

Army Regulation 140-50

Army Reserve

**Officer
Candidate
School,
Army Reserve**

**Headquarters
Department of the Army
Washington, DC
15 October 1999**

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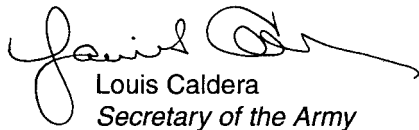
Headquarters
Department of the Army
Washington, DC
15 October 1999

*Army Regulation 140-50

Effective 15 November 1999

Army Reserve

Officer Candidate School, Army Reserve



Louis Caldera
Secretary of the Army

History. This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation provides Officer Candidate School eligibility requirements and procedures for U.S. Army Reserve applicants. It contains detailed instructions for processing and disposition of forms and records. Statutory authority for the Officer Candidate Program is established under sections 12201, 12209, and 4411, title 10, United States Code.

Applicability. This regulation applies to the U.S. Army Reserve. It does not apply to soldiers in the Active Army, the Army National Guard, or to U.S. Army Reserve soldiers in the Active Guard Reserve program. This publication is not required during mobilization.

Proponent and exception authority.

The proponent of this regulation is the Chief, Army Reserve (CAR). The CAR has the authority to approve exceptions to this regulation that are consistent with controlling laws and regulation. The CAR may delegate this 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 identifies key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Headquarters, Department of the Army, Personnel Division (DAAR-PE), 2400 Army Pentagon, Washington, DC 20310-2400.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Headquarters, Department of the Army, Personnel Division (DAAR-PE), 2400 Army Pentagon, Washington, DC 20310-2400.

Distribution. This publication is available in electronic media only and is intended for command levels D for Active Army and A for Army National Guard and U.S. Army Reserve.

* Supersession. This regulation supersedes AR 140-50, 1 August 1983.
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Summary of Change

AR 140-50, Officer Candidate School, Army Reserve

This revision:

- Requires applicants to have a minimum of 90 semester hours of college studies in order to apply for OCS. This requirement cannot be waived. If the soldier does not have a Baccalaureate Degree but meets the 90-hour semester minimum, the semester hours must be verified by a Military Education Center. (Cited in table 2-1 D.)
- Eliminates the officer selection battery (OSB) test as a requirement and replaces it with a prerequisite to take either the American College Test (ACT) or the Scholastic Aptitude Test (SAT). (Cited in para 2-5.)
- Changes exclusion of convictions for minor traffic violations involving a fine or forfeiture of \$100 or less to \$250 or less. (Cited in para 2-10.)
- Adds a requirement for an HIV screening within past year. (Cited in para 2-9.)
- Changes all references to AR-PERCEN to read AR-PERSCOM.

Chapter 1 Introduction

1-1. Purpose

This regulation prescribes policy, eligibility requirements, and administration for submitting and processing applications for Officer Candidate School (OCS) and for appointing OCS graduates (See table 1-1.) as commissioned officers in the U.S. Army Reserve (USAR). This does not apply to USAR personnel in the Active Guard Reserve (AGR) Program.

Table 1-1
Officer candidate schools

Course	Location	Length:
Officer Candidate School (OCS)	Fort Benning, GA	14 weeks
Officer Candidate Reserve Component Course (OCRC)	Fort Benning, GA	10 weeks
Army National Guard (ARNG) OCS	Various states, Commonwealth of Puerto Rico, and the District of Columbia	1 year

1-2. References

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

1-3. Explanation of abbreviations and terms

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

1-4. Responsibilities

The following agencies and commands are responsible for the OCS Program as it relates to the USAR:

- a. Chief, Army Reserve (CAR), in coordination with the DA, Deputy Chief of Staff for Personnel (DCSPER), is responsible for the overall administration of OCS programs for members of the USAR.
- b. Commander (Cdr), U.S. Army Reserve Personnel Command (AR-PERSCOM), in coordination with the CAR and regional support commanders, is responsible for administering OCS programs to troop program unit (TPU) soldiers, the Individual Ready Reserve (IRR), and, with proponent agency approval, personnel assigned to the Individual Mobilization Augmentation (IMA).
- c. Regional Support Commanders and Commander, AR-PERSCOM, in coordination with Commanding General, U.S. Army Training and Doctrine Command (TRADOC), are responsible for—
 - (1) Managing OCS programs for USAR personnel.
 - (2) Ensuring USAR candidates meet the standards required by this regulation.
- d. Active Army school commandants, under the supervision of CG, TRADOC, are responsible for—
 - (1) Conducting the resident OCS training of officer candidates.
 - (2) Leadership development and evaluation.
 - (3) Determining the candidate's fitness for appointment to officer status.
 - (4) Relief from course, if required.

- (5) Commissioning the officer candidates who successfully complete the Fort Benning course of instruction.
- e. Commander, U.S. Total Army Personnel Command, is responsible for—
 - (1) Tendering appointments to the USAR candidates graduating from the ARNG OCS.
 - (2) Waiver approval authority for age and civil conviction of OCS candidates.

1-5. Publicity

- a. Commanders will—
 - (1) Inform all eligible USAR soldiers of the opportunities offered by the OCS Program.
 - (2) Publicize scheduled courses.
 - (3) Encourage outstanding USAR soldiers to apply.
- b. Application forms and information may be obtained from—
 - (1) USAR unit commanders.
 - (2) Regional Support Commands (RSCs)/Direct Reporting Commands (DRCs) and Regional Support Groups (RSG).
 - (3) Commander, AR-PERSCOM (ARPC-OPT-L), 1 Reserve Way, St. Louis, MO 63132-5200.

1-6. Quotas

Quotas for OCS will be obtained as follows:

- a. Commander, AR-PERSCOM will request quotas for the OCS at Fort Benning, GA. This is according to AR 350-10 and Office of the Chief Army Reserve (OCAR) instructions.
- b. Commander, AR-PERSCOM will request quotas for the Army National Guard (ARNG) OCS from the National Guard Bureau or the State Adjutant General.

1-7. Funding

Funds for pay and allowances, travel, and subsistence are chargeable to the Reserve Personnel, Army (RPA) appropriation.

1-8 Candidate status

- a. USAR candidates will be voluntarily ordered to active duty for training (ADT) to attend OCS at Fort Benning, GA.
- b. USAR candidates attending ARNG OCS will be ordered to ADT or annual training (AT) during the field training portions of the course. All other training will be completed during inactive duty training (IDT).
- c. Upon successful completion of OCS, graduates may be tendered commissions as second lieutenants in the USAR.
- d. Officers commissioned through OCS will incur a service obligation in accordance with AR 135-91, table 2-2.

Chapter 2
OCS Eligibility Requirements

Section I
Eligibility

2-1. Who may apply

USAR warrant officers (WOs) and enlisted soldiers, not in the AGR program, who meet the eligibility requirements in table 2-1, may apply to attend one of the courses listed in table 1-1. (See para 2-2 for exceptions.)

Table 2-1
Officer Candidate School eligibility requirements

Rule	Requirement	Prerequisites	Waivers
A	Age	<i>The applicant must—</i> <i>a.</i> Be at least 18 and less than 30 years of age at the time of enrollment. <i>b.</i> Not be more than 32 years, 6 months of age, at time of commissioning	<i>a.</i> Can waive to 32 years, 6 months, at commissioning (para 2-8). <i>b.</i> No waivers. No waivers.
B	Citizenship	<i>Meet one of the following requirements:</i> <i>a.</i> Be a citizen of the United States. <i>b.</i> Have lawfully been admitted to the United States for permanent residence. <i>c.</i> Have had prior service in the US Army.	No waivers (para 2-5).
C	Training	Have a score of 850 on the SAT or a score of 19 on the ACT. A score of 110 in the GT area of the ASVAB.	Can waive for recipients of the Medal of Honor or Distinguished Service Cross.
D	Education	<i>a.</i> Provide certification from an appropriate school official education counselor of an accredited college or university for — (1) Three years of a 4-year college degree program. (2) College credit equivalent to 90 semester hours of study based on enrollment, College Level Examination Program, Defense Activity for Non-Traditional Education, or any combination of these verified by a Military Education Center. <i>b.</i> Demonstrate an understanding of, or proficiency in, the English language. Personnel whose native language is not English must achieve a score of 80 or higher on the English Comprehensive Level Test (ECLT).	

