

OFFICER CANDIDATE PACKET STANDARDS

The OC packet checklist is shown in Appendix A. This checklist should be used as the cover for the Candidate's OCS packet. Check Y/N on final review. The following is a breakdown of these items for further guidance by document.

1. DA 705- Candidates will need a photocopy of their most current APFT card within 60 days of starting Pre OCS.
2. HT/WT- this can be reflected on a photocopy of their most current PT card or with the results of a body-fat test as prescribed by AR 600-9 recorded on a DA 5500 or DA 5501.
3. Official College Transcript- this should be their most current transcript. It MUST be from an accredited college and mailed directly to VA OCS.
4. Birth Certificate- Candidates need to provide a photocopy of their birth certificate. No other documentation is acceptable for U.S. born citizens. Naturalization Certificate, if the Candidate is not U.S. born and has naturalized they must provide an original naturalization certificate as it is unlawful to reproduce the certificate. OCS will certify by memorandum that the certificate was presented and return the original to the Candidate. ONLY US CITIZENS ARE ELIGIBLE FOR COMMISSION.
5. Proof of BCT and any Prior Service- DD 214, DD 220, NGB 22 showing completion of basic training from any branch of service. Provide ALL prior service documentation even if DD 214's come from multiple branches during multiple time frames.
6. Proof of AIT- Candidate must have proof of completion of AIT or MOS producing school from another branch of service, OCS options (09S) must have full copy of OCS option contract. Anyone who does not have AIT or is not OCS option must initiate an AIT waiver at the unit with this packet.
7. OCS (09S Only) Enlistment Contract- All 09S (OCS Option) Enlistees must provide a complete copy of their 09S contract.
8. Proof of GT Score- Candidates must have a GT of 110 or greater, this can be shown on a 2-1, ERB, REDD Report, TA screen in ATRRS or on a copy of official testing results.
9. Commissioning Physical- Candidates must have a Commissioning Physical prior to attending Phase III OCS training. It must be completed less than two years from the date they will be commissioned.

10. Secret Clearance- if the Candidate possesses the necessary clearance, the OCS Training Officer will verify a copy of the Candidate's clearance through the JPAS system and PQR. If not, apply for a SECRET clearance and include a photocopy of the completed/signed EPSQ.
 11. Proof of ETS- include a copy of the Candidate's current PQR. If this does not reflect their current ETS, then include a copy of their current contract/extension.
 12. Copies of Waivers- There are five possible waivers which may need to be completed. All request for waiver must be submitted through the G1 for NGB approval. Soldiers enlisting into the Army National Guard under the 09S Enlistment Option will have their waivers processed and approved by their respective recruiters prior to enlistment into the Army National Guard. All waiver requests must contain the following documents:
 - a. Detailed statement of circumstance signed by prospective Officer Candidate along with all supporting documentation (court documents, statements, etc. if applicable) and request for waiver approval. Letter must detail the offense, circumstances surrounding the offense, age at time of offense, and demonstrate remorse.
 - b. Memorandum from Soldier's Company Commander endorsing the Soldiers request for waiver approval. (See Appendix F for format)
 - c. Memorandum from Soldiers Battalion Commander endorsing the Soldiers request for waiver approval. (No prescribed format)
 - d. Memorandum from Soldiers Brigade Commander endorsing the Soldiers request for waiver approval. (No prescribed format)
- Age Waiver – Candidates can be commissioned up to 41 years old and 364 days. No waiver is granted for those older than 42 years old. The maximum allowable age for Officer Candidates entering under the 09S Enlistment Option is 35 years of age. A TAG level waiver is required for all Candidates who will be 35 years of age or older by their commissioning date.
 - AIT Waiver – Anyone who has not completed AIT and is not an OCS 09S Enlistment option will need an AIT waiver approved by Company, Battalion, MSC and the G1.
 - Criminal Conviction – Anyone who has been convicted of any crime, as an adult or juvenile, including DUI will need a waiver. This includes traffic offenses resulting in a fine greater than \$300.00 or any jail time. A statement of circumstance regarding the event and court documents is required as well for NGB APPROVAL. **THOSE CONVICTED ON DOMESTIC VIOLENCE CHARGES MAY NOT RECEIVE A WAIVER.**

- Medical Waiver – Anyone who has any medical issue that prevents them from passing a Commissioning Physical will need to have a waiver approved prior to their physical being approved. **ALL CANDIDATES MUST PASS THE ARMY APFT TO STANDARD, NO PROFILE EXCEPTIONS ALLOWED.**
- Moral Turpitude – Conviction involving moral turpitude (including, but not limited to child abuse, incest, indecent exposure, soliciting a prostitute, embezzlement, check fraud, and illegal drug use). Reference NGB Regulation 600-100, Section 2-8d). NGB APPROVAL REQUIRED.

