

WEST VIRGINIA NATIONAL GUARD OFFICER CANDIDATE SCHOOL



ENROLLMENT GUIDE

FY 05 Edition

OCS ENROLLMENT GUIDE

Chapter 1	Intent	Page 1
Chapter 2	Major Subordinate Command Responsibilities	Page 1
Chapter 3	Commander's Responsibilities	Page 1
Chapter 4	Unit's Responsibilities	Page 2
Chapter 5	Individual's Responsibilities	Page 3
Chapter 6	Pre-Requisite Packet Standards	Page 4
Chapter 7	Federal Recognition Packet Standards	Page 6
Chapter 8	Officer Candidate School Training	Page 7
	Pre-Requisite Checklist	Page 9
	Fed-Recognition Checklist	Page 10
	DD 369 (Police Record Check)	Page 11
	Autobiography Format	Page 12
	Required Equipment/Clothing	Page 14
	Waiver Formats	Page 15
	Commander's Recommendation Letter	Page 20
	NGB 62-E Format	Page 21
	Contact Numbers	Page 25
	Officer Candidate School Application	Page 26
	DA Form 2446 Format	Page 28

Chapter 1

INTENT

The intent of the OCS Enrollment Guide is to provide adequate guidance to the Commander, the Unit, and the individual intending to attend an upcoming West Virginia National Guard OCS Class. The guide outlines the responsibilities, on every level, of those involved in the recruiting, selection and preparation of prospective candidates. The ultimate goal is to ensure that eligible candidates are able to attend and complete OCS training and return to the unit level as commissioned officers.

Chapter 2

MAJOR SUBORDINATE COMMAND RESPONSIBILITIES

It is the responsibility of Major Subordinate Commands to ensure the Adjutant General's OCS recruitment guidance is met, do a roll up of those who will be attending the recruitment/orientation weekend, and forward the rollup to the Officer Candidate School NLT February 1st each year.

Chapter 3

COMMANDER'S RESPONSIBILITIES

It is the unit commander's initial responsibility to ensure his soldiers are aware of their opportunities to seek commission through the state OCS program. It is the commander's further responsibility to review the prospective candidate's packet and approve their attendance of OCS. The commander should ensure that the individual has recently passed their APFT and Height/Weight requirements. The commander should review the candidates potential to achieve the required certified college credit hours (60 prior to Phase I and 90 prior to graduation). The commander should ensure that the candidate has passed a Chapter 2 Physical within 2 years of their projected commissioning date, or has been scheduled by the unit to complete one at MEPS. The commander should also verify that the candidate has a SECRET or higher clearance or has submitted the request for clearance. The commander will need to approve and submit with the packet any waiver requests necessary for the candidate to attend OCS. (Waivers outlined in Chapter 5)

If all else meets attendance requirements, the commander should speak with the candidate about their desire to seek their commission and encourage them to begin researching their choices for branch assignment. If the commander is satisfied that the

candidate meets the requirements and has the potential to become a commissioned officer, the commander will submit a memorandum of recommendation for attendance of OCS which will be included as the cover to the candidate's packet.

Finally, as a pre-commissioning school, OCS is both a mentally and physically demanding course. It is the commander's responsibility to track the candidate's progress and to make themselves or their platoon leaders available as a mentoring source for the candidate.

OVERVIEW OF RESPONSIBILITIES

1. Brief/Recruit potential officer candidates at unit level
2. Review Packet
3. Submit/Approve Waivers
4. Submit Recommendation Memo
5. Provide a mentoring source for the candidate

Chapter 4

UNIT'S RESPONSIBILITIES

It is the unit's responsibility to initiate the prospective candidate's Pre-Requisite and Federal Recognition Packets prior to the unit commander's review. The unit should review and initiate all documentation, as needed, in order to meet the requirements to attend and graduate OCS. While it is the candidate's responsibility to provide much of this documentation, it is the unit's responsibility to ensure the packet is complete and to the standard. It is acceptable for a candidate to attend Pre-Phase I training while anticipating additional college credits, security clearance approval, waiver approval and completion of physical exams, all of these issues should be initiated as soon as possible to increase the chances of the candidate meeting the requirements before Phase I training.