**Table 2-1
Officer Candidate School eligibility requirements**

Rule	Requirement	Prerequisites	Waivers
E	Medical	<i>The applicant must—</i> a. Get a medical examination for Appointment including an HIV screening test within 1 year before the scheduled OCS class reporting date (para 2-9). b. Meet the procurement medical fitness standards prescribed in AR 40-501, chapters 2 and 7, with the exception of height/weight limitations contained in chapter 2 (see rule F below). c. Have a physical profile serial of at least 222221.	a. No waivers. b. Medical standards may be waived (para 2-9) c. No waivers
F	Body Weight	Meet the standards prescribed by AR 600-9.	No waivers.
G	APFT	Score at least 60 points in each event certified by DA Form 705 by participating in all events of the APFT prescribed by FM 21-20 (para 2-3).	No waivers.
H	Security status	Have a secret security clearance	No waivers.
I	Prior training	<i>Meet one of the following requirements:</i> a. Has completed a basic training course with an active component of a US Armed Force and has a minimum of 1 year of satisfactory service in an active status in the USAR, including attending one annual training period. b. Has a continuous period of a minimum of 12 weeks on active AD, ADT, or IADT with the Army, including Army basic training.	No waivers.
J	Unit Vacancy requirement	As a TPU/IRR/IMA soldier — have a company grade unit vacancy position (para 2-4).	No waivers
K	Moral and administrative disqualification	Not be disqualified under any of the provisions of para 2-2.	No waivers. (except for para 2-2).
L	Service requirements	Have enough time remaining in their current term of service to complete an OCS course (para 2-6).	No waivers.

2-2. Who may not apply

The following soldiers are not qualified for enrollment in OCS and may not apply:

- a. A person who has been a conscientious objector must furnish an affidavit expressing abandonment of such beliefs and principles. This pertains to a person's willingness to bear arms and give full and unqualified service to the United States. When appropriate, the person must have demonstrated a change of views by subsequent military service. An affidavit attesting to the change of views will accompany DA Form 61 (Application for Appointment).
- b. Soldiers determined as security risks under AR 604-10 and where selection would clearly not be in the best interest of national security.
- c. Soldiers who are, or have been, commissioned officers (except commissioned warrant officers) in any component of the U.S. Armed Forces.

- d. Soldiers who are under suspension of favorable personnel actions in national security cases or other investigations or proceedings (AR 600-8-2).
- e. Soldiers who are, or were, in an absent without leave or deserter status during the current term of appointment or enlistment.
- f. Soldiers who have a bar to reenlistment in effect under AR 140-111 or AR 601-280.
- g. Soldiers who have been released from AD and transferred to the USAR with a character of service other than honorable.
- h. Persons who have been involuntarily released from AD, ADT, or initial active duty for training (IADT), during the current term of service under AR 135-178 or AR 635-200.
- i. Soldiers who have criminal or juvenile court charges filed or pending against them by civil authorities. This includes persons who are released from the custody or restraint of a court under procedures that do not appear to completely dispose of the charge or charges. Examples of such releases are—
 - (1) Release by the court following a plea of any type (including a plea of guilty or nolo contendere).
 - (2) Release on probation without a verdict.
 - (3) Release on a person's own recognizance.
 - (4) Release following charges that are placed on file.
 - (5) Any similar disposition, regardless of the technical name, that indicates that the person may remain subject to further judicial proceedings related to the charge. This basis for disqualification will be considered removed if the official chiefly responsible for prosecuting the charges (The official may be a district attorney, the judge of the court involved, or a higher official of the jurisdiction concerned who has responsibility in connection with the case.) submits a signed statement indicating that under laws or current practices of the jurisdiction, the applicant is not subject to further restraint, custody control, or prosecution by the authorities thereof.
- j. Persons who have been adjudged juvenile offenders or who have a record of conviction by any type of military or civil court, unless application is accompanied by a request for a waiver (See para 2-10.) (excluding any convictions for minor traffic violations involving a fine or forfeiture of \$250 or less).

2-3. Army physical fitness test (APFT)

Applicants will take the APFT prescribed in FM 21-20 and must score at least 60 points in each event. The APFT must be completed within 2 months before the applicant appears before the interview board. DA Form 705 (Army Physical Fitness Scorecard), will be attached to, and made a part of, the application.

- a. For unit soldiers, the unit commander will personally supervise the APFT of all OCS applicants and will sign DA Form 705.

- b. For IRR and IMA soldiers, Commander, AR-PERSCOM will request the appropriate area command to task a subordinate command, within the applicant's geographical location, to supervise the test and sign DA Form 705. In this case, the subordinate unit commander will return the signed DA Form 705 to Cdr, AR-PERSCOM (ARPC-OPF-WOE), for warrant officer applicants, or AR-PERSCOM (ARPC-OPT-LR), for enlisted applicants, 1 Reserve Way, St. Louis, MO 63132-5200. This will be done according to prearranged instructions issued by Commander, AR-PERSCOM.

2-4. Training and vacancy requirements

- a. For unit and IRR/IMA soldiers, a company grade TPU vacancy is required when applying for OCS.
- b. OCS graduates returning to a USAR unit have a training requirement. They must satisfactorily participate in reserve duty training as an assigned member of a TPU of the Selected Reserve.
- c. Female applicants may not apply for OCS based on a unit vacancy that is not authorized assignment of female soldiers due to limitations or restrictions established by AR 611-101 or other policy as established by Headquarters, Department of the Army (HQDA).

2-5. Test requirements

The applicant must—

- a. Achieve a general technical aptitude test (GT) score of 110 or higher on the Armed Services Aptitude Battery (ASVAB). If the GT score is a retest, the last test score will be the score of record.
- b. Obtain a qualifying score on the Scholastic Assessment Test (SAT) (850 or higher) or the American College Test (ACT) (19 or higher) administered by a local installation education center. The SAT and ACT are not required for applicants with a baccalaureate or higher degree from an accredited university or college. A copy of the degree certificate and transcripts must be submitted with the application. The SAT or ACT scores must be dated within the past six years.
- c. Achieve a score of 80 or higher on the English comprehension level test (ECLT) if the applicant's primary language is other than English.

2-6. Service requirements

Applicants must have sufficient time remaining in their current term of service to complete OCS. If expiration of term of service occurs before graduation, the applicant must—

- a. Be processed for an extension of the current enlistment agreement (AR 140-111, table 3-1, rule B).
- b. Be processed for immediate reenlistment (AR 140-111, chap 5) if not eligible for extension.

Section II

Waiver Authority and Procedures

2-7. Waiver approval authority

Eligibility requirements in this regulation are the minimum needed for a person to pursue an officer candidate course. Where authorized in table 2-1, soldiers may initiate requests for waiver when applying. The appropriate chain of command will review the waiver request and send recommendations and comments with the application and supporting papers to the following offices:

- a. Maximum age waiver request will be forwarded to Commander, AR-PERSCOM for direction and final waiver approval from U.S. Total Army Personnel Command.
- b. Medical requirements waivers (See para 2-9 and table 2-1, rule E.) will be forwarded through the RSC to Commander, AR-PERSCOM for TPU soldiers and directly to AR-PERSCOM for IMA or IRR soldiers.
- c. Commander, PERSCOM has authority to waive maximum age and civil conviction or adverse juvenile adjudication by any military or civil court. (See para 2-10.) These waiver requests will be directed to Cdr, PERSCOM (TAPC-OPT-LR), 1 Reserve Way, St. Louis, MO 63132-5200.

2-8. Age requirements

- a. The applicant must be at least 18 years of age and less than 30 years of age at the time of enrollment.
- b. Waiver of age up to 32 years and 6 months at the time of commissioning may be considered only when the applicant is singularly outstanding. He or she must possess skills and qualifications in a technical specialty for which there is a specific need. A complete statement of the unusual skills or technical qualifications will accompany the request for waiver. The request for waiver will be sent through channels to the final approval authority and will include the following information:
 - (1) Current duty assignment and primary and secondary military occupational specialties (MOSs).
 - (2) A summary of main civilian employment (if any).
 - (3) A summary of special educational qualifications.
 - (4) Reasons for being considered unusually outstanding.
 - (5) An estimate of the applicant's physical condition and ability to perform duty under combat conditions.
 - (6) A summary of military and civilian experience in positions requiring leadership abilities and skills.

