81.  
 Punishment imposed: Sentenced to 10 days in jail and fined \$200.00.

**SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL**

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

HAS BEEN VERIFIED     RECOMMEND APPROVAL     RECOMMEND DISAPPROVAL     IS APPROVED     IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE JOHN J. JONES, COMMANDER	13. SIGNATURE	14. DATE (YYYYMMDD)
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**Figure 1-1. Sample civil/UCMJ waiver request**

<b>PERSONNEL ACTION</b>		
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER		
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>		
<b>AUTHORITY:</b>	Title 5, Section 3012; Title 10, USC, E.O. 9397.	
<b>PRINCIPAL PURPOSE:</b>	Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).	
<b>ROUTINE USES:</b>	To initiate the processing of a personnel action being requested by the soldier.	
<b>DISCLOSURE:</b>	Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.	
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) HQDA (TAPC-OPD-CP) 200 STOVALL STREET ALEXANDRIA, VA 22332-0413	3. FROM (Include ZIP Code)
<b>SECTION I - PERSONAL IDENTIFICATION</b>		
4. NAME (Last, First, MI) DOE, JOHN A.	5. GRADE OR RANK/PMOS/AOC SSG E6 96B30	6. SOCIAL SECURITY NUMBER 000-00-0000
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>		
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input checked="" type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Age/Time in Service Waiver
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)	
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)</b>		
I request a waiver of age in order to be eligible to apply for OCS. I will be (age) years of age on (date).  and/or  I request a waiver of time in service in order to be eligible to apply for OCS. I will have over (number of years) active Federal service as of (date).		
<b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -  <input checked="" type="checkbox"/> HAS BEEN VERIFIED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE JOHN J. JONES, COMMANDER	13. SIGNATURE	14. DATE (YYYYMMDD)

DA FORM 4187, JAN 2000

PREVIOUS EDITIONS ARE OBSOLETE

USAPA V1.00

Figure 1-2. Sample age/time in service waiver request

## **Section III Service Commitment and Obligation**

### **1–10. Enlisted service commitment**

*a.* An enlisted Active Army soldier who lacks enough service time to complete OCS training must extend his or her enlistment before enrollment. (See AR 601–280, chap 3.) The soldier’s enlistment must be extended to at least one day beyond the graduation date for the scheduled OCS class. Reenlistment, if needed, is permitted. The extension will be processed following selection but before departure from current duty station.

*b.* If discharge is required for immediate reenlistment (see AR 601–280, para 3–1*b*), the discharge certificate will not be given to the applicant until after reenlistment has been completed (AR 635–200, para 16–3).

### **1–11. Commissioned service obligation**

All Active Army OCS graduates will serve at least 3 years in a commissioned officer status on active duty.

## **Section IV Mobilization**

### **1–12. Policy and procedure modifications during mobilization**

To accelerate the procurement and accession of officers during mobilization, policies and procedures are modified. The OCS program will become the primary base of expansion during mobilization. Upon full or total mobilization, this procurement program will provide the bulk of officers normally produced by the Reserve Officers’ Training Corps (ROTC) program during peacetime. For a partial mobilization, an expanded OCS may be required to supplement other peacetime officer procurement programs.

### **1–13. Mobilization OCS programs**

The Deputy Chief of Staff for Personnel (DCSPER) will authorize, administer, and execute the expanded OCS program. Policy and procedure modifications will be as follows:

*a.* During partial mobilization, the educational requirement *may* be reduced so that OCS applicants can be high school graduates.

*b.* During full or total mobilization, the educational requirements *will* be reduced so that OCS applicants can be high school graduates.

*c.* Qualifying scores on mental aptitude tests will remain as stated in paragraph 1–5*b*. When necessary, Headquarters, Department of the Army (HQDA) will adjust these scores to provide enough qualified applicants.

*d.* On M–day, OCS classes in session at Fort Benning, GA, will be accelerated and graduates commissioned as soon as possible. Peacetime branch immaterial OCS classes will then be halted and responsibility transferred to installations conducting wartime branch immaterial OCS classes (see para *f* below).

*e.* Branch–specific OCSs will be established at branch schools with an expected input of 100 or more students per week upon mobilization (or input as determined by HQDA). These courses will be designed to produce specialty–qualified officers prepared for deployment. Planning for establishment of branch–specific OCSs will be based on the training capacity published in the U.S. Army Training and Doctrine Command (TRADOC) Post Mobilization Training Plan.

*f.* Branch immaterial OCS courses will be established at various locations based on a determination of installation supportability. These courses will provide 6 weeks of branch immaterial training, followed by specialty specific training at a branch school based on requirements.

*g.* OCS applicants will be selected by the major Army command (MACOM) under procedures established by the DCSPER. Upon full or total mobilization, the procedures contained in paragraph 3–9 are delegated to the CG, TRADOC. These procedures may be modified in coordination with the DCSPER and by approved mobilization plans.

## **Chapter 2 Responsibilities**

### **2–1. Deputy Chief of Staff for Personnel**

The DCSPER will establish personnel policies and provide overall staff supervision of the OCS program.

## **2-2. U.S. Total Army Personnel Command**

The CG, PERSCOM will—

- a.* Publish program policies and procedures.
- b.* Administer the OCS program.
- c.* Convene the Band Officer Evaluation/OCS Board.
- d.* Select final applicants for OCS enrollment.

## **2-3. U.S. Army Training and Doctrine Command**

The CG, TRADOC, is responsible for general supervision, coordination, and inspection of all training under the OCS program and for mobilization expansion plans. The CG, TRADOC will maintain—

- a.* A table of distribution and allowances.
- b.* Mobilization programs of instruction to support establishing branch-specific OCSs at other locations after M-day. (See section IV, paras 1-14*e* and *f*.)

## **2-4. Commanders of major Army commands**

Commanders of all MACOMs will manage the OCS program under their jurisdiction. They will ensure that only the most qualified applicants are recommended for training. All applications must be processed through the chain of command. However, MACOM commanders may delegate final review authority to installation commanders, if desired.

## **2-5. Installation commanders**

Installation commanders will—

*a.* Give maximum publicity to the OCS program, emphasizing the opportunities offered for upward mobility and service for a commissioned officer. Active duty warrant officers and enlisted personnel will be identified and encouraged to apply for OCS if they meet the following criteria:

(1) Appear well motivated and demonstrate outstanding potential for leadership in positions of increasing responsibility.

(2) Possess the qualities desired in a commissioned officer.

(3) Meet the eligibility requirements of paragraph 1-5.

*b.* Process, account for, and control OCS applications and applicants.

*c.* Conduct the OCS structured interviews.