The completed packet should contain all of the required documentation. If any documentation is missing, in its place should be a memorandum reflecting how the deficiency is going to be corrected. When sending packets to the school, DO NOT include drop files, or any other paperwork in excess of what is required by this guide. DO include the candidate's original medical file.

The unit is also responsible for ensuring the candidate has all the required uniforms and equipment as given in the current enrollment guideline.

OVERVIEW OF RESPONSIBILITIES

1. Conduct Diagnostic APFT, Ht/Wt
2. Screen for College Credits (60 for Phase I / 90 for Commission)
3. Verify or schedule for commissioning physical
4. Verify or submit SECRET clearance request
5. Send DD 369 with completed criminal history check (Appendix D)
6. Verify ETS beyond commissioning / extend contract

7. Verify need for waiver requests, draft, and attach
8. Complete DA 2446 as shown in Appendix C
9. Complete TYPED NGB 62-E
10. Provide a copy of the candidate's current PQR
11. Ensure all other documentation required in Appendix A & B are present and to standard
12. Ensure candidates are sent with complete Pre-Requirement Packet, Fed-Recognition Packet, Medical File and Uniform/Equipment Required as per Appendix F.

Chapter 5

CANDIDATE'S RESPONSIBILITIES

It is the Candidate's primary responsibility to desire to attend OCS and to provide any documentation needed in a timely manner to the unit to aid in the completion of their packet. It is also the candidate's responsibility to maintain the mental and physical requirements necessary to be successful at OCS. OCS is a mentally and physically demanding course, which, if completed successfully, may result in a long and rewarding career as a commissioned officer in the West Virginia National Guard. By completing as much of your packet as possible early on and meeting all the necessary requirements to attend, you will be better able to attend OCS and focus on what will be some of the best training you will attend in your career.

Candidates are encouraged to find an officer at their unit who will be available to mentor them throughout their training. The company grade officers at your unit have been through similar pre-commissioning training and have the experience and knowledge to give you guidance if you ask them.

OVERVIEW OF RESPONSIBILITIES

1. Pass Diagnostic APFT, Ht/Wt
2. Possess or complete necessary College Credits (60 for Phase I / 90 for Commission)
3. Pass a Chapter 2 Commissioning Physical
4. Possess a SECRET clearance or submit a request with your unit
5. Send DD 369 with completed criminal history check (Appendix D)
6. Have an ETS beyond commissioning date
7. Be up front about any waiver issues, the earlier they're submitted the better
8. Assist your unit in completing a TYPED NGB 62-E
9. Ensure all other documentation required in Appendix A & B are provided to your unit and are to standard
10. Provide a handwritten biography per guidance in Appendix E
11. Stay in contact with your unit and follow up as necessary
12. Seek guidance from commissioned officers.

Chapter 6

PRE-REQUISITE PACKET STANDARDS

The candidate pre-requisite checklist is shown in Appendix A. This checklist should be used as the cover for the candidate's Pre-Requisite packet. Check go or no go on final review. The following is a breakdown of these items for further guidance by TAB.

- A- DA 705, candidates will need a photocopy of their most current PT card.
- B- 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 proscribed by AR 600-9.
- C- Official College Transcript, this should be their most current transcript. It must be from an accredited college and mailed directly to WV OCS. If they do not meet the college requirements for enrollment or for commissioning, they need to write a brief statement of how they intend to resolve this issue prior to Phase I and/or commissioning.
- D- Proof of SAT(850+) or ACT(19+), candidates who have not completed their 4-year degree must have an acceptable SAT or ACT score taken within 10 years before the date of commissioning.
- E- 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 a photocopy of their naturalization certificate. ONLY US CITIZENS ARE ELIGIBLE FOR COMMISSION.
- F- Proof of BCT, DD214, DD 220, NGB 22 showing completion of basic training from any branch of service.
- G- Proof of AIT, candidate must have proof of completion of AIT or MOS producing school from another branch of service, OCS options 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.
- H- Proof of GT, candidates must have a GT of 110 or greater, this can be shown on a 2-1 or on a copy of official testing results. Those who do not meet this requirement will have an opportunity to retest during Pre-Phase I Training.
- I- Commissioning Physical, candidates must have a Chapter 2 Commissioning Physical, which was completed less than two years from the date they will be commissioned.