2-9. Medical requirements

- a. To enter OCS, applicants must—
 - (1) Get a medical examination for appointment (including an HIV screening test not older than 1 year).
 - (2) Meet the procurement medical fitness standards in AR 40-501, chapters 2 and 7 (with the exception of the height and weight limitations contained in chapter 2).
 - (3) Meet the height and weight standards of AR 600-9 (including body fat limitations).

- (4) Have a physical profile serial of at least 222221.
 - (5) Have DNA on file with DEERS or provide a DNA specimen sample.
- b. Applicants must have completed a medical examination for appointment within 1 year preceding the scheduled OCS class report date. If required, the unit commander/personnel manager, AR-PERSCOM, will arrange for an examination at a facility nearest the applicant's home. All medical examinations are recorded on SF 88 (Report of Medical Examination) and SF 93 (Report of Medical History).
 - c. The medical examination will be reviewed by the local commander of the medical examining facility or the senior designated Medical Corps representative.
 - d. If the applicant is considered medically qualified, the SF 88 and SF 93 will be retained in the applicant's medical records. The soldier must be qualified to participate in OCS training and later commissioning. The applicant's commander or personnel officer will be notified of the soldier's medical qualification for OCS.
 - e. If the applicant does not meet the prescribed medical fitness standards, the following procedures will apply:
 - (1) The reviewing Medical Corps officer will provide a recommendation for or against a waiver of the medical disqualification. This recommendation will be placed in the notes section on the first page of SF 88. The signature/signature block of the Medical Corps officer will be inserted under the recommendation.
 - (2) The SF 88 will be sent to the Regional Support Command (RSC) commander for a waiver decision. This decision will be based on the degree of disqualification and the recommendation of the RSC Command Surgeon. IRR and IMA soldiers waiver decisions will be sent to the Command Surgeon, AR-PERSCOM.
 - (3) Only questionable or controversial cases will be sent to the U.S. Army Medical Command (USAMEDCOM) for a determination. The medical examining facility may send such cases to Cdr, USAMEDCOM (MCHO-CL), Fort Sam Houston, TX 78234-6000. The CG, USAMEDCOM will make a determination and return the SF 88 to the examining facility. The report and recommendation will then be sent to the appropriate RSC (or Cdr, AR-PERSCOM for IRR and IMA soldiers) for final action.
 - f. If the applicant is medically disqualified and a waiver is granted, the approval authority will—
 - (1) Indicate that a waiver is approved in the notes section on the first page of SF 88.
 - (2) Sign item 82 on the second page of SF 88.
 - (3) Place SF 88 in the applicant's medical records.
 - (4) Immediately send the applicant's medical records to his or her commander or personnel officer.
 - g. If the applicant is medically disqualified and a waiver is not granted, the approval authority will return the OCS application packet to the soldier. The reasons for disapproval of the waiver will be included with the OCS application.

2-10. Military or civilian court conviction and juvenile offenses

Officer Candidate School graduates will be officers and leaders in the United States Army. Accordingly, their past conduct as well as present and future potential must be considered when making selections for OCS training. The many and varied positions that an officer may fill, both at home and abroad, require very high personal integrity and moral character.

- a. OCS applicants must list all convictions by civil or military courts and adverse juvenile adjudication. They may omit traffic violations involving a fine or forfeiture of \$250 or less. Before being selected for OCS, a waiver must be obtained for all offenses listed. The applicant must initiate a request to waive a conviction or adverse juvenile adjudication by any military or civil court. The applicant will sign the request and submit it in affidavit form. The request must include evidence citing the offense, the court action, and the judgment made.
- b. Before granting a waiver, Commander, PERSCOM must—
 - (1) Determine that the personal conduct and character of the soldier are, at the time the waiver is being considered, above question. Also, the soldier's conduct, since the offense, must demonstrate the ability to be a good citizen.
 - (2) Determine that the potential value of the soldier's service as an officer warrants acceptance.

2-11. Adverse juvenile adjudication

- a. Adverse juvenile adjudication is a determination by a judge or a jury in juvenile court proceedings. It means the juvenile was guilty of (or committed) the acts alleged in a petition or complaint. The determination was based on the merits of the case, the juvenile's admission of guilt, or a plea of guilty. Furthermore, the recording of such determination is in the court records. This is true whether sentence was imposed, withheld, or suspended and applies even if subsequent proceedings on the same case delete an initial determination of guilt from court records based upon evidence of rehabilitation or a satisfactory period of probation or supervision. Such subsequent proceedings merely recognize rehabilitation. They do not alter the fact that the juvenile committed the act for which he or she was adjudicated. Examples of such "subsequent proceedings" used in juvenile courts in the United States are—
 - (1) Expungement.
 - (2) Record sealing.
 - (3) Reopening a case to change the original finding of guilty or delinquency or the plea of guilty or admission of the truth of the allegations in the petition to guilty and dismissal of the original petition.
 - (4) Setting aside the adjudication of delinquency.
- b. Adverse adjudication includes adjudication as a juvenile delinquent, wayward minor, and youthful offender. It also includes a delinquent child, juvenile offender, and a declaration of the juvenile as a ward of the court. The adjudication of a juvenile as dependent, neglected, or abandoned is not included.

Chapter 3 Processing and Submitting Applications

Section I Application

3-1. Application procedures

- a. *Preparation and submission.* Soldiers who meet the eligibility requirements of chapter 2 may initiate applications for OCS. Guidance for OCS application is as follows:
 - (1) *TPU soldiers.* Company or unit commanders will assist unit soldiers in preparing applications and allied papers. Applications will be submitted through command channels to the appropriate RSC. (See fig 3-1.)
 - (2) *IRR and IMA soldiers.* Personnel Management Support Division at AR-PERSCOM will assist IRR and IMA soldiers in preparing and submitting OCS applications. Soldiers may either write or call for assistance. Necessary forms and instructions may be obtained from Cdr, AR-PERSCOM (ARPC-OPS-R), 1 Reserve Way, St. Louis, MO 63132-5200. On receipt of a request, AR-PERSCOM will screen the applicant's file to determine eligibility. If eligible, the appropriate forms will be mailed to the soldier for completion and return to the above address. (See fig 3-2.) All applicants must obtain and forward a unit vacancy statement with their applications. IMA soldiers will obtain and return proponent agency approval with the OCS application forms. Ineligible soldiers will be advised by mail of specific disqualifiers.

OFFICE SYMBOL (MARKS NUMBER) DATE

MEMORANDUM THRU (Command Channels)

MEMORANDUM FOR (Appropriate RSC)

SUBJECT: Application for Officer Candidate School (applicant's last name, first name and middle initial, and social security number)

1. Enclosed is the officer Candidate School (OCS) application submitted by (applicant's grade, name, and social security number), a member of this command, with related documents required by AR 140-50.

2. This soldier is applying for enrollment in the (specify one of the courses outlined in table 1-1).

3. I recommend (approval) (disapproval) of this application. (If disapproval is recommended, give reasons.)

a. I (would) (would not) want a person of this applicant's caliber to be an officer in my command on completing the officer candidate training.

b. The applicant (has) (has not) demonstrated military officer leadership potential.

c. The applicant (has) (has not) demonstrated the desire and determination to complete prescribed officer candidate training.

d. The applicant is on normal status and is immediately available for assignment to OCS, or will become available for assignment to OCS, on (date).

4. The current personnel situation in this command indicates that a company-grade-officer vacancy will exist for this applicant within 180 days after successful graduation from OCS (AR 135-100), as follows:

Table of Organization and Equipment or Table of Distribution and Allowances...Date:...Vacancy:....Paragraph....Line Number..