(1) The structured interview identifies the degree to which the applicant has developed attributes that show potential for a successful career as a professional Army commissioned officer. The applicant's past behavior in a variety of situations is evaluated to predict future performance.

(2) A panel of three interviewers will conduct the interview. All panel members must be commissioned officers; the panel president must hold the grade of major or above, and the other two panel members must hold the grade of captain or above. All members will be appointed for not less than 6 months.

(3) The interviewers must have thoroughly studied DA PAM 611-5 and viewed DA Form 6283 (Leadership Assessment Program), a 46-minute videocassette. Each newly appointed interviewer should observe at least one structured interview conducted by experienced panel members.

(4) Immediately before the structured interview, the panel members will require the applicant to submit a handwritten narrative on standard 8 ½ by 11-inch paper stating "Why I Want to be an Army Officer." This narrative gives interviewers a chance to evaluate the applicant's writing and ability to express a desire to serve as a commissioned officer.

*(a)* The applicant will be allowed a maximum of 1 hour to complete the narrative.

*(b)* The narrative will not exceed two pages.

*(c)* No assistance except use of a dictionary and an explanation of the question will be permitted.

*(d)* The narrative will be attached to DA Form 6285 (Interview Plan #2).

(5) Each interviewer will complete a DA Form 6285. Any notes the interviewers record on their forms must be legible and understandable since the installation commander, the MACOM commander, and the PERSCOM OCS Selection Board will review them. Rationale for ratings of higher than "4" or lower than "3" must be clearly stated on the DA Form 6285. Completed DA Form 6285 will be attached to the OCS application. On the "Targeted Dimensions" page, each interviewer will also include a written statement that the soldier is or is not recommended for OCS training.

*d.* Process and reassign OCS selectees based on HQDA assignment instructions.

## **2-6. Officer Candidate School commandant**

The OCS commandant is responsible for the operation of the training program, which includes—

*a.* Enrolling attendees.

*b.* Developing and evaluating attendees' leadership skills.

*c.* Relieving attendees from the course, if required.

- d. Commissioning attendees upon graduation.
- e. Maintaining and reporting data required by HQDA.
- f. Developing mobilization programs of instruction for the branch immaterial portion of branch-specific courses to be conducted by other Service schools after M-day. (See section IV, paras 1-14d and f.)

## **Chapter 3**

### **Submitting, Reviewing, and Processing the DA Form 61 and Related Documents**

#### **Section I**

#### **Submitting the DA Form 61**

##### **3-1. General**

- a. It is important that applicants contact their local recruiter (civilian OCS applicants), in-service career counselor (military OCS applicants), or Professor of Military Science (ROTC applicants) for details on applying for a commissioning program.
- b. Applicants who wish to apply for Army Band OCS must complete both an application for Army Band OCS and an application for commissioning programs (OCS or ROTC). Although the applications are completed and submitted independent of each other, they are submitted at the same time. Army Band OCS applicants must contact the DA Staff Bands Officer (DA SBO), 200 Stovall Street, ATTN: TAPC-TDZ-B, Alexandria, VA 22332 prior to submitting application for OCS. The DA SBO will furnish the applicant a Memorandum of Instruction that contains guidance for application to Army Band OCS.
- c. All OCS applicants will complete DA Form 61 (Application for Appointment), attach the required related documents, and submit them to the unit commander. All applications will be unclassified; CONFIDENTIAL or higher information will be submitted separately, with a reference to the application. The date the application is received by the unit commander will be considered the application submission date. If the application submission date is questionable, the unit commander will verify the date of receipt.

##### **3-2. Branch specialty preferences**

On the DA Form 61, in item 6, applicants will indicate at least 10 branch preferences in order of preference.

- a. *Required preferences.*
  - (1) Male applicants—2-combat arms, 2-combat support arms, and 2-combat service support arms. One combat arms branch must be among the first three choices. The remaining four branch choices will be at the applicant's discretion.
  - (2) Female applicants—1-combat arms (excluding IN and AR), 2-combat support arms, 2-combat service support arms. The remaining five choices will be at the applicant's discretion.
  - (3) Warrant Officer Aviators. Warrant Officer aviators who wish to be commissioned aviators will list AV as their only branch choice.
- b. *Restricted preferences.*
  - (1) Applicants will not list CA, SS, AN (unless applicant is a graduate of an educational program in nursing), CH, DE, JA (unless the applicant has a J.D. or LL.B degree and has been admitted to the bar), MC, SP, or VC as branch choices.
  - (2) The Surgeon General will determine area of concentration for applicants who request and are approved for branch assignment to the Medical Service Corps (MS). This decision will be based on the applicant's professional and educational qualifications. Applicants for MS must possess at least a baccalaureate degree. (See AR 135-101, para 1-11d.)

##### **3-3. Related documents**

All applicants will attach the following related documents to the DA Form 61.

- a. Citizenship. Applicants who are not United States citizens by birth will submit an appropriate statement (AR 135-100, figure 2-1). Do not make facsimiles or copies of naturalization certificates or certificates of citizenship. Reproducing these certificates or any part of them without proper authority is a felony.
- b. College transcripts (soldiers with baccalaureate degree). For soldiers without a baccalaureate degree when college credits are from several sources, all college transcripts along with an installation education advisor's letter that certifies the completion of 90 or more college credit semester hours.
- c. Requests for waiver on DA Form 4187 (para 1-9).
- d. Affidavit if previously a conscientious objector. (See para 1-7.)
- e. Letter of recommendation or character reference from individuals who are familiar with the applicant's leadership potential (optional).

- f. Completed DA Form 4322 (Army Officer Candidate Contract and Service Agreement).
- g. Current official photograph as prescribed in AR 640–30.
- h. Completed DA Form 483 (Officer’s Assignment Preference Statement).

## **Section II**

### **Reviewing and Processing the DA Form 61**

#### **3–4. Unit commanders**

Unit commanders will—

- a. Assure that the application is complete and that all required documents are attached.
- b. Supervise administration of the Army Physical Fitness Test in accordance with FM 21–20. Applicant must score at least 60 points in each event. The test will be taken no more than 2 months before the applicant’s structured interview. (See para 2–5c.) A copy of the completed DA Form 705 (Army Physical Fitness Test Scorecard) must be attached to the application. At least two tests must be recorded.
- c. Certify on DA Form 5339 (OCS Applicant’s Evaluation Sheet) that the applicant meets the height and weight standards of AR 600–9. The certification must include applicant’s exact height and weight.
- d. Interview applicant to ensure that he or she is aware of the following.
  - (1) The training is mentally and physically demanding and may cause the applicant personal hardships.
  - (2) The majority of the Army’s needs for OCS graduates are in the combat arms.
  - (3) Applicants interested in MS must have a baccalaureate degree to be eligible for consideration.
  - (4) If applicant is selected by HQDA but are not enrolled in OCS upon arrival at Fort Benning because of personal, physical, motivational, or financial reasons, the applicant will be reassigned by HQDA based on the needs of the Service.
- e. Prepare DA Form 5339.
- f. Complete DA Form 61, part IIa. The remarks section must include comments and a recommendation on requests for waiver. The rationale to support the recommendation is crucial. Additional comments in the remarks section are optional.
- g. Forward application and related documents (application packet) through the intermediate commanders to the installation commander or designated representative for further processing.
- h. Notify servicing personnel office that soldier has submitted application for OCS and is not eligible for reassignment until the results of the OCS board are announced.