- J- Secret Clearance Letter, if the candidate possesses the necessary clearance, include a memo with the type and date of clearance granted. If not, apply for a SECRET clearance and include a photocopy of the completed/signed EPSQ.
- K- 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.
- L- Copies of Waivers, There are five possible waivers, which may need to be completed. Be certain to review these with the candidate so they can initiate them with their packet

Age Waiver – If the candidate will have reached their 30th birthday prior to commissioning they will need an age waiver. Over 30 but less than 35 can be approved by TAG authority. Those who will have reached their 35th birthday prior to commissioning will need an NGB waiver. NGB WILL NOT WAIVE ANYONE WHO WILL BE 40 PRIOR TO COMMISSIONING.

AIT Waiver – Anyone who has not completed AIT and is not an OCS option will need an AIT waiver.

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. THOSE CONVICTED ON DOMESTIC VIOLENCE CHARGES WILL NOT RECEIVE A WAIVER.

Medical Waiver – Anyone who has any medical issue that prevents them from passing a Chapter 2 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 – Anyone who has had ANY prior drug use will need to have a waiver. If it is on the questionnaire for their physical, and it is on their EPSQ, they must do a waiver. Inconsistencies and contradictions in paperwork will result in a negative Fed-Req board.

M- Attachment/Promotion Order, Appendix C shows the format for this request. Both actions may be placed on the same request as shown. The effective date of attachment will be left blank for the RTI to fill in.

Chapter 7 FEDERAL-RECOGNITION PACKET STANDARDS

The candidate federal-recognition checklist is shown in Appendix B. This checklist should be used as the cover for the candidate's Federal-Recognition packet. Check go or no go upon final review. The following is a breakdown of these items for further guidance by TAB.

- A- NGB Form 62-E, TYPED by home unit, soldier signs with complete signature, full name, no initials. Leave branch and unit assignments blank. Make certain criminal history, etc. matches waivers included in packet.
- B- OCS Diploma, RTI provides.
- C- Accredited College Transcript, this should be their most current transcript. It must be from an accredited college. This must be an original, certified copy. It cannot state "issued to student" and it must be addressed to the unit or OCS. Minimum 90 semester (not quarter) hours.
- D- Commissioning Physical, candidates must have a Chapter 2 Commissioning Physical, which was completed less than two years from the date they will be commissioned.
- E- DA 705, pre-commissioning, provided by RTI.
- F- Ht/Wt Statement, provided by RTI.
- G- Social Security Card must be a legible copy of an actual social security card issued by the administration. DRIVER'S LICENSES, ETC. ARE NOT SUFFICIENT.
- H- Birth Certificate, candidates need to provide a photocopy of their birth certificate. No other documentation is acceptable for U.S. born citizens.
- I- Naturalization Certificate, if the candidate is not U.S. born and has naturalized they must provide their naturalization certificate. RTI will compose a memo confirming citizenship. ONLY US CITIZENS ARE ELIGIBLE FOR COMMISSION.
- J- DD 214/DD 220/NGB 22 must provide copies of documentation of all prior active duty service, short or long tours, BCT, AIT, prior service, etc.
- K- Statement of MSO/20 Year Retirement, provided by WVPA.
- L- Secret Clearance Letter, provided by WVPA.
- M- Copies of Waivers, Same as in Pre-Req. These are the final approved waivers and will be provided, if approved, by WVPA.

