

OFFICER CANDIDATE SCHOOL APPLICATION CHECKLIST

1. Officer Candidate School application packets are to be completed and forwarded through the chain-of-command to the OCS Company, 199th Regiment (RTI). Do not forward applicant's MPRJ and medical files as part of the application packet (confirm applicant's iPerms is updated). The mailing address is:

199th Regiment (RTI)
ATTN: OCS Company
Bldg 305 F Street, Camp Beauregard
Pineville, LA 71360

2. The application packet includes the documents listed below. All documents must accompany the original application. Place your initials in each space provided indicating the action is complete. Incomplete applications are subject to being returned without action.

Applicants Name:

DRU:

Unit:

- ___ **(1) Emergency Data Form:** Applicant completes the form.
- ___ **(2) LAARNG Form 351-5-R-E (OCS Application), dated 15 Jul 10:** Insure that the Unit Commander, Battalion Commander, DRU Commander, and the applicant sign and date the form.
- ___ **(3) ATRRS Enrollment:** Print the Army Training Requirements and Resources System (ATRRS) RS (reservation by student function) screen showing enrollment in Pre-OCS Phase. (school code 963) (No unit ATRRS input required for Winter & Fall AOCS Classes)
- ___ **(4) Letter of Recommendation:** Include a letter of recommendation to attend OCS, in a memorandum format, from Leadership in the applicant's chain-of-command at Company, Battalion, or DRU level.
- ___ **(5) Copy of Social Security Card:** (Legible & Signed)
- ___ **(6) Copy of Birth Certificate:** (Legible)
- ___ **(7) Verify applicant Age _____ Date of Birth:** Per NGB-ARH memo #08-0-07, Officers being appointed through State or Federal OCS Appointment may now be appointed up to age 41 years 364 days. Newly appointed basic branch officers must be sworn in and take the oath of office before their 42nd birthday. National Guard Bureau age waivers are no longer required for initial appointments. No waivers or exceptions are authorized once a candidate reaches age 42. This policy remains in effect until AR 350-1 and NGR 600-100 are revised to reflect this requirement.
- ___ **(8) Verification of US Citizenship:** (if applicable)
- ___ **(9) Name Change Documents** (if applicable). This includes legal documents or other documents resulting in a change in spelling of a name, a name change, marriage certificate or decree of divorce.

— **(10) Commissioning Physical:** Attach a copy of the Chapter II, AR/NGR 40-501 Commissioning Physical (DD2808/2807-1). The physical must be administered within six months of the class start date. Coordination and scheduling will be done by the unit with the assistance of the Officer Strength Managers (OSM). All required waivers must be approved prior to class start date.

— **(11) Official College Transcript _____ Semester hours:** Verify that the applicant possesses 90 or more semester hours for the Traditional OCS program and at least 90 semester hours for all Accelerated OCS programs. Official transcript must be included (official transcript can be issued to anyone in the military BUT NOT ISSUED TO STUDENT).

Applicants with less than 90 semester hours on one transcript must provide a current transcript and proof of enrollment that indicates 90 or more semester hours (traditional and accelerated) will be earned by the end of the current school year. In these cases, another original transcript, provided directly to the OCS Company that indicates at least 90 semester hours is required prior to Phase I.

— **(12) Copy of DA Form 2-1 (Proof of 110 GT Score):** Verify that the applicant's DA Form 2-1 indicates a GT score of 110 or higher. Include a certified true copy of the up-to-date DA Form 2-1 to include Section II (Classification and Assignment Data) which contains Item 8 (Aptitude Area Scores) and include in the application packet. If the applicant's GT score is less than 110, contact the state ESO or OSM to schedule a retest. There is a career maximum of 3 retests and a 6 month waiting period between retests.

— **(13) NGB Form 22:** (Report of Separation and Record of Service; used for Prior National Guard Service), **DD Form 220** (Active Duty Report) or **DD Form 214** (Certificate of Release or Discharge from Active Duty) for all periods of National Guard, United States Army Reserve or all active duty tours to include BCT/AIT completion. Reproduce one copy of each applicable document(s) in the application (also used as supporting documentation for NGB 62e part IV).