THREE IMPORTANT POINTS TO REMEMBER ABOUT WAIVERS

- a. Soldiers who require a waiver to enlist in the Army National Guard may still need additional waiver approval to attend OCS and commission as an Officer.
 - b. Soldiers who receive waiver approval for a criminal or moral turpitude conviction may not advance past the rank of Captain should that conviction remain on their record.
 - c. Officer Candidates who have waiver approval pending at any level at the start of Phase I will not be advanced from Pre OCS to Phase I. The complete waiver process must be complete by this point.
13. Attachment/Promotion Order – The OCS Training Officer/NCO will initiate the attachment of all Officer Candidates once they have complete OCS packets.
 14. AGR/Military Technician Employment- AGR and Technician employees will be counseled by their full time supervisors regarding employment criteria after completion of OCS. A copy will be provided to JFHQ-HRO prior to the start of OCS. A template of this counseling form is located in Appendix C.
 15. OCS Application- All Candidates must submit an OCS application. See attached Appendix D.
 16. OC Autobiography- All Candidates must submit a 400-500 word, hand written autobiography. See attached Appendix F.

APPENDIX A
VIRGINIA OFFICER CANDIDATE SCHOOL
REQUIRED ADMISSION DOCUMENTATION

- EMERGENCY CONTACT INFORMATION SHEET/OCS
INPROCESSING FORM
- DD FORM 93 RECORD OF (EMERGENCY DATA)
- APPLICATION FOR ADMISSION TO OCS (AND/OR ATRRS
RESERVATION)
- LETTER OF RECOMMENDATION SIGNED BY UNIT
COMMANDER (DOES NOT APPLY TO SOLDIERS WITH MOS 09S)
ELEGIBLE COPY OF SOCIAL SECURITY CARD
- COPY OF CURRENT PQR WITH ETS DATE BEYOND END OF COURSE
DATE
- PROOF OF GT SCORE 110 OR GREATER
- COPY OF DA 201 OR ERB (DOES NOT HAVE TO BE CERTIFIED)
- LEGIBLE COPY OF BIRTH CERTIFICATE
- AGE AT COMMISSIONING _____
- PROOF OF CITIZENSHIP (IF APPLICABLE)
- NAME CHANGE DOCUMENT (IF APPLICABLE I.E. MARRIAGE
CERTIFICATE)
- CHAPTER TWO COMMISSIONING
DATE: _____ PHYSICAL (DD2807/2808) ____
(MUST BE WITHIN TWO YEARS OF COMMISSIONING DATE)
- CURRENT COPY OF PERIODIC HEALTH ASSESSMENT IF CH 2
PHYSICAL OVER 12 MONTHS OLD DATE _____
OF PHA: _____
- COLLEGE TRANSCRIPTS (MINIMUM OF 90 CREDIT HOURS
REQUIRED TO START AND GRADUATE)

WAIVER REQUESTS

MEDICAL

CIVIL

CRIMINAL

AIT NON

COMPLETION

DD 1966 OCS STATE ENLISTEMENT CONTRACT (09S MOS ONLY)

PROOF OF SECURITY CLEARANCE OR MEMO STATING ONE HAS BEEN REQUESTED

DRAFT COPY OF NGB62E - CURRENT VERSION DATED 2009

DA FORM 705 WITH PASSING APFT SCORE WITHIN SIXTY DAYS OF ENROLLING IN PRE OCS PROGRAM

DA 5500R/DA 5501R (AS REQUIRED)

HAND WRITTEN BIOGRAPHY

DA 4856 AGR/TECHNICIAN COUNSELING (IF APPLICABLE) APPENDIX B