Chapter 8

OFFICER CANDIDATE SCHOOL TRAINING

There are two programs offered at the Officer Candidate School, the Traditional Program and the Accelerated Program. Both programs consist of a Zero Phase, Phase I, II & III. A brief overview follows.

Zero Phase is primarily focused on completing Pre-Requirement Packets, and providing training to best prepare Candidates to attend and complete Phase I training. Training conducted at Zero Phase includes Drill & Ceremonies, Physical Fitness, Leadership and Land Navigation. For those Candidates going Accelerated, it is also the time to make branch selections and complete Fed-Recognition Packets for review prior to commissioning.

Phase I focuses on the foundations of leadership. It is physically demanding and teaches the importance of teamwork and leadership responsibility. The primary event at Phase I is the FTX for Land Navigation.

Phase II focuses on the major coursework of OCS. Subjects include Leadership, Field Artillery, Military Intelligence, Combat Service Support, Communications, and Tactics. Physical Fitness requirements are continuous and there are several road marches culminating in a 12-mile road march.

Phase III focuses on leadership in a tactical environment. Candidates will spend the majority of their time in the field conducting squad, platoon and company missions. The primary goal is the assessment of the Candidate's ability to lead a platoon in a combat environment.

TRADITIONAL

Traditional OCS Candidates attend Zero Phase, followed by Phase I as their AT the first summer. They then drill in an IDT status for Phase II until the following summer. Then they attend Phase III as their AT the second summer. Phase III completes their training and they graduate.

Traditional Timeline Class 47

<u>Zero Phase</u>	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>	<u>Graduation</u>
FEB05-MAY05	JUN05	JUL05-JUN06	JUL06	AUG06

Traditional Candidates receive the advantage of being able to train in an IDT status. This gives them the opportunity to plan and conduct leadership training in a manner similar to what they will be expected to do once they are commissioned and assigned to a unit.

ACCELERATED

Accelerated OCS Candidates attend Zero Phase, followed by Phase I, II & III, for a total of 8 continuous weeks of training through the summer. This completes their training and they graduate.

Accelerated Timeline FY05

<u>Zero Phase</u>	<u>Phase I, II, III</u>	<u>Graduation</u>
FEB05-MAY05	JUN05-AUG04	AUG04

Accelerated Candidates receive the advantage of being able to attend and complete their training in a single summer. College students, or those who need to meet the constraints of age limitations for commissioning may prefer this option.

OCS COURSE PRE-REQUISITE FILE CHECKLIST
(all items must be GO prior to Phase I)

NAME: _____ STATE: _____

TAB		GO	NO GO
A	DA 705 (Passing APFT within 60 days prior to Phase I)	_____	_____
B	Height/Weight (DA 705 or 5500)	_____	_____
C	Official College Transcript (60+ hours, 90+ for accelerated)	_____	_____
D	SAT (850+) or ACT (19+) (Taken within 10 years prior to commission)	_____	_____
E	Birth Certificate and/or Naturalization Certificate (Legible copy)	_____	_____
F	Proof of BCT (DD 214, DD220, NGB 22, any branch)	_____	_____
G	Proof of AIT (Or copy of OCS enlistment option contract)	_____	_____
H	Proof of GT (110+ on DA 2-1 or scoring report)	_____	_____
I	Commissioning Physical (Legible copy)	_____	_____
J	Secret Clearance Letter (Or copy of submitted EPSQ)	_____	_____
K	Proof of ETS (Beyond commissioning date)	_____	_____
L	Copies of waiver requests (Age, Criminal Conviction, Medical, Moral Turpitude)	_____	_____
M	Attachment/Promotion Order (197 th RTI / E-6)	_____	_____