— **(14) Verify through JPAS that the applicant has a Secret or higher Security Clearance:** Provide a JPAS printout showing a security clearance of secret or higher. A minimum of an interim clearance has to be granted for traditional OCS program.

— **(15) DD Form 369:** Copy of Local police records check processed through Soldier's home of record (HOR) local police station.

— **(16) Civil Conviction Waiver:** (if applicable) Conviction waivers are required for offenses outlined in paragraph 2-9, NGR (AR) 600-100. The application packet must include the checklist with all supporting documents to include the waiver request and approval endorsements. Waiver approvals, received after the application suspense date, must be forwarded to the OCS Company upon receipt. All waivers must be approved prior to the Soldier enrolling in OCS Phase I per NGB-ARH Policy Memo 09-006 or Soldier will not ship.

— **(17) Officer Candidate Profile Summary:** Applicant completes the form.

— **(18) Autobiography with Photo:** Generally speaking, the writer reflects upon and describes his/her life, or part of it, in the autobiography. Attach a head and shoulders photo of the soldier in ACU uniform with military haircut and the American flag as the back drop of the photo.

- ___ **(19) Copy of DA Form 705:** Unit APFT must be within 90 days before attending OCS Pre-OCS. Applicant must pass another APFT administered by OCS during Pre-OCS to ship to Phase I training.

- ___ **(20) Copy of DA Form 5500 or 5501 Body Fat Content Worksheet:** (if applicable). Applicant will be weighed/taped monthly during Pre-OCS and **must** be within the standards of AR 600-9 to ship to Phase I training.

- ___ **(21) Copy of Personnel Qualification Record (PQR): ETS Date is _____.** Verify that the applicant's ETS will not occur prior to completing the OCS traditional program (this includes those Soldiers going to the AOCS). If ETS falls within OCS training dates, Soldier must extend. Include a copy of DA Form 4836 in the packet with an updated PQR that reflects new ETS.

- ___ **(22) NGB Form 62E:** Include a completed draft of 62e on the most current form (this form should be saved electronically and forwarded to OCS for final processing with Commissioning Packet).

- ___ **(23) Assemble the packet documents in this sequence,** placing this checklist on top and forward through your chain-of command to your DRU.

Applicant's Name: _____

Applicant's Signature: _____

Applicant's email address: _____

Unit Preparer's Name: _____

Unit Preparer's Phone: _____

Unit Preparer's Email: _____

DRU: _____

Unit Assigned: _____

Name and Email address of Finance/Training NCO to send training certificates for pay until SM is attached to OCS.