5. Applicant has a Secret security clearance awarded (date) by (command granting the clearance).

Encl

SIGNATURE BLOCK of
commanding officer

Figure 3-1. Sample format of unit commander's memo

OFFICE SYMBOL (MARKS NUMBER) DATE

MEMORANDUM THRU Commander, U.S. Army Reserve Personnel Command

MEMORANDUM FOR (Convening authority, installation OCS interview board)

SUBJECT: Application for Officer Candidate School (applicant's last name, first name and middle initial, and social security number)

1. Enclosed is the Officer Candidate School (OCS) application submitted by (applicant's grade, name, and social security number), with related documents as required by AR 140-50. This soldier is currently assigned to the Individual Ready Reserve (IRR) or the Individual Mobilization Augmentation (IMA).
2. The soldier is applying for enrollment in the Officer Candidate School at Fort Benning, GA.
3. I recommend (approval) (disapproval) of this application. (If disapproval is recommended, give reasons).
 - a. I (would) (would not) want a person of this applicant's caliber to be an officer in my command on completing the officer candidate training.
 - b. The applicant (has) (has not) demonstrated military officer leadership potential.
 - c. The applicant (has) (has not) demonstrated the desire and determination to complete prescribed officer candidate training.
 - d. The applicant will be available for order to active duty for training and will report to Fort Benning on or after (date).
4. Enclosed is a letter of acceptance with a company grade position vacancy by paragraph and line number for (applicant).
5. Applicant has a SECRET security clearance awarded (date) by (command granting the clearance).

FOR THE COMMANDER:

Encl

SIGNATURE BLOCK

Director, (Office of Personnel
Management, Directorate for Warrant
Officer Applicants) or (Enlisted Personnel
Management,
Directorate for Enlisted
Applicants) United States Army
Reserve Personnel Center

Figure 3-2. Sample format of Commander, AR-PERSCOM forwarding memo

b. *Documents required.* Applicants will submit DA Form 61, in triplicate, along with the following documents:

- (1) Documentary evidence of birth or statement of citizenship.
- (2) Transcripts or certificates bearing the official stamp or seal of the institution verifying educational requirements per table 2-1, rule D.
- (3) SAT or ACT results notarized or certified as true copy by a local military education center dated within the past 6 years.
- (4) No more than three letters of recommendation.
- (5) A current, official photograph, in uniform, taken as prescribed in AR 640-30.
- (6) A copy of SF 88 and SF 93 along with evidence of HIV testing as outlined in paragraph 2-9a.
- (7) Commander's unit vacancy statement and security clearance statement from unit security officer for TPU soldiers. IMA/IRR security statement provided by the personnel manager, AR-PERSCOM.
- (8) Affidavits requesting waiver, if applicable.
- (9) DA Form 705, APFT scorecard, dated, signed, and witnessed by unit commander no more than 2 months prior to interview board.
- (10) DA Form 2 (Personnel Qualification Record-Part I) and DA Form 2-1 (Personnel Qualification Record-Part II), with evidence of GT score of at least 110.
- (11) DA Form 3574 (Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101, as Applicable Individuals Without Prior Service) or DA Form 3575 (Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101, as Applicable Individuals Without a Statutory Service Obligation).

c. *Branch preferences.*

- (1) Each soldier will select three branches and list them in order of preference on DA Form 61. One of the choices must be for the branch unit vacancy that exists. The applicant must also agree, in a signed statement, to accept a commission in any branch as determined by the Department of the Army.
- (2) Female applicants must refer to AR 611-101 for current restrictions on specialty codes, specialty skill identifiers, or additional skill identifiers that may not be awarded to women, and the types of units in which women may not serve.

3-2. Required actions

a. *Company or unit commanders.* Company or unit commanders of TPU soldiers will process and submit applications according to the procedures outlined in paragraph 3-1, appendix B, and figure 3-1.

- b. *Intermediate command/agency.* Intermediate commands in the chain between the submitting headquarters and the approval authority will promptly review applications. They will ensure the applications are correct and complete before recommending approval or disapproval and endorsing on to the next higher headquarters. When disapproval is recommended, the reason will be given.
- c. *Commander, RSC and Commander, AR-PERSCOM will—*
 - (1) Carefully review all documents on receipt of an OCS application packet.
 - (2) Ensure all required forms are properly completed and the applicant meets the requirements of this regulation.
 - (3) Arrange for the applicant to appear before the nearest OCS interview board (AR 351-5). An installation OCS interview board may not be conveniently located or available. In this case, the RSC commander will appoint an OCS interview board, using the guidelines in AR 351-5.
 - (4) Forward the completed OCS application packet to the appropriate OCS interview board.
 - (5) Issue orders, when necessary, directing the applicant to appear before the OCS interview board.

Section II Selection

3-3. OCS interview board

- a. The OCS interview board will follow the guidance in AR 351-5, Officer Candidate School, paragraph 1-6, OCS structured interview, and be familiar with DA PAM 611-5.
- b. When the board completes its action, it will return the documents in (1) through (3) below to the RSC if the applicant belongs to a TPU. If the applicant is an IRR or IMA soldier, the documents listed in (1) through (3) below will be returned to Cdr, AR-PERSCOM (ARPC-OPT-L), 1 Reserve Way, St. Louis, MO 63132-5200.
 - (1) Two copies of the order appointing the board.
 - (2) DA Form 6285 (Interview Plan #2) answer sheets with attached notes. Instructions for conducting and recording results of the interview are in DA Pam 611-5.
 - (3) OCS application packets.

3-4. Processing applications selected by the board

- a. On receipt of the application packet and allied papers from the interview board, Commander, RSC or Commander, AR-PERSCOM will—
 - (1) Review the application and related papers for completeness and accuracy, including signatures, and make necessary corrections.
 - (2) Have the interview forms (OLB-1) scored as required.
 - (3) Check security clearance. Applicant must have a secret security clearance. Mechanically reproduced copies of DA Form 873 (Certificate of Clearance and/or Security Determination) are not acceptable as verification.
 - (4) Forward recommended applications to Cdr, AR-PERSCOM (ARPC-OPS-R(OCS)), 1 Reserve Way, St. Louis, MO 63132-5200.
 - (5) Return, through their chain of command, the applications of soldiers who were not recommended.

- b. AR-PERSCOM will review and identify applicants for OCS and OCRC at Fort Benning, GA, and assign quotas according to AR 350-10 and OCAR instructions. If the applicant requested a State ARNG OCS, the application will be reviewed by AR-PERSCOM and returned to the RSC for processing and attendance at State ARNG OCS based upon the quotas approved by the State Adjutants General (See para 1-7b.) and in accordance with HQDA published guidance.

3-5. Actions on notification of selection

- a. When notified of an applicant's selection for OCS, the unit commander or Commander, AR-PERSCOM (for IRR and IMA) will—
 - (1) Ensure, if possible, that the selectee has occupied a responsible position that offers leadership skills and experience before enrolling in OCS. Examples of approved leadership positions are—
 - (a) squad leader.
 - (b) section leader.
 - (c) platoon sergeant.
 - (d) first sergeant.
 - (2) Slot TPU soldiers on the unit manning report (UMR) in the vacant position of OCS.
 - (3) Inform selected soldiers scheduled to enter on ADT of their personal financial requirements on arrival at OCS.
 - (4) Ensure that selectees have the required clothing when arriving at OCS.
 - (5) Promote soldiers in pay grades below E5 to pay grade E5 effective on the starting date of the OCS class (AR 140-158) and ensure that selected soldiers have sufficient service time remaining to complete the course.
 - (6). Review the military personnel records jacket (MPRJ) to ensure proper assembly and current entries. If required, the MPRJ will be sent by the unit or hand-carried by the soldier to the State ARNG OCS Academy.
- b. RSC will contact the State ARNG OCS Academy for those applicants selected to attend the ARNG OCS program to arrange for enrollment. For those applicants selected to attend the OCS program at Fort Benning, the RSC will notify the Commandant at Army OCS Academy, Fort Benning, GA.