#### **3–5. Intermediate commanders**

Intermediate commanders will—

- a. Check the application for administrative correctness.
- b. Review and endorse the application, recommending approval or disapproval.
- c. Forward the application packet through the chain of command to the installation commander or designated representative for further processing.

#### **3–6. Installation personnel officers, test control officers, and medical officers**

The applicant’s personnel officer will—

- a. Review the application for correctness and completeness; an incorrect or incomplete application will be returned to the unit commander for correction.
- b. Request the installation education center test control officer (TCO) administer and score the following:
  - (1) SAT or ACT examination, when required.
  - (2) Revised Alternate Flight Aptitude Selection Test (AFAST) (AR 611–110) and post score to DA Form 2–1 (Personnel Qualification Record–Part II) for an applicant applying for Army initial entry flight training, Area of Concentration 15. A score of 90 or higher is required for further flight training processing. If the applicant makes a qualifying score, attach a copy of DA Form 6256 (AFAST Battery Scoring Worksheet) to the application (not required for AV warrant officers).
  - (3) ECLT/ALCPT to an applicant whose primary language is other than English. Applicant must achieve a score of 80 or higher.
- c. Arrange for the type “A” medical examination required by paragraph 1–5I for an applicant who does not have a current valid examination on record.
  - (1) The local commander of the medical examining facility or senior designated MC representative will review the medical examination and verify results by signing DD Form 2808 (Report of Medical Examination), item 84a. When the applicant is medically qualified for OCS training and subsequent commissioning in the USAR—
    - (a) The personnel officer will be notified that the applicant is medically qualified.

(b) The DD Form 2808 and DD Form 2807-1 (Report of Medical History) will be filed in the applicant's medical record and a copy attached to the DA Form 61.

(2) If the applicant does not meet the prescribed medical fitness standards—

(a) The reviewing MC officer will make a recommendation for or against a waiver. This will be included on the front page of DD Form 2808, in the notes section.

(b) The reviewing medical officer will send the DD Form 2808 and waiver recommendation to the MACOM surgeon for final waiver approval or disapproval.

(3) If a waiver is granted, the personnel officer will be notified and the DD Form 2808 and DD Form 2807-1 will be filed in the applicant's medical record and a copy of the DD Form 2808 attached to the DA Form 61.

(4) If the applicant is medically disqualified and a waiver is not granted, the application, with the reason for disapproval, will be returned to the applicant.

(5) An applicant applying for Army flight training must take a Class 1 flight physical (AR 611-110). This may be done concurrent with the medical examination required for OCS. However, an applicant may not request a flight physical medical examination before passing the AFAST. The completed report of medical examination will be sent to the Commander, U.S. Army Aeromedical Center (MCXY-AER), Fort Rucker, AL 36362-5333, for approval. After review, the medical report will be returned to the examining medical facility. Approved reports will be attached to the DA Form 61. The application will not be forwarded until this action has been completed.

d. Attach a statement to the DA Form 61 certifying that the applicant has a DA Form 873 (Certificate of Clearance and/or Security Determination) granting a final SECRET security clearance or that a SECRET security clearance background investigation has been initiated.

e. If the applicant was previously disenrolled, request a completed DD Form 785 (Record of Disenrollment from Officer Candidate-Type Training) from the installation that conducted the previous training. No further action will be taken on the application until the form is received. Upon receipt, the DD Form 785 will be attached to the DA Form 61. The DA Form 61 must contain a statement that the applicant has overcome deficiencies for which disenrolled.

f. Attach a copy of the applicant's DA Form 2-1 and DA Form 2A (Personnel Qualification Record, Part I—Enlisted—Peacetime) to the DA Form 61.

g. Schedule the structured interview.

### **3-7. Final installation commander review and processing**

The installation commander or personally designated representative will—

a. Review the application packet for accuracy. This includes proper completion of forms and signatures.

b. Ensure that DA Form 6285 is properly sealed and attached to the DA Form 61.

c. Complete DA Form 61, part IIb, for qualified applicant, including a recommendation on requests for a waiver. Applicant will send the application packet to the MACOM commander.

d. Comply with the requirements of paragraph 3-9, if final review authority has been delegated to the installation commander.

e. Advise qualified applicant of action taken.

f. Return, by endorsement, DA Form 61 of applicant if not recommended as a result of the structured interview. The endorsement will state the reason for disqualification and ways to overcome deficiencies, when possible.

### **3-8. Review and processing by MACOM commanders**

MACOM commanders or their designated subordinate commanders will—

a. Ensure that all DA Form 61s are reviewed for accuracy and completeness and that the applicants meet all eligibility requirements of this regulation or have included required request for waiver.

b. Endorse DA Form 61s, recommending approval or disapproval, and include comments and a recommendation on requests for waiver. A point of contact with commercial and DSN telephone numbers will also be listed.

c. Forward qualified applicant packets to HQDA PERSCOM (TAPC-OPD-C), 200 Stovall Street, Alexandria, VA 22332-0413 for evaluation by the PERSCOM, OCS Selection Board. Application packets will be assembled in order as follows.

(1) Transmittal endorsement from servicing personnel unit (para 3-7f).

(2) DA Form 61.

(3) DA Form 4187 (para 2-4).

(4) Copies of college transcripts. Soldiers who do not have a baccalaureate degree or who have attended more than one college or university must also attach a statement from their education advisor certifying the total number of semester hours of college training completed and the overall grade point average. Soldiers who receive college credits for military training must have that training annotated on their college transcript. A statement must be attached for those applicants who have received the Medal of Honor or the Distinguished Service Cross.

(5) Current official photograph (per AR 640-30).

(6) DA Form 5339, with certification of applicant's height and weight.