GO _____ **NO GO** _____

FEDERAL RECOGNITION PRE-REQUISITE FILE CHECKLIST

NAME: _____ STATE: _____

TAB		GO	NO GO
A	NGB Form 62-E (Typed by home unit)	_____	_____
B	OCS Diploma (RTI provides)	_____	_____
C	Accredited College Transcript (Certified, addressed to OCS, 90+ credits)	_____	_____
D	Commissioning Physical (Within 2 years of commissioning date)	_____	_____
E	DA 705 (Passing APFT within 12 months of commissioning)	_____	_____
F	Ht/Wt Statement (DA 5500 or OCS memo)	_____	_____
G	Social Security Card (Legible photocopy)	_____	_____
H	Birth Certificate (Legible photocopy)	_____	_____
I	Naturalization Certificate (OCS memo confirming presentation to staff)	_____	_____
J	DD 214/DD 220/NGB 22 (For all prior active duty)	_____	_____
K	Statement of MSO/20 Year Retirement (Provided by WV PAC)	_____	_____
L	Security Clearance Memo (Provided by WV PAC)	_____	_____
M	Copies of Approved Waivers (Age, Conviction, Medical, Moral Turpitude, AIT)	_____	_____

GO _____ **NO GO** _____

POLICE RECORD CHECK	1. DATE OF REQUEST	Form Approved OMB No. 0704-0007 Expires Jan 31, 2001
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The public reporting burden for this collection of information is estimated to average 27 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0007), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO ADDRESS SHOWN AT BOTTOM OF FORM.

SECTION I - (To be completed by Recruiting Service)

2. NAME OF APPLICANT (Last, First, Middle Name(s), Alias)	3. SEX	4. PLACE OF BIRTH		b. COUNTY	c. STATE
	MALE	a. CITY			
	FEMALE				

5. DATE OF BIRTH	6. RACE/ETHNIC GROUP			7. SOCIAL SECURITY NUMBER	
	AMER. INDIAN/ALASKAN NATIVE	BLACK	HISPANIC		
	ASIAN OR PACIFIC ISLANDER	WHITE	OTHER		

8. ADDRESS IN ADDRESSEE'S JURISDICTION (See "MAIL TO" block)				9. DATES RESIDED AT THIS ADDRESS	
a. NUMBER AND STREET (Include apartment no.)	b. CITY	c. STATE	d. ZIP CODE	a. FROM	b. TO

10. PERSON MAKING THIS REQUEST			
a. NAME (Last, First, Middle Name(s))	b. RANK	c. SIGNATURE	d. TITLE

SECTION II - (To be completed by Applicant)

PRIVACY ACT STATEMENT

AUTHORITY: Title 10 United States Code, Sections 504, 505, 508, 520(a), and 12102; E.O. 9397.
PRINCIPAL PURPOSE: To determine eligibility of a prospective enlistee in the Armed Forces of the United States.
ROUTINE USES: Information collected on this form may be released to law enforcement agencies engaged in the investigation or prosecution of a criminal act or the enforcement or implementation of a statute, rule, regulation or order; to any component of the Department of Justice for the purpose of representing the DoD.
DISCLOSURE: Voluntary; however, failure of the applicant to complete Section II may result in refusal of enlistment in the Armed Forces of the United States.

The data are for OFFICIAL USE ONLY and will be maintained and used in strict confidence in accordance with Federal law and regulations. Making a knowing and willful false statement on this DD Form 369 may be punishable by fine or imprisonment or both. All information provided by you, which possibly may reflect adversely on your past conduct and performance, may have an adverse impact on you in your military career in situations such as consideration for special assignment, security clearances, court martial and administrative proceedings, etc.

11. I HEREBY CONSENT TO RELEASE FROM YOUR FILES THE INFORMATION REQUESTED BELOW.	SIGNATURE
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SECTION III - (To be completed by Police or Juvenile Agency)

The person described above, who claims to have resided at the address shown above, has applied for enlistment in the Armed Forces of the United States. Please furnish from your files the information relative to Section III below. A return envelope is provided for your convenience.