3-6. Selectee acknowledgment

- a. Each applicant will acknowledge receiving an OCS notice of selection by sending a written statement to Cdr, AR-PERSCOM (ARPC-OPT-L), 1 Reserve Way, St. Louis, MO 63132-5200. It will say that he or she—
 - (1) Will attend the school for which selected.
 - (2) Intends to complete the course and, upon successful completion, will accept appointment as a Reserve second lieutenant, if tendered.
 - (3) Will accept assignment to a USAR TPU.
 - (4) Will not attend and will comply with paragraph 3-10 withdrawal procedures.
- b. The statement of acknowledgment will be combined with the records sent to the commandant of the school conducting the OCS course. (See para 3-8b(2).)

3-7. Orders

- a. Applicants selected for OCS at Fort Benning, GA, will be ordered to ADT for the period required to complete the course, plus necessary travel time.
- b. USAR candidates selected for State ARNG OCS will be ordered to ADT or AT as required by the State OCS.
- c. Assistance will be given to prospective applicants in obtaining leaves of absence from their civilian jobs to attend ADT.

3-8. Disposition of selectee's records

Commander, RSC or Commander, AR-PERSCOM will dispose of the records of selected applicants as follows:

- a. Extract the documents in (1) through (6) below from the applicant's packet and send them to the custodian of the applicant's records. The custodian will maintain a file on each OCS candidate. The file will be marked, "Assigned to (indicate school) Officer Candidate School Class (indicate class number)."
 - (1) One copy of DA Form 61.
 - (2) Board interviews (OLB-1, answer sheets).
 - (3) Board's statement of qualifications prepared according to AR 351-5.
 - (4) Reproduced copy of DA Form 2.
 - (5) Reproduced copy of DA Form 2-1.
 - (6) One copy of the ADT orders, if applicable.
- b. Assemble the following documents, and send them to the appropriate school commandant:
 - (1) Application packet (less the documents extracted in a above).
 - (2) Applicant's statement of acknowledgment with any attached documents. (See para 3-6.)
 - (3) Promotion orders, if applicable.
 - (4) ADT orders, if applicable.

Section III

Nonselection and Withdrawal

3-9. Nonselection

The following procedures apply to applicants who fail to meet the eligibility requirements of table 2-1. The procedures also apply to applicants who are not selected by the interview board:

- a. Commander, RSC or Commander, AR-PERSCOM will prepare a letter of nonselection. It will be sent with the application packet through command channels to the custodian of the soldier's personnel records.
- b. The custodian will—
 - (1) Send the letter of nonselection to the soldier.
 - (2) Return all personal documents to the soldier. For example, evidence of birth and school transcripts that were used to establish the application packet.
 - (3) Enter in item 4, DA Form 2-1, the remarks provided in AR 600-8-104, table 5-2.

- (4) Maintain a file containing the application packet for 1 year and then destroy the file (DA PAM 611-5). The file will be marked, "Non-selected for or withdrawn from Officer Candidate School (indicate date)."

3-10. Withdrawal

The applicant may change his or her mind and withdraw from OCS at any time during the selection process. If that occurs, an interview and counseling session will be conducted by that soldier's unit commander. IRR or IMA applicants may have the interview conducted by telephone. The reason for withdrawal will be determined. Unless the reason can be resolved, the soldier will be permitted to withdraw. The following actions will then be required:

- a. The soldier will sign a Withdrawal Agreement (See fig 3-3.) indicating the specific reasons justifying the withdrawal. The soldier's unit commander or Commander, AR-PERSCOM will certify the statement. It will then be combined with the packet or documents generated as a result of the application.
- b. The withdrawal will be reported immediately by electronic message. The message will report the soldier's name, social security number, and the reason for withdrawal. The message will be distributed as follows:
 - (1) If the soldier was applying for OCS at Fort Benning, GA, the message will be sent to Cdr, Third Battalion, 11th Infantry Regiment, OCS (ATSH-TPC), Fort Benning, GA 31905 and Cdr, AR-PERSCOM (ARPC-OPS), 1 Reserve Way, St. Louis, MO 63132-5200.
 - (2) If the soldier was applying for ARNG OCS, the message will be sent to the State Adjutant General or school commandant, as appropriate, and Cdr, AR-PERSCOM (ARPC-OPT-L), 1 Reserve Way, St. Louis, MO 63132-5200.
- c. The custodian of the soldier's personnel records will dispose of the application packet in the same manner as for soldiers who are not selected. (See para 3-9b(2) through (4).)
- d. All reassignment restrictions will be deleted from the soldier's DA Form 2-1.
- e. The soldier will not be permitted to reapply for OCS training for at least 6 months after the date of withdrawal.

Withdrawal of Officer Candidate School Application

MEMORANDUM THRU (Command Channels)

FOR (Appropriate RSC or AR-PERSCOM)

SUBJECT: Withdrawal of Officer Candidate School Application

1. I, (applicant's name) withdraw my application for Officer Candidate School for the following reasons:

(Explain reasons for withdrawal in detail.)

2. I have been counseled by the undersigned (unit commander for TPU soldiers or personnel management noncommissioned officer at AR-PERSCOM for IRR and IMA soldiers) concerning my decision to withdraw, and I persist in this decision. I understand that on withdrawal I will not be allowed to reapply for OCS training for at least 6 months and that I will be required to serve the remainder of my U.S. Army Reserve enlistment agreement.

3. I further understand that if I waived my enlistment commitment to attend OCS, it may not be reinstated.

(applicant's signature)

(counseling official)

Figure 3-3. Withdrawal agreement

Chapter 4

Procedures for Schools Conducting Officer Candidate Courses

4-1. Record review on arrival at OCS

- a. When a candidate arrives at OCS, his or her records, including the MPRJ and applicant packet, will be reviewed by the school commandant.
- b. If required documents or entries are missing, the commandant will contact the following responsible commands by telephone or electronic message:
 - (1) The RSC, if the candidate is a TPU soldier.
 - (2) Commander, AR-PERSCOM (OPL-F), if the candidate is an IRR or IMA soldier.
- c. If the required documents or data cannot be obtained, the commandant must decide if the candidate will be enrolled in OCS or returned to the command to which he or she is assigned.
- d. If the statement of acknowledgment (See para 3-6a.) is missing or incomplete, the candidate will be allowed to complete one. The soldier will be advised of the following:

- (1) Refusing to complete a statement or to produce one previously completed will preclude enrollment. The soldier will then be directed to return to the TPU, IRR, or IMA control group to which he or she was assigned when selected for OCS.
 - (2) If the soldier is returned, the balance of the ADT orders will be revoked by Commander, RSC or Commander, AR-PERSCOM.
- e. A candidate cannot be enrolled in OCS without a secret security clearance. (See table 2-1, rule H.) The records must contain an original DA Form 873 verifying security clearance status. If such verification is missing and cannot be obtained, enrollment will be denied and the soldier will be returned to the command to which he or she was assigned when selected for OCS.

4-2. Authorized insignia

Wearing OCS insignia is governed by AR 670-1. All insignia of grade will be removed from the candidate's clothing. The status of all students is equal.

4-3. Relief and retention of candidates

- a. Candidates attending OCS who fail to demonstrate fitness for commissioned status will be relieved. School commandants (State Adjutants General for ARNG OCS), or their designated representatives, have relief authority. Each candidate's potential performance as a commissioned officer will be fully evaluated before relief. (See AR 351-5, para 5-13.)
- b. School commandants or their designated representatives will relieve candidates for the following reasons:
 - (1) Disciplinary problems.
 - (2) Deficiencies in leadership.
 - (3) Security issues.
 - (4) Lack of motivation.
 - (5) Falsification or omission of facts on applications.
 - (6) Lack of adaptability.
 - (7) Honor code violations.
 - (8) Misconduct.
 - (9) Academic deficiencies.
 - (10) Disqualifying physical defects.
 - (11) Physical deficiency.
 - (12) Compassionate or hardship determinations.
 - (13) Personal reasons. The school commandant or a designated representative will evaluate a candidate's request for relief for personal reasons. Soldiers resigning without sufficient justification will be relieved for "lack of motivation." Sufficient justification will be determined by the school commandant or his/her designated representative.
- c. School commandants will establish procedures for officer candidates to appeal a relief determination. This applies to candidates who have been relieved for one or more of the reasons listed in b(1) through (11) above. However, AR 15-6 will not apply.