- (7) DA Form 705. (Army Physical Fitness Test Scorecard).
  - (8) DA Form 5500-R (Body Fat Content Worksheet (Male)), if necessary.
  - (9) Letter of recommendation (optional). Letters of recommendation from individuals who can comment on the applicant's performance of duty and leadership abilities.
  - (10) Copy of DA Form 2-1, DA Form 2A, or DA Form 2B (Personnel Qualification Record, Part I—Warrant Officer—Peacetime) (for warrant officer personnel).
  - (11) Statement of SAT or ACT results from the education center.
  - (12) Completed DA Form 483.
  - (13) Conscientious objector affidavit. Applicants who were previously conscientious objectors will attach an affidavit to the DA Form 61, stating abandonment of such beliefs and principles. This statement will show that the person is willing to bear arms and give full and unqualified service to the United States. If the person has demonstrated a change of views by later military service, the affidavit should so state. (See DA Form 61, item 24.)
  - (14) Documented evidence of birth or statement of citizenship for applicants not born in the United States. An applicant who is not a United States citizen by birth will submit the proper statement shown in AR 135-100, figure 2-1. Facsimiles or copies of naturalization certificates or certificates of citizenship will not be made; reproducing these certificates or any part of them without proper authority is a felony.
  - (15) Statement of final SECRET security clearance or statement that clearance has been initiated.
  - (16) DD Form 785, if required.
  - (17) DA Form 4322.
  - (18) Copy of DD Form 2808, with signature and title of reviewing authority.
  - (19) Class 1 flight physical report of medical examination bearing the review stamp of the Army Aeromedical Center and AFAST score, if necessary.
  - (20) DA Form 6285.
  - (21) DA Form 6256.
  - (21) "Why I Want to be an Army Officer" narrative.
- d.* Return, by endorsement, applications of unqualified individuals. The endorsement will state the reason for disapproval and measures that can be taken to acquire eligibility.

### **3-9. Review and selection processing by PERSCOM**

The CG, PERSCOM or designated representative will—

- a.* Determine the number of applicants to fill projected OCS class seat vacancies. This number is based on approved class schedules, the annual officer accession plan requirements, and other required input.
- b.* Convene periodic HQDA OCS Selection Boards to select the most qualified candidates for enrollment and to designate a branch for each selectee.
- c.* Take final action on waivers not requiring DCSPER approval.
- d.* Issue a worldwide message announcing candidates selected for OCS training by each OCS board.
- e.* Return applications of individuals not selected for OCS training to their installation commander.
- f.* Send the class assignment roster of selected candidates to the OCS battalion commander at least 60 days prior to the start date of each scheduled OCS class.
- g.* Inform the OCS battalion commander of additions, deletions, or changes to class roster.
- h.* Send application files to the OCS battalion upon completion of PERSCOM branch assignment actions no later than 30 days prior to the start of each scheduled OCS class.

## **Chapter 4 Status and Administrative Disposition of Applicants**

### **Section I Initial Application**

#### **4-1. Implementing assignment restrictions**

The following actions will be taken for OCS applicants:

- a.* The applicant's personnel officer will—
  - (1) Enter "OCS applicant—ASG Restrictions—AR 350-51" on the applicant's DA Form 2-1, item 4.
  - (2) Ensure that while the application is pending the applicant is not reassigned or enrolled in any training that will conflict with the possible OCS enrollment date.
- b.* Installation commanders and unit commanders will monitor each applicant's status to ensure that an applicant remains qualified and is not reassigned while the application is pending.

c. Soldiers who have submitted OCS applications are not to be deployed to a temporary overseas assignment in support of military operations while the application is pending.

d. An applicant selected for OCS training will be reassigned to the scheduled OCS class based on assignment instructions from PERSCOM.

e. An applicant approved for OCS while assigned overseas will remain at the current duty station until five-sixths of the normal overseas tour is completed, unless otherwise directed by PERSCOM.

#### **4-2. Lifting assignment restrictions**

a. The entry on DA Form 2-1, item 4 (para 4-1a) will be deleted if the—

- (1) Applicant is not selected.
- (2) Application is voluntarily withdrawn.
- (3) Application is involuntarily withdrawn for cause by the appropriate authority in the applicant's chain of command.

b. The proper remarks from AR 600-8-104, table 5-2q will be entered on DA Form 2-1.

c. The applicant will then be eligible for reassignment status per AR 614-200.

## **Section II**

### **Selection for OCS Enrollment**

#### **4-3. Procedures for notifying selectees**

a. HQDA (TAPC-OPD-C) will issue a worldwide message announcing the selectees for each OCS class, the OCS class schedules, and the graduation dates. When post OCS branch assignments have been made, PERSCOM will send the branch assignment instructions to the losing installation.

b. Installation commanders will—

(1) Remind the selectee that withdrawal will not be permitted until at least 4 weeks of training are completed, except as provided in paragraph 5-12c.

(2) Reenlist the selectee or extend the selectee's enlistment, if necessary, and advise the MACOM commander of this action.

(3) Review with selectee the policy on housing and movement of family members.

(a) Except as stated in paragraph 4-5, candidates will attend OCS in a TDY en route status. Some may attend OCS in a TDY and return status.

(b) Families choosing to accompany candidates to Fort Benning must do so at their own expense, unless the candidate's permanent change of station (PCS) assignment is Fort Benning.

(c) Selectees who attend OCS from a CONUS installation will have the option to return to their present CONUS duty station upon completion of TDY, to prepare their family members for relocation to the new permanent duty station. The losing commander may allow selectees electing this option up to 10 duty days to prepare their family members for movement per AR 614-6 and DA Pam 600-8-1. This option applies to CONUS to CONUS and CONUS to overseas OCS moves. It does not apply to selectees attending OCS from an overseas assignment (overseas to CONUS PCS). It also does not apply to selectees assigned PCS to Fort Benning.

(d) Government quarters are available at Fort Benning only for family members of officer candidates whose PCS assignment is Fort Benning.

(4) Initiate special background investigation (SBI) for those applicants selected for military intelligence (MI).

(5) Ensure that all field artillery selectees complete SF 86 (Questionnaire for National Security Positions). The SF 86 will be placed in the selectees's military personnel file (MPF).

(6) Verify the date of the medical examination submitted with the OCS application. If the examination will be more than 2 years old as of the scheduled OCS graduation date (commissioning date), the selectee must undergo a new examination before departing from home station (AR 40-501, para 8-14a(2)). Graduation dates are announced in the HQDA message that announces OCS class schedules (see para 4-3a).