12. HAS THE APPLICANT A POLICE OR JUVENILE RECORD, TO INCLUDE MINOR TRAFFIC VIOLATIONS? (If YES, what was the offense or charge, date, disposition and sentence?)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13. IS APPLICANT NOW UNDERGOING COURT ACTION OF ANY KIND? (If YES, give details.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

THIS IS TO CERTIFY THAT THE ABOVE DATA AS CORRECTED ARE TRUE AND CORRECT ACCORDING TO THE RECORD ON FILE IN THIS OFFICE. THIS INFORMATION IS CONFIDENTIAL AND CANNOT BE USED IN ANY OTHER MANNER EXCEPT FOR OFFICIAL PURPOSES.

14. DATE	15. TITLE	16. VERIFIED BY (Signature)
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LAW ENFORCEMENT AGENCY MAIL TO: <div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> ┌ ┐ └ ┘ </div>	RECRUITING AGENCY MAIL FROM: <div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> ┌ ┐ └ ┘ </div>
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AUTOBIOGRAPHY INSTRUCTIONS FOR CANDIDATES

1. You will personally prepare, without outside assistance, an autobiography of five hundred to one thousand words.
 - a. Type on computer (font-Times New Roman; font size-12).
 - b. Write in first person.
 - c. Write in narrative style.
 - d. Give special attention to proper grammatical construction and to correct spelling.

2. Originality in the manner of presentation of the autobiography is encouraged. The topic listed below will be covered whenever applicable.
 - a. Date and place of birth.
 - b. Parents and family.
 - (1) Birthplace of parents.
 - (2) Parent's vocation.
 - (3) Brothers and sisters, if any.
 - (4) Wife and children, if any.
 - c. Grammar school, high school, college, night school, or postgraduate education.
 - d. Activities participated.
 - (1) Athletics – played or managed.
 - (2) Societies, fraternities, clubs, etc.
 - (3) Positions held on teams, societies, fraternities, etc.
 - e. Civilian occupation experience.
 - (1) When, where, type of work, etc.
 - (2) Time on each job – promotions – achievements, etc.
 - (3) Experience handling and supervising activities of others.
 - (4) Goals in business.
 - f. Military experience.
 - (1) Describe service chronologically (RA, NG, Cadet, ROTC, etc., tell how entered service.
 - (2) Military goals.
 - (3) Family reaction to your assignment to OCS.
 - g. Any other items of interest concerning yourself.
 - (1) Hobbies.
 - (2) Travel.
 - (3) Unusual experiences, etc.
 - h. Why you want to be an officer.
 - i. Who influenced you to enter OCS.
 - j. Your expectations of OCS.

3. Attach your autobiography to the provided autobiography cover sheet.

Candidate Autobiography

by

Officer Candidate Jimmy D. Lieutenant

OCS Class XLVI
OCS Company, 197th Regiment
West Virginia Regional Training Institute (RTI)
Camp Dawson, Kingwood, West Virginia

Acknowledgements: None

ORGANIZATIONAL CLOTHING & EQUIPMENT

Helmet, Kevlar	1	Sleeping Bag	1
Cover, Helmet, Camo	1	Mat, Sleeping	1
Belt, Pistol	1	Flashlight, Military w/red lens	1
LCE Supenders/LBV	1	Bag, Duffle	2
Rucksack w/frame	1	Bag, Waterproof	2
Case, First aid w/dressing	1	Compass, w/case	1
Case, Small Arms Ammo	2	Pro-mask, w/case	1
Canteen, 1 quart	2	Field Jacket, w/liner	1
Cover, Canteen, 1 quart	2	Laundry Bag	1
Canteen, 2 quart	1	Wet Weather Gear	1 Set
Cover, Canteen, 2 quart	1	Overboots, Wet Weather	1 Pair
Cup, Canteen	1	Gloves, Black, w/liners	1 Pair
Entrenching Tool, w/carrier	1	Watchcap	1
Poncho	1	Weapons Cleaning Kit	1
Poncho Liner	1	Shelter Half, w/poles, pegs, rope	1

