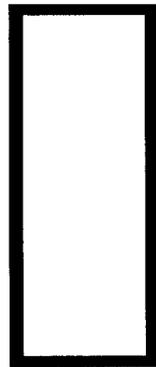


A Golden Opportunity



State Military Academy
Officer Candidate School (OCS)
Applicant Packet Guide

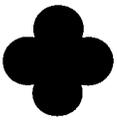


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GENERAL

Congratulations on your decision to apply for enrollment in one of the state military academy OCS programs. Final approval of your application will be based on three major actions. First, you must prepare an application packet IAW AR 140-50 and AR 135-100, as amended by Interim Change 1, 26 May 92. The packet, initially approved by HQ, 88th RSC, must show that you meet all of the eligibility criteria. Second, you must appear before an OCS interview board at the 88th RSC and receive a favorable recommendation. Third, the application packet and the interview board recommendation is forwarded to AR-PERSCOM for review and further approval action.

It is important to note that preparation of the application packet must be accomplished first. Only after the packet has been approved will you be allowed to appear before the OCS interview board.

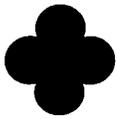
The interview board will consist of three officers who will review the application packet to become familiar with your general qualifications and background. The board will then be interviewing you to assess your motivation for becoming an officer and ascertaining whether or not you possess the desired character traits. You must receive a favorable recommendation from the interview board in order to attend OCS.

Please read through the following pages before starting your packet.



STATE MILITARY ACADEMY/OCS PROGRAM DESCRIPTION

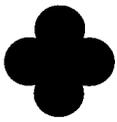
1. USAR personnel will attend the state area academy of their choice over a period of approximately 13 to 14 months. During that period, the candidate will attend at least 12 monthly drills and attend two annual training (AT) periods.
2. The first weekend drill normally is held in May or June, followed by AT in June or July, then 10 or 11 more monthly drills, followed by the second AT and graduation in June or July of the following year. Candidates may miss no more than two drills and must make up the work.
3. Candidates will graduate and be commissioned as second lieutenants in the USAR on the last day of the second AT, assuming that all documentation has been properly completed. Candidates may delay acceptance of the commission for ninety (90) days.
4. While enrolled in OCS, candidates remain assigned to their respective units. The unit is responsible for providing logistical (uniforms and equipment), administrative and financial support to the candidate.
5. Candidates will attend OCS in RST status. They will be paid at E5 grade unless the individual is an E6 or above, in which case, the higher grade will be paid. The military academies will prepare DA 1380s on each candidate for OCS drills attended and forward them to the unit for pay action.
6. Candidates will attend two annual training (AT) periods while in OCS. These AT periods will be in lieu of AT conducted by the candidate's unit of assignment. The unit will publish AT orders and ensure pay action is taken upon completion of the AT.
7. Candidates who wish to perform duty with their unit of assignment during the course of the OCS school year will do so in ADT status. The program manager of the MSC to which the unit is assigned must fund such duty.
8. The candidate is responsible for the cost of transportation to and from the academy for drill periods and annual training. In the event that several personnel from the same area are attending the same academy, the appropriate unit commander may authorize use of a unit vehicle for transportation to the academy. Approval must be obtained through command channels.
9. All state military academies use the Ft Benning Infantry School OBC curriculum as the basis for OCS. A demanding program, it stresses discipline, leadership, teamwork and tactics.
10. Once the candidate has been commissioned, he/she has 36 months to complete the officer basic course of the component branch in which they received their commission. The OBC courses will be in active duty status. Therefore, the candidate must be able to



depart home and civilian school/job for up to 14 weeks. Also, officers are encouraged to complete their OBC course as quickly as possible as they may not be deployed overseas until they have done so.

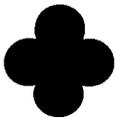
FEDERAL OCS PROGRAM

The requirements for the Federal OCS Program at Ft. Benning, Georgia are identical to those for the state military academy OCS. Instead of attending OCS in lieu of drill weekends, candidates attend the school for 14 straight weeks; upon completion of the 14 weeks, candidates are then commissioned as Second Lieutenants. Candidates wishing to attend Federal OCS can be boarded any time of the year, unlike State OCS candidates who board once a year.