#### **4-4. Predeparture interview**

a. Within 2 weeks before departure for training, the unit commander will interview the selectee. This in-depth interview is to verify that the selectee is still qualified and motivated to attend OCS. It ensures that no disqualifying factors (for example, physical, financial, personal, or motivational) have surfaced since the selectee appeared before the Structured Interview Board. Problems that could adversely affect the selectee's ability to complete OCS successfully should be investigated. Prompt action should be taken to correct the problem or withdraw the selectee from OCS.

c. As a guide for the unit commander, a format for an OCS Interviewer Checklist is shown at figure 4-1. After the interview, the unit commander will complete the Narrative Summary of Predeparture Interview. (See fig. 4-2 for sample format.) The summary will be filed for 6 months in the selectee's Military Personnel Record Jacket (MPRJ), action pending section. If it is determined that the selectee is not qualified to attend OCS, the commander will promptly recommend that the general court-martial convening authority (GCMCA) remove the selectee from the program, per paragraph 4-9. If removed, the selectee's name will be reported as a removal by electrically transmitted message to CDR PERSCOM ALEX VA //TAPC-OPD-C// within 2 duty days after the determination has been made. An information copy of the message will be sent to the appropriate MACOM.

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## OCS Interview Checklist

Interviewing an applicant who is selected to attend the U.S. Army Officer Candidate School (OCS) is one of the most important parts of the screening and selection procedure. It is not too late to preclude a candidate's attending should the interview disclose problems that may disqualify the candidate. Some major problems for OCS attendees are listed below and should be discussed with the applicant. These questions are intended to assist the interviewer and can be expanded if necessary.

1. Have you incurred any physical injuries since your last medical examination? If so, has a military physician evaluated them?
2. For female applicants only. Are you pregnant? If so, under AR 40 - 501, you are medically disqualified for OCS training.
3. Are you aware that OCS training places strenuous requirements on your physical, psychological, and mental resources?
4. Does your immediate family have any health problems that may interfere with your performance at OCS?
5. Have you discussed the strenuous requirements you will be under while attending OCS with your immediate family?
6. Do you have any personal, legal, or financial problems that could arise during training to interfere with your performance?
7. Are you prepared to accept all aspects of your training, including those you may not like or understand?
8. Do you consider yourself physically fit for OCS?
9. Do you know of any cause that would make you ineligible for OCS training now?

Figure 4-1. OCS Interviewer Checklist sample format

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## Narrative Summary of Predeparture Interview

To be accomplished within 14 days immediately before selected applicant's release from installation control.

1. On \_\_\_\_\_ , \_\_\_\_\_  
(Date) (Name, Grade, and SSN)  
was interviewed by the undersigned to determine whether any disqualifying personal reasons or physical or mental problems have surfaced since applicant's selection for OCS.
2. Applicant (is still) (is not) qualified to attend OCS. (If disqualified, explain reasons for disqualification in detail.)
3. Applicant (should attend OCS as scheduled) (should not attend OCS as scheduled and appropriate action should be taken to remove individual from further consideration for OCS at this time).

\_\_\_\_\_  
(Signature of Applicant's Unit Commander)

\_\_\_\_\_  
(Date)

Figure 4-2. Narrative Summary of Predeparture Interview sample format

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### 4-5. Orders

Selectees will attend OCS in a TDY en route status or, if necessary, TDY and return. However, infantry selectees will be assigned PCS to Fort Benning. Except as stated above, PCS orders issued for OCS will assign the selectee to the ultimate duty station with TDY en route at OCS and the appropriate Officer Basic Course (OBC). Orders will also include other training for which the person has been selected.

### 4-6. Transfer of documents and records

a. The personnel officer will place the following documents in a sealed envelope to be handcarried by the selectee to the U.S. Army Infantry School (USAIS):

- (1) Selectee's local unit file including DA Form 2-series and DA Form 2-1.
- (2) Narrative Summary of Predeparture Interview (fig. 4-2).
- (3) DA Form 873 and a processed SF 86.
- (4) A copy of the orders assigning the selectee to OCS.

b. The personnel officer will keep a current file on all OCS applicants. The file of each approved applicant assigned

to OCS will be marked "Assigned to Officer Candidate School Class (enter class number)." The file for nonselected or withdrawn applicants will be marked "nonselected for or withdrawn from Officer Candidate School (enter date)." A copy of the DA Form 61 will be held for 1 year, then destroyed.

### **Section III**

#### **Nonselection, Withdrawal, and Involuntary Removal**

##### **4-7. Nonselection**

*a.* The CG, PERSCOM or designated representative will return the nonselectee's application to the proper installation commander.

*b.* The custodian of the applicant's military personnel record will enter on DA Form 2-1, item 4, the remarks in AR 600-8-104, table 5-2*q*. The statement will not be considered derogatory.

*c.* The applicant may reapply for the OCS program 1 year after the date of adjournment of the selection board that did not select the applicant. The same procedures followed in submitting the first application will apply.

##### **4-8. Withdrawal**

*a.* If an applicant desires to withdraw from the program during the selection process, the unit commander will interview the applicant to determine the reason. If the applicant persists after counseling, the following actions are required:

(1) The applicant must sign a withdrawal agreement stating the specific reasons for withdrawal. A sample format is at figure 4-3. The statement will be authenticated by the applicant's unit commander and filed in the applicant's local unit file for 1 year, then destroyed.

(2) The applicant's name, (Social Security Number (SSN), and reason for withdrawal will be reported promptly by electrically transmitted message to CDR PERSCOM ALEX VA//TAPC-OPD-C//. An information copy will be furnished to the appropriate MACOM.

(3) All reassignment restrictions will be deleted from the applicant's DA Form 2-1.

*b.* The applicant may reapply for OCS training 1 year after the date of withdrawal. The same procedure for submitting the first application will apply.

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## Withdrawal Agreement

1. I \_\_\_\_\_ (Name), hereby withdraw from the OCS program for the following reason(s):

(Explain reasons for withdrawal in detail)

2. My unit commander has counseled me concerning my decision to withdraw, and I persist in this decision. I understand that upon withdrawal I will be ineligible to reapply for OCS training for at least 1 year from the date of this withdrawal, and I will be required to serve the remainder of my enlistment obligation.

3. I further understand that if I waive my enlistment commitment in order to attend OCS, it will not be reinstated.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Signature of Applicant's Unit Commander)

Figure 4-3. Withdrawal agreement sample format

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#### **4-9. Involuntary removal**

*a.* A review of suitability for OCS may be started if the conduct or efficiency of an approved applicant/selectee, not yet enrolled in OCS, casts genuine doubt on that applicant's/selectee's potential for service as an officer. The commander recommending removal will forward his or her recommendation to the GCMCA for decision. Other actions, as necessary, may be initiated under AR 600-8-2 and the Uniform Code of Military Justice (UCMJ). The applicant/selectee will have the opportunity to review and comment on the recommendation before it is sent to the GCMCA. The applicant's/selectee's statement will be enclosed with the recommendation for removal. The GCMCA will direct any additional investigation needed. The decision of the GCMCA will be final and supersedes any earlier recommendation for approval by the chain of command or selection by PERSCOM.