- d. Some candidates may fail to complete a course through no fault of their own. Others may fail but their records show that they may reasonably overcome their deficiencies by enrolling in a later class. These candidates may be retained by the commandant for the next class if the candidate agrees.
- e. When a candidate is retained for a later OCS class at Fort Benning, GA, before the ADT period expires, the school commandant will—
 - (1) Obtain a written request for the candidate to be continued on ADT for a sufficient period to complete the required training.
 - (2) Notify the unit commander or Commander, AR-PERSCOM, as appropriate, of the change in schedule.
 - (3) Request an amendment order (AR 600-8-105) to cover the additional period.

4-4. DD Form 785

The commandant will prepare DD Form 785 (Record of Disenrollment from Officer Candidate-Type Training) for each candidate disenrolled from OCS. This includes candidates who complete the course but are not commissioned. The completed form will be retained at the school for 5 years after disenrollment. It will then be disposed of according to AR 25-400-2. If Commander, RSC or Commander, AR-PERSCOM receives any requests for information on disenrolled candidates from other branches of the Armed Forces, the requests will be sent to the appropriate commandant of the OCS. The commandant will send a copy of DD Form 785 to the service as requested.

4-5. Medical examination for appointment

- a. A medical examination is required within 1 year of appointment.
- b. The medical examination completed for entry into OCS (See table 2-1, rule E.) will be used to determine the candidate's qualification for commission at graduation, provided the examination is within 1 year of the date of appointment.

4-6. Discharge from enlisted or warrant officer status

- a. At least 10 days before each class graduates, school commandants will notify the appropriate Commander, RSC or Commander, AR-PERSCOM, of the expected graduation date of candidates.
- b. Commander, RSC or Commander, AR-PERSCOM, will discharge graduates from their enlisted or WO status. The discharge will be effective the day before the date of graduation. Records and allied papers of graduates will be closed.
- c. Discharge procedures are covered in AR 135-175 for WOs and in AR 135-178 for enlisted personnel.

4-7. Appointments

- a. Commander, PERSCOM will—
 - (1) Tender USAR appointments as second lieutenants to all successful graduates by direction of the President of the United States.
 - (2) Issue DD Form 1A (Officer's Commission) for these appointments on receipt of properly executed oaths of office.
- b. Memorandum of Appointment (AR 135-100, fig 2-2) will be issued and dated as of the date the member graduates. The appointment memorandum prepared after the graduation date will have the same date as the appointment. Retroactive appointments are not authorized. All appointments will be for an indefinite term of service.

4-8. Branch assignments

- a. Graduates will be appointed to the USAR branch that corresponds to the unit vacancy for which they are selected. They may also be branched as selected by PERSCOM based on quotas authorized for commissioning by HQDA.
- b. In electing branch assignments, PERSCOM will consider—
 - (1) Needs of the service.
 - (2) USAR unit of assignment on return to home station.
 - (3) Initial branch preference as shown on DA Form 61.
 - (4) Prior experience.
 - (5) Educational background.
 - (6) Performance during the course.
 - (7) Limitations or restrictions established by AR 611-101 or other policy as established by HQDA as pertains to female members.

4-9. Officer Basic Course requirements

OCS graduates must complete the Officer Basic Course within 36 months as cited in AR 140-10, paragraph 7-5. Failure to complete this specialty training for a duty assignment is reason for removal action.

4-10. Separation from active duty for training

OCS Fort Benning, GA graduates scheduled for return to their home units and relief from ADT will be out-processed. This includes issuance of DD Form 214 (Certificate of Release or Discharge from Active Duty) per AR 635-5 and AR 635-10.

4-11. Assignment to Military Intelligence Branch

To be commissioned in the Military Intelligence Branch, graduates must have a favorable security determination. Commander, U.S. Army Central Personnel Security Clearance Facility (CCF) establishes eligibility for access to sensitive compartmented information. It is based on the results of a completed Single Scope Background Investigation (SSBI). An SSBI is processed per AR 135-382 and AR 380-67.

- a. As soon as possible, but no later than the eighth week of OCS, Fort Benning, GA, the commandant will—
 - (1) Identify each candidate requesting USAR commission in the Military Intelligence Branch upon graduation.
 - (2) Ensure that the candidate meets the requirements and qualifications per to AR 135-382.
 - (3) Initiate a request for an SSBI directly to the Defense Investigative Service.
 - (4) Indicate that the candidate is attending OCS as required by this regulation.
 - (5) Specify that the candidate will be appointed to the Military Intelligence Branch on graduation, if otherwise qualified.
 - (6) Prepare a memorandum with a current SF 86 (Questionnaire for National Security Positions) if the candidate has had a favorable SSBI within the last 5 years.
- b. The commandant will send these documents to Cdr, CCF (PCCF-ZA), Fort George G. Meade, MD 20755-5250. The memorandum will request a security acceptance determination based on review of the current SF 86 and the last SSBI.

- c. Final security determination may take up to 6 months depending upon the current investigative backlog and the complexity of the case. The following procedures will apply:
 - (1) Commander, CCF, will notify the school commandant of the security acceptability of a candidate for a USAR commission in the Military Intelligence Branch. This will be done as soon as possible.
 - (2) The school commandant will contact CCF for a status check and possibly an interim determination. This must be done if the security acceptance determination has not been received within 30 days of graduation.

4-12. Disposition of documents or records

Disposition instructions for documents and records of all OCS graduates are as follows:

- a. *Memorandum of Appointment*. Enter date of transaction in the upper right corner. Disposition: Insert in officer's MPRJ.
- b. *Original DA Form 61*. Must include all signatures and documentary evidence of birth or citizenship and education. Disposition: File in officer's personnel records per AR 600-8-104.
- c. *Copy of SF 88*. Disposition: Insert in officer's medical records file and provide one copy for the packet indicated in item i below.
- d. *Copy of SF 93*. Disposition: Insert in officer's medical records file.
- e. *Copy of ADT, assignment or reassignment orders, as appropriate*. Disposition: Insert in officer's MPRJ and provide one copy for the packet indicated in item i below.
- f. *DA Form 2 and DA Form 2-1*. Must contain appropriate entries according to AR 600-8-104. Disposition: Insert in officer's MPRJ.
- g. *Class records and rosters included for personnel research*. Disposition: Retain and mark, "For U.S. Army Research Institute for the Behavioral and Social Sciences, 5010 Duke Street, Alexandria, VA 22314." Disposition: Per AR 25-400-2.
- h. *MPRJ*. Disposition:
 - (1) For officers assigned to troop program units, forward MPRJ to the appropriate RSC.
 - (2) For IRR or IMA soldiers, forward MPRJ and the packet required by i below to the address shown in i below.
- i. *Original DA Form 71 (Oath of Office—Military Personnel)*. Assemble as one packet together with one copy each of documents indicated in paragraphs c and e above. Disposition: Forward to Cdr, PERSCOM (TAPC-OPD-R), 1 Reserve Way, St. Louis, MO 63132-5200. This packet will be included in the officer's official military personnel file (OMPF).

4-13. Disposition of candidates not commissioned

- a. School commandants may issue appropriate certificates of proficiency to those officer candidates who honorably and successfully complete—
 - (1) The prescribed OCS course, but fail to be appointed and commissioned as second lieutenants.
 - (2) Only a part of the OCS course and are not commissioned as second lieutenants.

- b. The school commandant will request disposition instructions for WOs and enlisted personnel who fail to graduate. The request will be sent by priority message to Commander, RSC or Commander, AR-PERSCOM. The school commandant will—
 - (1) Return the application packet and related papers to the candidate failing to graduate.
 - (2) Return the soldier's MPRJ to Commander, RSC or Commander, AR-PERSCOM, as appropriate.
- c. Candidates promoted to pay grade E5 on enrollment in OCS who fail to successfully complete the course will be considered for grade reduction (AR 140-158). Reduction authority rests with the authority that promoted the soldier on enrollment.
- d. If the soldier was ordered to ADT at Fort Benning, GA, separation processing will be accomplished per AR 635-5 and AR 635-10.

Appendix A References

Section I Required Publications

AR 40-501

Standards of Medical Fitness (Cited in para 2-9a(2) and table 2-1 E.)