ELIGIBILITY REQUIREMENTS

1. *Age.* Maximum age of 29 at enrollment; can be waived up to 32 years, 6 months at time of commissioning.
2. *Citizenship.* Must meet one of the following requirements: citizen of USA, lawfully admitted for permanent residence or prior US Army service.
3. *Trainability.* Must have ASVAB GT score greater than or equal to 110.
4. *Education.* You must have credit for at least two years of a four-year college degree program or college credit equivalency for 90 semester hours. You must demonstrate an understanding of, or proficiency in, the English language.
5. *Medical.* You must have a physical profile serial of at least 222221. You must meet the procurement medical fitness standards prescribed in AR 40-501, chapters two and seven. You must be willing to get a type "A" medical examination within one year before the scheduled OCS class reporting date.
6. *Body Weight.* You must meet the standards prescribed by AR 600-9 for height and weight.
7. *APFT.* You must 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.
8. *Security Status.* You must have a Secret security clearance before you submit a packet for the December 1999 OCS board.
9. *Prior Training.* You must have completed basic training and have one year of satisfactory TPU service (including one annual training period), or you must have completed at least 12 weeks on active AD, ADT, or IADT including basic training.
10. *Vacancy Requirements.* You must have a Lieutenant vacancy or projected vacancy. Your mentor will provide this for you if you qualify.
11. *Moral and Administrative.* You must not be disqualified under any of the provisions of AR 140-50, paragraph 2-2.
12. *Service Requirements.* You must have enough time remaining in your current term of service to complete an OCS course.



ESTABLISH CONTACT WITH YOUR OCS MENTOR

All applicants must immediately establish contact with your OCS Mentor. This is important for several reasons. The OCS Mentor can immediately verify that you meet the basic criteria for enrollment and provide valuable guidance and assistance in assembling your application packet. The mentor will also be the first to receive any policy changes or information affecting the OCS program and thus be able to immediately pass the information to applicants or personnel currently in the OCS program. Finally, for strength management and logistical planning purposes, both the Headquarters, 88th RSC and the respective state military academies need to know how many OCS candidates to expect. Applicants should maintain contact with their mentor by telephone, e-mail or written correspondence until they enter OCS. Contact with your mentor after OCS has begun may be on an "as required" basis.

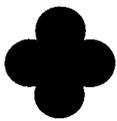
YOU ARE RESPONSIBLE

FROM THIS POINT ON, YOU MUST FULLY UNDERSTAND AND APPRECIATE THE FOLLOWING FACT: THE ONE INDIVIDUAL WHO SHOULD BE MOST CONCERNED ABOUT THE PREPARATION OF A 100% CORRECT APPLICATION PACKET IN ADVANCE OF THE SUSPENSE DATE IS YOU. This packet is the single item, which if properly prepared, will allow you to appear before the OCS interview board.

Throughout your military career, you will discover that the best manager of your career is you. This is especially true for officer personnel. Branch managers and advisors will suggest career tracks and provide guidance; YOU must act on their advice. If you are indeed serious about becoming an officer in the United States Army Reserve, then your first test is the preparation of this packet.

APPLICANT PACKET FLOW

1. Applicant and unit personnel work together to assemble packet and forward through channels to HQ, 88th RSC.
2. HQ, 88th RSC reviews packet for errors and to ensure applicant is technically qualified to enroll in OCS.
3. Applicant appears before the OCS Interview Board.
4. HQ, 88th RSC forwards application packet and board results to AR-PERSCOM for review and further approval action.



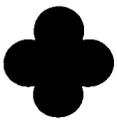
PACKET PREPARATION TIPS

- *Establish* a timetable. Take a look at all of the documents required. Set up a timetable for completion of each document and adhere to the schedule.
- *Prioritize* your tasks. Which documents will take the longest to obtain? Start working on them first.
- *Duplicate* each document. Duplicate all documents contained in your packet and assemble an identical packet to be retained by either you or your unit. Remember that your packet is handled many times, at many levels of command. Each time it is processed by an individual, the opportunity for it to be misplaced or simply lost increases. A back-up packet is a must, especially for hard to obtain documents such as the official photograph, physical results, school transcripts and birth certificates, etc.
- *Follow-up* and monitor progress. Keep track of your documentation and the progress of those who have promised to assist in preparation of your packet. When the completed packet is submitted for approval, inform your OCS mentor so that he can track it through the system. Once you are aware that the packet has been approved, inquire as to when your interview board will be held. **DO NOT JUST SIT BACK AND ASSUME** that everything is proceeding according to plan. Remember that it could be your packet that has been lost -- you could be waiting for a phone call, when in fact, Headquarters, 88th RSC is unaware your packet has been submitted.