*b.* If the GCMCA approves the recommendation for an applicant's removal from the program before issuance of OCS orders, the GCMCA will notify the installation commander. The commander will promptly furnish the information below, by electrically transmitted message, to CDR PERSCOM ALEX VA//TAPC-OPD-C//, with an information copy to the proper MACOM and notification to the applicant:

- (1) Applicant's name and SSN.
- (2) Command or installation that recommended the applicant for OCS.
- (3) Reason for removal.

*c.* If the GCMCA approves the recommendation to remove the applicant from the program after orders assigning the applicant to an OCS class, the GCMCA will notify the installation commander, who will—

- (1) Revoke OCS orders and notify the applicant.
- (2) Send a copy of the revocation to the USAIS as soon as possible.
- (3) Promptly send the information below by electrically transmitted message to CDR PERSCOM ALEX VA//TAPC-OPD-C//, with an information copy to the appropriate MACOM.

- (a)* Applicant's name and SSN.
- (b)* OCS class assignment data.
- (c)* Command or installation that approved removal of the applicant.
- (d)* Reasons for removal.
- (e)* Identification of the revocation.

*d.* Soldiers who receive non-judicial punishment under the UCMJ after they have been notified of their selection for OSC training.

## **Chapter 5 Officer Candidate School Attendance and Commissioning**

### **Section I Matriculation**

#### **5-1. Enrollment**

*a.* After the selectee arrives at OCS, the school commandant or a named representative will review the selectee's records and application packet to insure that the—

- (1) DA Form 4322 and Narrative Summary of Predeparture Interview are included.
- (2) Selectee is qualified to enroll in the program. If a selectee is considered unqualified, the school commandant will act in the capacity of the GCMCA under the procedure in paragraph 4-9*a*.

*b.* Within 5 workdays after each class has enrolled, the school commandant will send to PERSCOM (TAPC-OPD-C), Alexandria, VA 22332-0413 an alphabetical roster of the students, including grades and SSNs.

*c.* The commandant will send a final student roster to PERSCOM (TAPC-OPD-C) within 1 week of class graduation. This roster will show candidates who were commissioned and indicate the status of those who were not commissioned. PERSCOM (TAPC-OPD-C) will notify the proper career management divisions if assignment orders are to be amended or revoked.

#### **5-2. Grade authorization**

Upon enrollment in class, candidates will be promoted to pay grade E-5, in accordance with AR 600-8-19, if they then hold a lower grade. Candidates with a higher grade will retain that grade. Students promoted on the basis of OCS attendance who fail to successfully complete the course will be reduced to the grade held before entering OCS or to a grade deemed suitable.

### **5-3. Grade status**

As students, all candidates will be considered equal. All grade insignia and badges (for example, Ranger Tab, Parachutist Badge) will be removed from the candidate's uniform during the school term. The officer candidate insignia authorized by AR 670-1 will be worn. For economy, warrant officers may keep the piping on their class A uniform.

## **Section II Awards and Honors**

### **5-4. Distinguished graduates**

The commandant may designate as distinguished graduates those students who exhibit the outstanding leadership ability and personal traits that are essential to become successful commissioned officers. To qualify for such designation, a graduate must be in the upper one-third of the final class standing. These graduates will be honored formally at graduation ceremonies as the—

- a. Distinguished Honor Graduate.
- b. Distinguished Leadership Graduate.
- c. Distinguished Academic Graduate.
- d. Distinguished Physical Fitness Graduate.

*Title not used* Paragraph not used.

## **Section III After Graduation**

### **5-5. Leave upon graduation**

Leave credit will be carried forward into commissioned officer service. The school commandant may grant up to 30 days delay en route to be chargeable against leave accrued. This delay will not extend beyond the officer's branch Service school report date.

### **5-6. Separation from prior service**

On the day before appointment, the graduate's records will be closed and a discharge certificate prepared. A discharge certificate will not be given to a graduate until the oath of office to commissioned status has been taken.

### **5-7. Medical examination**

Normally, graduates will not have to take a medical examination upon change from enlisted or warrant officer status to commissioned officer status. A proper medical examination taken within the preceding 2 years will serve for appointment purposes. Under the provisions of AR 40-501, only graduates who become seriously ill or sustain an injury after their last medical examination must be reexamined.

## **Section IV Appointment and Assignment**

### **5-8. Appointment procedures**

a. The graduate's OCS application DA Form 61 will also be used as the application for appointment as a Reserve commissioned officer of the Army. An OCS graduate tendered an appointment becomes a commissioned officer upon taking the oath of office and executing a DA Form 71 (Oath of Office—Military Personnel). This act serves as acceptance of the appointment (10 USC 12203).

b. By direction of the President of the United States, the school commandant is authorized to tender each successful graduate an appointment as a Reserve of the Army in the grade of second lieutenant. Upon receiving a properly executed oath of office, the commandant will issue commissions (DD Form 1A (Officer Commission Certificate)) for such appointments. The following annotation will be typed below the body of the oath on the left side of DA Form 71: "DD Form 1A issued... (Date) ..." Appointed officers receive Army Reserve branch assignments based on the PERSCOM branch assignment choice for that graduate.

c. Each OCS selection board is given a list of branch quotas based on the Army's needs for newly commissioned officers in various branches. A large proportion of these needs is in combat arms. In recommending branches, the board considers—

- (1) Army and branch strength requirements.
- (2) Personal preferences stated on the DA Form 61.
- (3) Educational background.
- (4) Prior military training and experience.
- (5) Physical qualifications.



*d.* The OCS Board makes designation of branch incident to the selection process. The factors in *c* above are evaluated during the decision process. Branch assignment may not be changed unless unusual qualifications surface which, through no fault of the individual, were not available to the OCS Board at the time of designation. If such information is discovered, the candidate may request redesignation through the OCS Battalion Commander to PERSCOM (TAPC-OPD-C), Alexandria, VA 22332-0413.

*e.* Before appointment, the school commandant will ensure favorable completion of the required personnel security investigation. Candidates to be commissioned in MI should have begun an SBI when notified of selection for MI branch. They may be appointed MI as an exception to policy pending favorable completion of an SBI. If the SBI is not favorably completed, branch will be changed upon receipt of clearance determination.

*f.* The letter of appointment in AR 135-100 will be used. Appointment will be for an indefinite term, and the letter will be dated as of the date of graduation. However, when an appointment letter is prepared after the graduation date, the date of that letter will be the same as the appointment date. Retroactive appointments are not authorized.

*g.* Graduates must serve on active duty in a commissioned officer status for 3 years.

*h.* The school commandant will—

(1) Issue orders placing graduates on active duty under the authority in 10 USC 12301.