Name: _____ **email:** _____

LAARNG OFFICER CANDIDATE SCHOOL APPLICATION

1. NAME (Last, First, Middle)		2. PAY GRADE	3. SSN	4. GENDER MALE _____ FEMALE _____	
5. UNIT & Address			6. UNIT PHONE		
7. HOME OF RECORD (Street, City, State & Zip Code) E-MAIL ADDRESS: _____			8. HOME PHONE	9. RACE (Black, White, Hisp, etc)	
10. EMPLOYER (Include Address & Zip Code)			11. EMPLOYER PHONE		
12. DOB / AGE _____ / _____		13. ARE YOU A U. S. CITIZEN: YES _____ NO _____ IF NO, DATE OF CITIZENSHIP APPLICATION: _____			
14. WAIVER(S) REQUIRED: YES _____ NO _____ IF YES, ATTACH COP(IES) (APPROVED)		15. DO YOU HAVE A COMMISSIONING PHYSICAL WITHIN SIX MONTHS OF PHASE I: (ORIGINAL) YES _____ NO _____		16. DO YOU HAVE A "SECRET" SECURITY CLEARANCE? YES _____ NO _____ (ATTACH COPY OF JPAS PRINTOUT)	
17. COLLEGE DEGREE: YES _____ NO _____		DEGREE TYPE: AA _____ AS _____ BA _____ BS _____			
IF NO DEGREE, NUMBER OF COLLEGE CREDITS: _____		TYPE OF CREDITS: _____ SEMESTER (or) _____ QUARTER			
NAME OF COLLEGE: (Include Address, City, State & Zip Code)		FRESHMAN _____		JUNIOR _____	
		SOPHOMORE _____		SENIOR _____	
18. MILITARY BACKGROUND		PEBD : _____		ETS DATE: (Must be after completing OCS) _____	
PRIMARY MOS: _____		DATE OF LAARNG ENLISTMENT: _____			
HIGHEST LEVEL OF MILITARY EDUCATION: _____		TOTAL YEARS OF MILITARY SERVICE: _____			
GT SCORE (110 MINIMUM) : _____		CURRENT STATUS: _____ M-DAY _____ TECH _____ AGR _____			
19. <u>APFT MUST BE WITHIN 90 DAYS PRIOR TO ATTENDING OCS</u>					
APFT SCORE: PU _____ SU _____ RUN _____ TOTAL: _____ DATE OF TEST: _____					
SEMI-ANNUAL WEIGH-IN: HEIGHT IN INCHES _____ WEIGHT _____ DATE _____					
PASSED SCREENING WEIGHT: YES _____ NO _____ IF OVER SCREENING WEIGHT, PERCENT OF BODY FAT _____ % (Attach DA Form 5500 for males, DA Form 5501 for females)					
20. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE OR APPOINTMENT AS AN OFFICER? YES _____ NO _____					
HAVE YOU EVER BEEN COURT-MARTIALED? YES _____ NO _____					
DID A CIVIL COURT FOR OTHER THAN MINOR TRAFFIC VIOLATIONS EVER CONVICT YOU? YES _____ NO _____ (If YES, attach APPROVED waiver(s) and statements of circumstances)					
21. INTERESTED IN: (CHECK ONE)		22. UNIT COMMANDER'S STATEMENT OF APPLICANT'S LEADERSHIP POTENTIAL:			
a. TRADITIONAL _____		_____			
b. SUMMER AOCS _____		_____			
c. FALL AOCS _____		_____			
d. WINTER AOCS _____		_____			
<p><i>IN SIGNING THIS APPLICATION THE APPLICANT UNDERSTANDS THE HE/SHE IS NO LONGER ELIGIBLE FOR A DIRECT COMMISSION UPON INPROCESSING AT PRE-OCS PHASE. THE UNDERSIGNED UNIT COMMANDER HAS THOROUGHLY REVIEWED THIS APPLICATION AND THE ENTIRE PACKET FOR COMPLETION AND QUALITY. THIS IS A COMPLETE APPLICATION PACKET: NO WAIVERS ARE PENDING; ONLY APPROVED WAIVERS ARE SUBMITTED TO THE OCS SELECTION BOARD. AN ORIGINAL CHAPTER 2 COMMISSIONING PHYSICAL AND PROOF THAT A SECURITY CLEARANCE IS GRANTED OR REQUESTED IS INCLUDED IN THE PACKET.</i></p>					
_____ SIGNATURE OF APPLICANT		_____ (DATE)		_____ SIGNATURE OF UNIT COMMANDER	
_____ SIGNATURE OF BN COMMANDER		_____ (DATE)		_____ SIGNATURE OF DRU COMMANDER	
		_____ (DATE)		_____ (DATE)	



Today's Date:



LOUISIANA

(EMERGENCY DATA FORM)

NAME: (LAST, FIRST MI): _____

RANK _____ SSN: _____ AGE: _____ GENDER _____ MOS: _____

PEBD: _____ ETS: _____ DOB: _____

HOME ADDRESS: _____

CITY: _____ STATE _____ ZIP: _____

AKO email address: _____ - Required for OCS

Personal email address: _____ - Optional

Duty Status (check one): M-DAY TECH AGR

HOME PHONE	WORK PHONE	CELL PHONE
_____	_____	_____
Three Phone numbers required.		

