

**OCS Enrollment Packet**

<b>SOLDIER RESPONSIBILITY</b>	
1.	EMERGENCY CONTACT INFORMATION SHEET DD 93
2.	LETTER TO COMMANDER REQUESTING RECOMMENDATION TO ATTEND OCS (OUTLINING CIRCUMSTANCES AND GOALS)
3.	SSN CARD (COPY)
4.	BIRTH CERTIFICATE (COPY) DOB: _____ AGE AT COMMISSIONING _____ * (NOT TO EXCEED 41 YEARS AND 364 DAYS)
5.	PROOF OF CITIZENSHIP (IF APPLICABLE); ONLY VALID DOCUMENT IS DA 5252; DUAL CITIZENSHIP IS PROHIBITED
6.	NAME CHANGE DOCUMENT (IF APPLICABLE) & SM NEEDS TO PROVIDE ALL DOCS TO UNIT FOR ENTRY INTO IPERMS
7.	NEW CHAPTER 2 COMMISSIONING PHYSICAL (DD 2808&2807-1);WORK WITH UNIT TO SCHEDULE; IF WAIVER REQUIRED, WORK WITH OSM TO COMPLETE; AVIATION SEE ADDITIONAL REQUIREMENTS*
8.	COLLEGE TRANSCRIPT; MIN 90 HOURS TO ENROLL INTO OCS AND DEGREEE COMPLETION PLAN WILL BE REQUIRED IF 4 YEAR DEGREE IS NOT COMPLETED OFFICIAL TRANSCRIPT _____ SEM HRS _____ DEGREE _____
9.	DD 214 (Certificate of release or discharge active duty) / DD 220 (Active duty report) / NGB 22 (Report of separation and record of service) REFLECTING ALL NATIONAL GUARD, USAR & ACTIVE DUTY TOURS (MUST REFLECT COMPLETION OF BCT AND AIT)
10.	SECURITY CLEARANCE VERIFICATION - JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS); ASK UNIT FOR ASSISTANCE IN OBTAINING
11.	NGB 62 DRAFT (COMPLETE THROUGH PAGE 3 AND SIGN PAGE 4)
12.	MORAL & MEDICAL WAIVER PACKET (IF APPLICABLE); SHOW STOPPER IF NOT SUPPLIED, WILL NOT SHIP TO PHASE 1
13.	PASSING APFT AND HT/WT (MIN IS ACCORDING TO MSC BOARD REQUIREMENTS); NO PROFILES OR FLAGS
<b>UNIT RESPONSIBILITY</b>	
1.	LETTER OF RECOMMENDATION (FROM UNIT COMMANDER)
2.	PROVIDE APFT DA 705 CARD WITH APFT AND HT/WT HISTORY ( IF APPLICABLE DA5500-R OR DA 5501-R)
3.	ASSIST SM WITH SCHEDULING CHAPTER 2 PHYSICAL (NOVEMBER OR DECEMBER)
4.	PROVIDE SECURITY CLEARANCE TOOLS (SF86 & SF312); SF312 MUST BE SENT TO PERSONNEL SECURITY MANAGER
5.	PROVIDE SOLDIER NGB 62 IN FILLABLE FORMAT; MUST BE TYPED AND IAW NGB/G1 GUIDANCE
6.	PROVIDE SOLDIER WITH DD93
7.	ETS DATE (MUST BE LATER THAN END OF COURSE) (PQR OR EXTENSION CONTRACT DA FORM 4836)
8.	GT SCORE (MIN 110) / SCORE: _____; NOT WAIVABLE; USMEPCOM PCN 680-3ADP IS ALSO ACCEPTABLE
9.	OCS STATE ENLISTMENT OPTION (COPY OF DD FORM 1966) (IF APPLICABLE)
10.	MORAL / CIVIL CONVICTION WAIVERS (IF APPLICABLE) MUST BE APPROVED PRIOR TO PHASE 0 DATE SUBMITTED TO G1 _____ DATE APPROVED _____
11.	SUBMIT COMPLETED PACKET THROUGH MSC BOARD PROCESS FOR APPROVAL & SUBMIT TO RTI

**Specialty Branch**

**Aviation Branch** is required to obtain Chapter 4 flight physical from US Army Aeromedical Center at Ft. Rucker within 18 months of commissioning and provide copy of signed letter from Director of Aviation (work with POC in Iowas' Directorate of Aviation to complete AV packet requirements).

**Medical Service Corps-** SM is required to work with Specialty Branch Recruiter and AMEDD Technician to complete MS packet for AMEDD board.

**OCS Enrollment Checklist - Post Enrollment**

	<b>RTI RESPONSIBILITY</b>
	1. ATRSS APPLICATION SUBMISSION FOR OCS PHASE I, II, III (ONCE ENROLLMENT CRITERIA IS MET)
	2. ATTACHMENT ORDERS TO STATE TRAINING ORGANIZATION
	3. PROMOTION ORDERS TO E-6 ( IF E-5 OR BELOW ); PROMOTION POLICY DOES NOT APPLY TO AGR
	4. ATRRS COMPLETION PRINTOUTS: PHASE I _____ PHASE II _____ PHASE III _____ ) MUST BE CODED "G" UNDER THE OUTPUT STATUS CODE FIELD FOR SUCCESSFUL GRADUATION OF EACH PHASE BEFORE PROCEEDING TO NEXT PHASE. MUST BE CODED "G" FOR ALL3 PHASES TO COMMISSION.)
	5. DA FORM 705 WITH PASSING APFT SCORE WITHIN 60 DAYS OF PHASE I (FILE IN PART VI)
	6. DA 5500-R OR DA 5501-R (AS REQUIRED) HT/WT _____/_____ BODY COMPOSITION _____% MAX ALLOWABLE _____% (FILE IN PART VI)