(2) Report OCS graduates commissioned as Active Army accessions to PERSCOM not later than 1 week after graduation.

(3) Initiate DA Form 2B and DA Form 4037 (Officer Record Brief) (ORB) for each graduate being appointed as a second lieutenant.

### **5-9. Disposition of records of candidates appointed in the Army Reserve**

*a.* The records listed below and an alphabetical list of the names of appointees whose records are enclosed will be sent to PERSCOM (TAPC-MSR), Alexandria, VA 22332-0400 by transmittal letter. Records of each appointee will be arranged in the following order:

(1) Original DA Form 71 for appointment in the Army Reserve.

(2) Original letter of appointment. (Date of acceptance will be entered in lower left corner.)

(3) Original DA Form 61.

(4) DD Form 220 (Active Duty Report).

(5) One copy of active duty order.

(6) One legible copy of DD Form 2808 with signature and title of reviewing authority.

*b.* DA Form 201 of former warrant officer and enlisted personnel will continue to be used. The MPRJ, with documents listed below, will be sent (handcarried in a sealed envelope) to the appointee's gaining unit:

(1) Copy of letter of appointment. (Date of acceptance will be entered in lower left corner.)

(2) Two copies of active duty order.

(3) Original DD Form 2808 and DD Form 2807-1.

(4) Original DA Form 2B and DA Form 2-1.

*c.* A copy of the letter of appointment for each appointee, with date of acceptance in the lower left corner, and copy of the active duty order will be distributed to PERSCOM (TAPC-OPD-appropriate career management division), Alexandria, VA 22332.

## **Section V**

### **Candidates Not Commissioned**

#### **5-10. Relief and disposition of candidates not commissioned**

*a.* Candidates who clearly show a lack of aptitude or qualification for commissioned status, as determined under procedures established by the school commandant, will be relieved from OCS. Procedures to determine if the candidate lacks aptitude or qualification for commissioning will be consistent with requirements in AR 351-1, paragraph 3-13*b*. These procedures will include notice of the deficiency and an opportunity to respond before a decision is made on relief from OCS.

*b.* The school commandant, or a named representative, may relieve a candidate whenever a lack of aptitude or qualification for commissioning has been determined. The decision may be for—

(1) Disciplinary reasons.

(2) Academic deficiencies.

(3) Disqualifying physical conditions.

(4) Leadership deficiencies.

(5) Security reasons.

(6) Lacking motivation.

(7) Falsifying or omitting facts on application.

(8) Violating the honor code.

(9) Misconduct.

*c.* Additionally, the commandant may approve the resignation of a candidate for personal reasons. Candidates may not resign until after enrolling in the class and completing at least 4 weeks of training. The only exception will be for the convenience of the Government when personal reasons or physical or mental deficiencies, unforeseen before enrollment, surface. If the commandant approves a candidate's resignation, that candidate's name will be reported promptly to PERSCOM (TAPC-OPD-C). The candidate will then be reassigned based on the needs of the Service.

*d.* If a candidate is relieved for any reason in *b* or *c* above, or for failure to fulfill other requirements of this regulation, DD Form 785 (Record of Disenrollment from Officer Candidate-Type Training) will be sent to PERSCOM (TAPC-OPD-C).

*e.* The school commandant may issue a certificate of proficiency to candidates who honorably and successfully complete—

(1) The course but are not appointed and commissioned as second lieutenants.

(2) Only a part of the course and are not appointed and commissioned as second lieutenants.

*f.* Warrant officers who do not graduate are immediately available for reassignment. A request for reassignment instructions will be sent, by message, to CDR PERSCOM ALEX VA//TAPC-OPW//. The request will include the—

(1) Warrant officer's name, grade, SSN, and PMOS.

(2) Number of days of delay en route desired, if any.

*g.* Enlisted students who do not graduate must complete the time remaining in their current term of enlistment or reenlistment, except as otherwise provided by law or regulation. They are immediately available for reassignment and will be reported as prescribed in AR 614-200.

*h.* The application packet will be returned to students who fail to graduate from OCS.

#### **5-11. Use of DD Form 785**

*a.* The school commandant will complete a DD Form 785 for—

(1) Candidates disenrolled from OCS.

(2) Candidates completing the course but not commissioned.

*b.* The school commandant will send a copy of the completed DD Form 785 to PERSCOM (TAPC-OPD-C), Alexandria, VA 22332-0413, when a candidate is disenrolled. Specific reasons for disenrollment must be explained in detail.

*c.* If a request for information regarding a candidate's disenrollment is received from another Uniformed Service, the request will be sent to the school commandant.

*d.* The DD Form 785 will be held at the school for 5 years after disenrollment of the candidate, and then destroyed.

#### **5-12. Retention of candidates**

*a.* The school commandant may hold over for a later class candidates who—

(1) Fail to complete a course through no personal fault.

(2) Fail for other reasons, but whose records show that they may reasonably be expected to overcome their deficiencies by joining a later class.

*b.* Candidates described in *a* above may be—

(1) Turned back to the beginning of the next class.

(2) Required to complete only those portions of the class considered necessary by the commandant.

*c.* Students who miss or cannot actively participate in a significant amount of training for 14 or more days of instruction due to medical reasons may be relieved or turned back to a later class. At the discretion of the commandant, these students may be assigned to a later class after meeting the medical standards in paragraph 1-5*l*.

## **Appendix A References**

### **Section I Required Publications**

This section contains no entries.

### **Section II Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this regulation.

**AR 40-501**  
Standards of Medical Fitness

**AR 135-100**  
Appointment of Commissioned and Warrant Officers of the Army

**AR 135-101**  
Appointment of Reserve Commissioned Officers for Assignment to the Army Medical Department Branches

**AR 140-50**  
Officer Candidate Schools, Army Reserve

**AR 351-1**  
Individual Military Education and Training

**AR 600-8-2**  
Suspension of Favorable Personnel Actions (Flags)

**AR 600-8-10**  
Leaves and Passes

**AR 600-8-19**  
Enlisted Promotions and Reductions

**AR 600-8-104**  
Military Personnel Information Management/Records

**AR 600-9**  
The Army Weight Control Program

**AR 601-210**  
Regular Army and Army Reserve Enlistment Program

**AR 601-280**  
Army Retention Program

**AR 611-110**  
Selection and Training of Army Aviation Officers

**AR 614-6**  
Permanent Change of Station Policy

**AR 614-30**  
Overseas Service

**AR 614-200**  
Enlisted Assignments and Utilization Management

**AR 635–200**

Enlisted Personnel

**AR 640–30**

Photographs for Military Personnel Files

**AR 670–1**

Wear and Appearance of Army Uniforms and Insignia

**DA Pam 600–8–1**

Standard Installation/Division Personnel System (SIDPERS) Battalion S1 Level Procedures

**DA Pam 611–5**

Structured Interview (SI): Interviewer's Guide

**FM 21–20**

Physical Fitness Training

**NGR 351–5**

State Military Academies (This publication can be found at <http://www.ngbpd.c.ngb.army.mil/pubfiles/351/3515.pdf>)

**U.S. Code, Title 10, Section 12203**

Commissioned officers: appointment, how made; term

**U.S. Code, Title 10, Section 12301**

Reserve components generally

**Section III**

**Prescribed Forms**

Except as otherwise indicated below, the following forms are available on the Army Electronic Library (AEL) CD-ROM (EM0001) and the USAPA Web site ([www.usapa.army.mil](http://www.usapa.army.mil)). DD forms are available on the ODS Web site (<http://web1.whs.osd.mil/icdhome/icdhome.htm>).