AR 140-50

Army Reserve: Officer Candidate Schools (Cited in fig 3-1 and fig 3-2.)

AR 350-10

Management of Army Individual Training Requirements and Resources (MAITRR) (Cited in paras 1-7 and 3-4d.)

AR 351-5

United States Army Officer Candidate Schools (Cited in paras 2-7, 3-2c(3), 3-3a, 3-8a(3), and 4-3a.)

AR 600-9

The Army Weight Control Program (Cited in para 2-9a(3) and table 2-1 F.)

DA Pam 611-5

Structured Interview (SI): Interviewer's Guide (Cited in paras 3-3, and 3-9b(4))

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 135-100

Appointment of Commissioned and Warrant Officers of the Army.(Cited in para 4-7b and fig 3-1.)

AR 135-7

Army National Guard and Army Reserve Incentive Programs (Cited in para 1-9d.)

AR 135-175

Separation of Officers (Cited in para 4-6c.)

AR 135-178

Separation of Enlisted Personnel (Cited in paras 2-2h, 4-6c.)

AR 135-382

Reserve Component Military Intelligence Units and Personnel. (Cited in para 4-11a(2).)

AR 15-6

Procedure for Investigating Officers and Boards of Officers (Cited in para 4-3c.)

AR 140-10

Army Reserve: Assignments, Attachments, Details, and Transfers. (Cited in para 4-9.)

AR 140-111

U.S. Army Reserve Reenlistment Program (Cited in paras 2-2f and 2-6a and b.)

AR 140-158

Enlisted Personnel Classification, Promotion and Reduction (Cited in paras 3-5e and 4-13c.)

AR 145-1

Reserve Officers' Training Corps Program: Organization, Administration, and Training (Cited in para 2-1*b*.)

AR 25-400-2

The Modern Army Record Keeping System (MARKS) (Cited in para 4-4.)

AR 380-67

The Department of the Army Personnel Security Program (Cited in para 4-11.)

AR 600-8-2

Suspension of Favorable Personnel Actions (Flags) (Cited in para 2-2*d*.)

AR 600-8-104

Military Personnel Information Management/Records (Cited in paras 3-9*b*(3) and 4-12*f*.)

AR 600-8-105

Military Orders (Cited in para 4-3*e*(2).)

AR 601-280

Army Retention Program (Cited in para 2-2*f*.)

AR 604-10

Military Personnel Security Program (Cited in para 2-2*b*.)

AR 611-101

Commissioned Officer Classification System (Cited in para 3-1*c*(2).)

AR 635-5

Separation Documents. (Cited in paras 4-10 and 4-13*d*.)

AR 635-10

Processing Personnel for Separation (Cited in paras 4-10 and 4-13*d*.)

AR 635-200

Enlisted Personnel. (Cited in para 2-2*h*.)

AR 640-30

Photographs for Military Personnel Files (Cited in para 3-1*b*(5).)

AR 670-1

Wear and Appearance of Army Uniforms and Insignia (Cited in para 4-2.)

FM 21-20

Physical Fitness Training (Cited in para 2-3 and table 2-1 G.)

NGR 351-5

Officer Candidate Training

Section III

Prescribed Forms

DD Form 785

Record of Disenrollment From Officer Candidate-Type Training (Cited in para 4-4.)

Section IV

Referenced Forms

DA Form 2

Personnel Qualification Record—Part I

DA Form 2-1

Personnel Qualification Record—Part II

DA Form 11-2

Management Control Evaluation Certification Statement

DA Form 61

Application for Appointment

DA Form 71

Oath of Office—Military Personnel

DA Form 705

Army Physical Fitness Test Scorecard

DA Form 873

Certificate of Clearance and/or Security Determination

DA Form 3574

Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100, or 135-101, as Applicable—Individuals Without Prior Service

DA Form 3575

Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100, or AR 135-101, as applicable—Individuals Without a Statutory Service Obligation

DA Form 6285

Interview Plan #2

DD Form 1A

Officers Commission

DD Form 214

Certificate of Release or Discharge from Active Duty

SF 86

Questionnaire for National Security Positions

SF 88

Report of Medical Examination

SF 93

Report of Medical History

Appendix B

Actions by Company or Similar Unit Commander

Action: 1

Requirement: Process the application as soon as possible after completion.

Action: 2

Requirement: Request DD Form 785 (Record of Disenrollment from Officer Candidate-Type Training) if applicant has been disenrolled from an officer candidate-type training course.

Action: 3

Requirement: Review the application to ensure the applicant—

- a. Is qualified under this regulation.
- b. Has adequate military leadership potential, motivation, and determination to complete prescribed training.
- c. Has the military aptitude desirable in an officer.

Action: 4

Requirement: Discuss the application and OCS program with the applicant personally. The member must be aware of the nature of OCS training and the responsibilities of a commissioned officer.

Action: 5

Requirement: Review DA Form 61 and allied papers for accuracy and completeness. Make any minor changes needed in the presence of the applicant. If further changes or additions are necessary, have the applicant make the changes before forwarding the application.

Action: 6

Requirement: Give the applicant additional responsibilities and opportunities for further development of leadership and physical conditioning.

Action: 7

Requirement: Record aptitude general technical (GT) and SAT or ACT scores under "Remarks" section on all copies of the DA Form 61.

Action: 8

Requirement: Arrange for medical examination required by Table 2-1, rule E.

Action: 9

Requirement: Give the APFT as required by paragraph 2-3.

Action: 10

Requirement: Assemble a packet containing the following completed forms and documents:

- a. DA Form 61, in triplicate.
- b. Documentary evidence of birth or statement of citizenship.
- c. Certification from an appropriate university or college verifying the educational requirements of table 2-1, rule D.
- d. Official college transcripts.
- e. Affidavits requesting waiver, if applicable.
- f. SAT or ACT results.
- g. Not more than three letters of recommendation (character references).
- h. A current, official photograph, in uniform, taken according to AR 640-30.
- i. DD Form 785, if applicable. (See action 2 above.)
- j. Original DA Form 705. (See para 2-3)
- k. Three copies of SF 88.
- l. A copy of SF 93.
- m. A copy of DA Form 2.
- n. A copy of DA Form 2-1.
- o. DA Form 3574 or 3575.

Action: 11

Requirement: Complete forwarding memorandum using the sample format shown in figure 3-1.

Action: 12

Requirement: Place the forwarding memorandum as the top document of the packet and send through channels to the Regional Support Command.

Appendix C**Actions by Commander, AR-PERSCOM****Action: 1**

Requirement: Obtain the applicant's military personnel records (OMPF and MPRJ).

Action: 2

Requirement: Process DA Form 61 as soon as possible after it has been received from the member. (See paras 3-1*b*(1) and 3-1*c*(1).)

Action: 3

Requirement: Request DD Form 785 if applicant has been disenrolled from an officer candidate-type training course.

Action: 4

Requirement: Review the member's personnel files and the application to ensure the applicant—

- a. Is qualified under this regulation.
- b. Has adequate military leadership potential, motivation, and determination to complete prescribed training.
- c. Has the military aptitude desirable in an officer.

Action: 5

Requirement: Ensure, either by telephone or correspondence, that the member is aware of the nature of OCS training and the responsibilities of a commissioned officer.

Action: 6

Requirement: Review DA Form 61 and allied papers for accuracy and completeness. If minor corrections or changes appear necessary, coordinate such changes with the applicant. If further changes or additions are needed, make them before forwarding the application.

Action: 7

Requirement: Record aptitude GT and SAT or ACT results under the "Remarks" section on all copies of the DA Form 61.

Action: 8

Requirement: Arrange for the member to take the medical examination required by table 2-1, rule E. This examination may be done at any military installation, military entrance processing station, or Reserve Component medical organization capable of conducting medical examinations.

Action: 9

Requirement: Coordinate with an appropriate area commander to arrange for the member to take the APFT (para 2-3). This also applies to members who will be photographed according to AR 640-30. (See Action 10g below.)