UNIT Assigned prior to OCS Enrollment: _____

UNIT FULL-TIME (AGR) POC _____

UNIT ADDRESS: _____ UNIT Phone _____

CITY: _____ STATE _____ ZIP _____

In Case of Emergency, Contact:

Person to notify		Relationship
Address	City	State, ZIP
Phone Number (Day/Night)	Work Phone	Cell Phone

Local Newspaper for Hometown News Release: _____

Medical Records (Extract including history of recent/recurring problems & medications)

Medical Screening:

List any serious allergies or reactions to medications:

List current or past medical problems that could arise during AT:

Do you have a military profile? Yes _____ No _____ If yes, attach copy

Do you have a past history of: Heat Injury: Yes _____ No _____

Cold Injury: Yes _____ No _____

Bee Sting: Yes _____ No _____

Do you swim? Yes _____ No _____

Do you have a military license? _____ if yes, list all vehicles (s) _____

CANDIDATE AUTOBIOGRAPHY

PREPARING THE OCS STUDENT AUTOBIOGRAPHY

B-1. SUBJECT AREA: Written Communication.

B-2. ASSIGNMENT: Write an OCS Student autobiography of 4-5 pages (1000 words max.)

B-3. ASSIGNMENT INFORMATION:

a. Substance: Generally speaking, a writer reflects upon and describes his/her life, or part of it, in an autobiography. For your first assignment as an OCS student, we ask that you write an OCS Student autobiography, focusing on that part of your life which has led you to consider becoming an Army Officer. Here are some suggestions for proceeding with this assignment:

(1) Present vital statistics: date, place of birth, places of residence, schools you have attended, family background, and prior military service or experiences.

(2) Describe special events in your life; relate circumstances and happenings that make you different, that help make you what you are, and that you expect your audience to find memorable.

(3) Tell what you expect to contribute to society through gaining an education and what you may contribute by completing OCS requirements and gaining a commission.

NOTE: One of your principle writing tasks is to develop a fluid, readable narrative of your life, so do not merely list responses to these suggested questions. Instead, weave your responses into a narrative story of your life and your expectations in life and how this relates to your goal of earning a commission in the military.

b. Format: Final paper will be typed or computer-printed on one side only. Number each page (except the first page-cover sheet) on the center bottom of the page. The cover sheet format is provided. Your autobiography will start on the second page and be numbered "1" in the numbering sequence of all the remaining pages.

c. Fasten a head and shoulders photo of yourself (3" x 5" or 4" x 6" photos or digital camera printouts on high-quality paper are acceptable) in uniform ACUs) to the bottom of the cover sheet. Use "Scotch Magic Tape" to fasten photo to cover sheet. Local policy/SOP may require your class to schedule a date for all of you to take photos together, or you may wish to get together with classmates and take each other's picture.

d. Evaluation: OCS Staff members will evaluate your autobiography. The OCS Selection Board of Officers will read and review your autobiography to formulate initial opinions about you. Your autobiography will be judged on four criteria: content, organization, readability, and presentation. Evaluators will consider the following questions as they make their evaluation:

(1) Substance. How much specific detail have you used? (Generally, the more detail the better) How appropriate is the detail? How well does the reader get to "know" you, solely on the bases of your autobiography?

(2) Organization. Does your paper develop smoothly? Does each part relate well with the rest of your paper? Do you relate your earlier life to your present situation in college? Do your expectations regarding the future emerge clearly from what you reveal of your past and present?

(3) Style. Have you used effective transitions? Have you written directly? Have you chosen familiar, unpretentious vocabulary? Have you avoided long, cumbersome sentences? On the other hand, have you also avoided an extended series of very simply structured sentences? Has your punctuation assisted rather than hindered or confused your reader? Overall, have you observed the conventions of standard written English?

(4) Correctness. Is your text carefully proofread, and free of typographical errors? Have used the proper format? Is your text neat, and free of smudges and wrinkles?

OCS Student Autobiography

By

NAME: (Last, First, Middle)

OCS Program (State)

OCS Class Number

Date Prepared



Candidate Photo

REQUEST FOR CIVIL CONVICTION / MORAL WAIVER

Checklist

_____ Recommendation from Chain of Command (BN / DRU CMDR)

_____ Signed statement of circumstances from applicant

_____ NGB Form 62E w/ 1st endorsement signed

_____ Official court documents w/ disposition – citing offense and judgments rendered

LANG-J1-PO includes:

_____ J1 / TAG endorsement

REQUEST FOR CIVIL CONVICTION WAIVER

UNIT HEADING

Unit Symbol (351)

(DATE)

MEMORANDUM THRU (Appropriate Command Channels)