**DA Form 4322**

Army Officer Candidate Contract and Service Agreement (Prescribed in paras 3–4, 3–9 and 5–1.)

**DA Form 5339**

OCS Applicant's Commanders Evaluation Sheet (Prescribed in paras 3–5 and 3–9.)

**DA Form 6283**

Leadership Assessment Program (Video) (Prescribed in para 1–6.) (This form is available through normal supply channels.)

**DA Form 6285**

Interview Plan No. 2 (Prescribed in para 1–6.)

**Section IV**

**Referenced Forms**

Except as otherwise indicated below, the following forms are available on the Army Electronic Library (AEL) CD-ROM (EM0001) and the USAPA web site ([www.usapa.army.mil](http://www.usapa.army.mil)).

**DA Form 2A**

Personnel Qualification Record—Part I—Enlisted—Peacetime

**DA Form 2B**

Personnel Qualification Record—Part 1—Warrant Officer—Peacetime (This form is available through normal supply channels.)

**DA Form 2–1**

Personnel Qualification Record—Part II

**DA Form 61**

Application for Appointment

**DA Form 71**

Oath of Office–Military Personnel

**DA Form 201**

Military Personnel Records Jacket, U.S. Army (This form is available through normal supply channels.)

**DA Form 483**

Officer's Assignment Preference Statement (This form is available through normal supply channels.)

**DA Form 705**

Army Physical Fitness Test Scorecard

**DA Form 873**

Certificate of Clearance and/or Security Determination

**DA Form 4037**

Officer Record Brief (This form is available on the (TOPMIS) system and is S&I at Commander, USAICS-ARPERCEN, ATTN: Barbara Baker, 9700 Page Blvd, St. Louis, MO 63132–5200.)

**DA Form 4187**

Personnel Action

**DA Form 5500–R**

Body Fat Content Worksheet (Male)

**DA Form 6256**

Alternate Flight Aptitude Selection Test (AFAST) Battery Scoring Worksheet (This form is available through normal supply channels.)

**DA Form 6285**

Interview Plan No. 2

**DD Form 1A**

Officers Commission Certificate (This form is available in paper through normal supply channels.)

**DD Form 220**

Active Duty Report (This form is available at <http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM>.)

**DD Form 785**

Record of Disenrollment from Officer Candidate–Type Training (This form is available in paper through normal supply channels.)

**DD Form 2807–1**

Report of Medical History (This form is available at <http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM>.)

**DD Form 2808**

Report of Medical Examination (This form is available at <http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM>.)

**SF 86**

Questionnaire for National Security Positions

## **Glossary**

### **Section I Abbreviations**

**ACT**

American College Test

**AFAST**

Alternate Flight Aptitude Selection Test

**AIT**

advanced individual training

**ALCPT**

American Language Course Placement Test

**ALEX**

Alexandria

**AN**

Army Nurse Corps

**APFT**

Army Physical Fitness Test

**AR**

Armor; Army regulation

**ARNGUS**

Army National Guard of the United States

**ASVAB**

Armed Services Vocational Aptitude Battery

**AV**

Aviation

**BCT**

Basic Combat Training

**CA**

Civil Affairs

**CG**

Commanding General

**CH**

Chaplain

**CONUS**

continental United States

**DA**

Department of the Army

**DA SBO**

DA Staff Bands Officer

**DCSPER**

Deputy Chief of Staff for Personnel

**DE**

Dental Corps

**DLIFLC**

Defense Language Institute, Foreign Language Center

**ECLT**

English Comprehension Level Test

**GCMCA**

general court-martial convening authority

**GT**

General Technical Aptitude Test

**HQDA**

Headquarters, Department of the Army

**IN**

Infantry

**JA**

Judge Advocate

**J.D.**

Doctor of Jurisprudence

**LL.B**

Bachelor of Law

**MACOM**

major Army command

**MC**

Medical Corps

**MI**

Military Intelligence

**MPF**

military personnel file

**MPRJ**

Military Personnel Record Jacket

**MS**

Medical Service Corps

**OBC**

Officer Basic Course

**OCS**

Officer Candidate School

**ORB**

Officer Record Brief

**PA**

Physician Assistant

**PCS**

permanent change of station

**PERSCOM**

U.S. Total Army Personnel Command

**PMOS**

primary military occupational specialty

**ROTC**

Reserve Officers' Training Corps

**SAT**

Scholastic Assessment Test

**SBI**

special background investigation

**SP**

Army Medical Specialty Corps

**SS**

Special Services

**SSN**

social security number

**TCO**

test control officer

**TDY**

temporary duty

**TRADOC**

U.S. Army Training and Doctrine Command

**UCMJ**

Uniform Code of Military Justice

**USAIS**

United States Army Infantry School

**USAR**

U.S. Army Reserve

**VC**

Veterinary Corps

**Section II****Terms****applicant**

An eligible Active Army enlisted member or warrant officer who applies for enrollment in OCS. Members of the USAR and, where indicated, the ARNGUS, may also apply for OCS.

**approved applicant**

An applicant who meets all of the requirements of this regulation and is recommended by all the appropriate commanders in the chain of command for selection for attendance at OCS.



**candidate**

A student who is enrolled in OCS.

**chain of command**

Applicant's unit commander, intermediate commander, installation commander, and major Army commander.

**disenrolled candidate**

A candidate who is relieved from OCS.

**M-day**

The term used to designate the unnamed day on which full mobilization commences or is due to commence.

**Officer Candidate School**

A 14-week course conducted at designated Army schools to train qualified persons to serve as commissioned officers in the U.S. Army.

**selectee**

An approved applicant who has been selected for OCS by the U.S. Total Army Personnel Command (PERSCOM) OCS Selection Board.

**Section III****Special Abbreviations and Terms**

This section contains no entries.

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