APPLICABLE REGULATIONS

Applicants with questions regarding Officer Candidate Schools or obtaining an appointment as an officer or warrant officer should first review either of the following regulations:

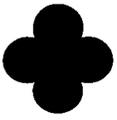
1. AR 135-100 (Appointment of Commissioned and Warrant Officers of the Army as amended by Interim Change 1, 26 May 92).
2. AR 140-50 (Officer Candidate Schools; 15 November 1999).



DUTIES OF THE OCS MENTOR

The OCS Mentors' function is to promote, publicize and monitor the OCS program and to assist the OCS applicants. The OCS Mentor is not responsible for assembling your application packet they may advise, assist and help resolve problems, but the applicant and unit staffs do the work. Specific tasks of the OCS Mentor are:

- Recruiting interested personnel for the OCS program by disseminating OCS information packets, announcing upcoming OCS classes and presenting OCS briefings at the unit level.
- Ensuring all changes to applicable regulations or command policy are disseminated to affected parties.
- Serving as a liaison between the state military academies and Headquarters, 88th RSC.
- Providing copies of the OCS applicant packet guide to program participants.
- Reviewing applicant packets prior to forwarding endorsements to USARC.
- Providing blank copies of required packet documents to applicants.
- Answering questions about the OCS program.
- Acting as a point of contact at HQ, 88th RSC for problems candidates may be experiencing (i.e., finance, logistics/administrative matters and deal directly with unit commanders as required).
- Keeping the Headquarters, 88th RSC and all major subordinate commands informed of the OCS program status and any specific problems requiring their attention.
- Drafting an OCS policy for the 88th RSC.



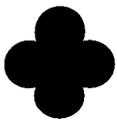
EXAMPLE PACKET

An example OCS application packet is currently being revised. Look for its release in the Spring of 2000.

Remember that your packet may require additional documents, especially if waivers (for age, civil convictions, or a medical condition) are necessary. Also, applicants who intend to apply for a commission in Army Aviation, Judge Advocate's General Corps, Military Intelligence, or the Chaplains Branch, may be required to prepare additional documents.

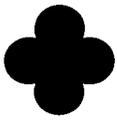
KEY POINTS TO REMEMBER

1. The APFT must be taken and documented (DA Form 705) within two months of the OCS selection board date. Ensure the APFT is one of the last tasks accomplished prior to submitting your packet. FY 2001 board dates are the 18th and 19th of November, 2000; completed packets are due to the 88th RSC on or before October 15, 2000.
2. The Army Medical Physical (SF Form 88 and 93) must be completed within one year of the start of your OCS class. Double-check the date. Class start dates are in the spring following the fall board.
3. Obtain your official photograph as early as possible; many packets are delayed because they are left for last.
4. You may have up to three letters of recommendation.
5. VERY IMPORTANT. Your packet must contain a copy of DA Form 873, showing that you hold a secret clearance, based on a favorable ENTNAC/NAC. If you do not have a clearance or a request for one pending, submit the required documents ASAP. Requests for clearances can take up to six months for approval.
6. Ensure that you have a valid position vacancy statement in your application and that you fully understand the duties of that position (the slot that you will fill upon your commissioning, unless it is officially changed at a later date).
7. Make sure that your DA Form 61 is signed by your immediate unit commander in part II, Block A and also by the next higher commander in Part II, Block B.
8. Assemble the packet in the order outlined by the checklist (See AR-PERSCOM memorandum dated 1 March 1999). Do not bind your packet in any manner. Make



sure you include lettered tabs to divide the different sections (you can find these at most office supply stores).

9. IF YOU ARE IN DOUBT ABOUT ANYTHING CONCERNING YOUR APPLICATION PACKET OR ARE UNABLE TO OBTAIN ANY OF THE REQUIRED FORMS - PLEASE - CONTACT YOUR OCS MENTOR. THERE IS NO SUCH THING AS A STUPID QUESTION. REMEMBER, IT IS VERY IMPORTANT THAT THIS APPLICATION PACKET BE 100% CORRECT.



ADDITIONAL IMPORTANT OCS INFORMATION

See attached AR-PERSCOM Memorandum dated 1 March 1999 (Subject: Application Procedures for FY 2000 Officer Candidate School).

The OCS Mentor for the 88th Regional Support Command is Captain Lee P. Gearhart. He can be reached via e-mail at sofwar@hotmail.com or phone at 612-797-4548. FY 2001 OCS board dates are the 18th and 19th of November, 2000. All packets are due to the 88th RSC by 15 October, 2000.

This is the third writing of this guide, dated 01/10/2000 previous editions should be destroyed.