FOR Office of the Adjutant General, ATTN: LANG-J1-PO, Gillis W. Long Center, 5445 Point Clair Road, Carville, LA 70721

SUBJECT: Request for Waiver of Civil Conviction

1. Request waiver of Civil Conviction be granted (Rank, Name, SSN), for the purpose of attending LAARNG Officer Candidate School (OCS) and commissioning thereafter. (Rank) (Name) received a (State the Offense) on (Date). He/She pleaded guilty, served community service and paid restitution by fine. He/She has been interviewed and found to be rehabilitated.
2. The following is pertinent information on this applicant:
 - a. Summary of civilian employment: (give a brief description).
 - b. Summary of educational background with attention to special educational qualifications or achievement: (give a brief description).
 - c. Test scores: GT
3. (Use this paragraph for commander's comment as it relates to applicant's character, qualities and abilities that would warrant the granting of a waiver to the applicant).

3 Encls

(Signature of Commander)

1. Soldier's Statement
2. Court Document
3. NGB Form 62

OFFICER CANDIDATE PROFILE SUMMARY

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S. Code 133, Executive Order 9397, November 22, 1943 (Social Security Number) and Title 10, United States Code, Section 3012

PRINCIPAL PURPOSE: Used by candidate to supply information necessary for student enrollment in the OCS Program

ROUTINE USE: Used by appropriate authority for administrative processing, provide points of contact in case of emergency and background information essential for student identification.

DISCLOSURE: Voluntary; however, failure to complete the form may result in candidate's rejection for further training.

NAME-Last		First		MI	AGE	
RANK	MOS	COMMISSIONING BRANCH	DOB	SSN		
COMPONENT <input type="checkbox"/> RA <input type="checkbox"/> USAR <input type="checkbox"/> ARNG <input type="checkbox"/> ENLISTED OPTION <input type="checkbox"/> STATE (ARNG ONLY)		RACE <input type="checkbox"/> CAUCASION <input type="checkbox"/> BLACK <input type="checkbox"/> HISPANIC <input type="checkbox"/> NATIVE AMERICAN <input type="checkbox"/> ASIAN <input type="checkbox"/> OTHER _____		SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE SWIM <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WEAK: _____		PROFILES <input type="checkbox"/> YES <input type="checkbox"/> NO FOR: <input type="checkbox"/> INJURY <input type="checkbox"/> INSECT <input type="checkbox"/> HOT <input type="checkbox"/> COLD
MARITAL STATUS <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> SEPERATED <input type="checkbox"/> SINGLE		SPOUSE'S NAME		ANNIVERSARY		
		SPOUSE'S DOB	PREGNANT <input type="checkbox"/> YES <input type="checkbox"/> NO	DUE DATE		
		DEPENDENT'S NAMES		DOB		
HOME OF RECORD				PHONE		
			PLACE OF BIRTH			
NEXT OF KIN AND RELATIONSHIP				PHONE		
SPOUSE'S ADDRESS (IF DIFFERENT FROM HOR)				PHONE		

OFFICER CANDIDATE PROFILE SUMMARY (continued)

RELIGION	SPECIAL NEEDS	
MILITARY EDUCATION AND SCHOOLS	CIVILIAN EDUCATION AND SCHOOLS	
	INSTITUTION	
	DEGREE	
	SUBJECT/DISCIPLINE	
SECURITY CLEARANCE ___ YES ___ NO TYPE:	AUTO ___ YES ___ NO	TYPE
	INSURED	COLOR
	LICENSE (STATE)	REGISTRATION #
PREVIOUS UNIT:	MILITARY SERVICE TIME	
POST/FORT:	ACTIVE ____YRS ____ MOS	RESERVE ____YRS ____ MOS
DISTINGUISHED RELATIVE(S) OF CANDIDATE A distinguished relative is an officer, active or retired, of grade O-6 (COL) or higher, an enlisted soldier of grade E-8 (MSG) or E-9 (SGM), a United States Representative or Senator, or a Federal Civil Service employee with the grade GS-16 or above. The relationship should be in the immediate family (parent, brother, sister, grandparent, aunt or uncle).		
RELATIVE	STATUS/POSITION	RELATIONSHIP