Action: 10

Requirement: Assemble a packet containing the following completed forms and documents:

- a. DA Form 61, in triplicate.
- b. Documentary evidence of birth or statement of citizenship.
- c. Certification from an appropriate university or college verifying the educational requirements of table 2-1, rule D.
- d. Official college transcripts.
- e. Correspondence or documents approving waiver request, if applicable.
- f. Not more than three letters of recommendation (character references).
- g. A current, official photograph, in uniform, taken according to AR 640-30. (See Action 9 above.)
- h. DD Form 785, if applicable. (See Action 3 above.)
- i. Original DA Form 705. (See para 2-3.)
- j. Three copies of the SF 88.
- k. A copy of SF 93.
- l. A copy of DA Form 2.
- m. A copy of DA Form 2-1.
- n. A copy of SAT or ACT results.
- o. DA Form 3574 or 3575.

Action: 11

Requirement: Coordinate with the appropriate Regional Support Command to determine information relative to OCS interview boards convened under AR 351-5.

Action: 12

Requirement: Complete a forwarding memorandum using the sample format shown in figure 3-2.

Action: 13

Requirement: Place the forwarding memorandum as the top document of the packet assembled in Action 10. Send the packet to the appropriate Regional Support Command according to the instructions in Action 11.

Appendix D

Management Control Evaluation Checklist

D-1. Function. The function covered by this checklist is application and selection for Officer Candidate School, Army Reserve (AR 140-50)

D-2. Purpose. The purpose of this checklist is to assist U.S. Army Reserve Personnel Command (AR-PERSCOM) and Regional Support Command (RSC) commanders in evaluating their key management controls. It is not intended to cover all controls.

D-3. Instructions. Answers must be based on actual testing of key management controls such as documents analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated once a year. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

D-4. Test Questions.

- a. Has a managerial review been conducted to ensure applicants meet the eligibility criteria prior to applications being forwarded to AR-PERSCOM/RSC?
- b. Is a follow-up or suspense procedure in place to ensure that missing documentation is obtained in sufficient time to allow the application to arrive at AR-PERSCOM by the application cut-off date?
- c. Is a random sample audit of 50 percent of finalized applications conducted for completeness and regulatory compliance with no more than 10 percent returned for correction?
- d. Are established procedures in place for notifying candidates who have been selected for OCS?

D-5. Comments. Help make this a better tool for evaluation management controls. Submit comments to Headquarters, Department of the Army (DAAR-PEP), 2400 Army Pentagon, Washington D.C. 20310-2400.

Glossary

Section I Abbreviations

ACB

Army classification battery

ACT

American college test

AD

active duty

ADL

active duty list

ADSW

active duty special work

ADT

active duty for training

AER

academic evaluation report

AFQT

Armed Forces qualification test

AFS

Federal service

AG

Adjutant General

AGR

Active Guard Reserve

AHS

Academy of Health Sciences

AIT

advanced individual training

AMEDD

Army Medical Department

APFT

Army physical fitness test

APL

Army promotion list

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

AR-PERSCOM

Army Reserve Personnel Command

ASVAB

Armed Services vocational aptitude battery

AT

annual training

AWOL

absent without leave

BASD

basic active service date

bde

brigade

BG

Brigadier General

BI

background investigation

BOAC

Branch Officer Advanced Course

BP

base pay

BPED

base pay entry date

br

branch

BT

basic training

CA

civil affairs

CAR

Chief, Army Reserve

CC

Cadet Command

CCF

central personnel security clearance facility

Cdr

commander

CDT

cadet

CG

commanding general

CH
chaplain

CL
clerical aptitude area

CMF
career management field

CNGB
Chief, National Guard Bureau

COL
colonel

CON
control

CONUS
continental United States

CPL
corporal

CPT
captain

CSA
Chief of Staff, Army

CVS
cardiovascular screening program

DA
Department of the Army

DCSPER
Deputy Chief of Staff for Personnel

DIMA
drilling individual mobilization augmentee; Drilling Individual Augmentation Program

DLPE
date of last physical examination

DMOS
duty military occupational specialty

DNACI
DOD national agency check plus written inquiries

DOB
date of birth

DOD
Department of Defense

DOR
date of rank

DSN

Defense Switched Network

ECP

Early Commissioning Program

ENTNAC

entrance national agency check

ETS

expiration term of service

FORSCOM

United States Forces Command

FTTD

full-time training duty

FTUS

full-time unit support

GCMCA

general court-martial convening authority

GT

general technical aptitude area

HIV

human immunodeficiency virus

HQDA

Headquarters, Department of the Army

HREC

health record

HSC

U.S. Army Health Services Command

IDT

inactive duty training

IMA

individual mobilization augmentee; individual mobilization augmentation

inf

infantry

IRR

Individual Ready Reserve

JAG

Judge Advocate General

JAGC

Judge Advocate General's Corps

JTR

joint travel regulations

JUMPS

Joint Uniform Military Pay System

JUMPS-RC

Joint Uniform Military Pay System—Reserve Components

LTC

lieutenant colonel

MACOM

major Army command

MAJ

major

MC

Medical Corps

MEDCEN

U.S. Army Medical Center

MI

military intelligence; middle initial

mil

military

MOS

military occupational specialty

MPRJ

military personnel records jacket, U.S. Army

MSO

military service obligation

MTF

medical treatment facility

MTOE

modification table of organization and equipment

NA

not applicable

NAC

national agency check

NCO

noncommissioned officer

NGB

National Guard Bureau

OBC

Officer Basic Course

OCAR

Office of the Chief, Army Reserve

OCRC

Officer Candidate Reserve Component Course

OCSA

Office of the Chief of Staff, U.S. Army

ODCSPER

Office of the Deputy Chief of Staff for Personnel

OLB

officer leadership board

OLBI

officer leadership board interview

OSB

officer selection battery

OTSG

Office of the Surgeon General

PCS

permanent change of station

PE

physical examination

PERSCOM

U.S. Total Army Personnel Command

RA

Regular Army

RASL

reserve active status list

RC

reserve components

ROTC

Reserve Officers' Training Corps

RSC

Regional Support Command

SF

standard form

SFC

Sergeant First Class

SGT

sergeant

SIDPERS

Standard Installation/Division Personnel System

SPC

specialist

SSG
Staff Sergeant

SSN
social security number

SVC
service

TAG
The Adjutant General

TDA
table of distribution and allowances

TDY
temporary duty

TIG
time in grade

TIS
time in service

TJAG
The Judge Advocate General

TOE
table of organization and equipment

TPU
troop program unit

TRADOC
United States Army Training and Doctrine Command

TSG
The Surgeon General

TTAD
temporary tour of active duty

UCMJ
Uniform Code of Military Justice

UIC
unit identification code

USAHSC
United States Army Health Services Command

USAR
United States Army Reserve

USAR—AGR
United States Army Reserve —Active Guard Reserve

USARC
United States Army Reserve Command

USAREUR

United States Army, Europe

USARPAC

United States Army, Pacific Command

USC

United States Code

WO

warrant officer

Section II**Terms****Applicant**

An eligible Active Army enlisted member or warrant officer who applies for enrollment in 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.

Disenrolled candidate

A candidate who is relieved from OCS.

Juvenile offender

A person judged guilty of an offense by a domestic court of the United States or its territorial possessions, or by a foreign court, without regard to whether a sentence has been imposed or suspended, or any other subsequent proceedings in the case. The law of the jurisdiction of the court will determine whether a given proceeding constitutes an adjudication of guilt. Adjudication as a juvenile offender includes adjudication as a juvenile delinquent, a wayward minor, or a youthful offender.

Officer Candidate School (OCS)

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. Army Military Personnel Center (MILPERCEN) OCS Selection Board.

Unit vacancy

A position authorized by paragraph and line number of a TOE or TDA that is unoccupied or is filled by an officer of a lower grade than that authorized for the position and provided that an officer in the grade of the position vacancy is not assigned as overstrength.

U.S. Army Reserve (USAR)

A Federal force consisting of individual reinforcements and combat, combat-support, and training-type units organized and maintained to provide military training in peacetime and a reservoir of trained units and individual reservists to be ordered to active duty in the event of a national emergency.

Section III
Special abbreviations and terms
This section contains no entries.