INDIVIDUAL CLOTHING & EQUIPMENT

Coat, BDU, HW	7	Trousers, Class A/B	2
Trousers, BDU, HW	7	Coat, Class A/B	1
Coat, BDU, CW	1	Cap, Garrison	1
Trousers, BDU, CW	1	Coat, Black, w/liner	1
Cap, BDU	2	Gloves, Black Dress	1 Pair
Belt, Black, Cotton	2	Necktie, Black (males)	2
Buckle, Belt, Black	1	Necktab, Black (females)	2
Buckle, Belt, Brass	1	Handbag, Black (females)	1
Undershirt, Brown	7	Shorts, PT, Black	2
Socks, Boot	8 Pair	Shirt, PT, SS	2
Socks, Dress	2 Pair	Shirt, PT, LS	2
Boots, Combat, Issue Only	2 Pair	Pants, PT, Black	1
Shoes, Dress	1 Pair	Jacket, PT, Grey	1
Shirt, SS, Class A/B	2	Name Plate, Class A/B	1
Shirt, LS, Class A/B	1	ID Card/Tags	1 Set

PERSONAL CLOTHING & EQUIPMENT

Shoes, Running	1 Pair	Map Overlay Markers	1 Set
Socks, PT, White	3 Pair	Insect Repellent	As Needed
Wrist Watch	1	Clothes Marking Kit	1
Towels, White	4	Undergarments	As Needed
Shower Shoes	1 Pair		
Shower Kit	1		
Padlock	4		
Shoe Shine Kit	1		
Sewing Kit	1		
Map Case	1		
Notebooks, Pens, Pencils	As Needed		



DEPARTMENT OF THE ARMY
Unit Heading

(Office Symbol)

(Date)

MEMORANDUM THRU: Commander, West Virginia Army National Guard Officer Candidate School, 2nd GS Bn, 197th RTI-WV, 240 Army Road, Camp Dawson, Kingwood, WV 26537-1092

FOR: The Adjutant General of West Virginia

SUBJECT: Age waiver request for commissioning.

1. I request that a waiver of the maximum age for commissioning be granted for OC Doe, John, 999-99-9999.
2. The following is pertinent information on the applicant:
 - a. Summary of Civilian Employment.
 - b. Summary of Educational Background.
 - c. Summary of Military Background.
 - d. Test scores: GT: _____ SAT/ACT: _____
3. Brief description of the Candidate's positive attributes to justify granting a waiver for commission.
4. POC for this request is the undersigned at (555) 555-1212.

COMMANDER'S SIGNATURE BLOCK

Encl.

- 1- Certified copy of 2-1
- 1- Current copy of APFT
- 1- Copy of College Transcripts
- 1- Copy of Chapter 2 Physical



DEPARTMENT OF THE ARMY
Unit Heading

(Office Symbol)

(Date)

MEMORANDUM THRU: Commander, West Virginia Army National Guard Officer
Candidate School, 2nd GS Bn, 197th RTI-WV, 240 Army Road, Camp Dawson,
Kingwood, WV 26537-1092

FOR: The Adjutant General of West Virginia

SUBJECT: Criminal Conviction waiver request for commissioning.

1. I request that a Criminal Conviction waiver be granted for commissioning for OC Doe, John, 999-99-9999.
2. The following is pertinent information on the applicant:
 - a. Summary of Civilian Employment.
 - b. Summary of Educational Background.
 - c. Summary of Military Background.
 - d. Test scores: GT: _____ SAT/ACT: _____
3. Brief description of the Candidate's positive attributes to justify granting a waiver for commission.
4. POC for this request is the undersigned at (555) 555-1212.

COMMANDER'S SIGNATURE BLOCK

Encl.

- 1- Statement of Circumstances (Written and signed by Candidate)
- 3- Letters of Recommendation
- 1- Certified copy of 2-1
- 1- Current copy of APFT
- 1- Copy of College Transcripts
- 1- Copy of Chapter 2 Physical



DEPARTMENT OF THE ARMY
Unit Heading

(Office Symbol)

(Date)

MEMORANDUM THRU: Commander, West Virginia Army National Guard Officer
Candidate School, 2nd GS Bn, 197th RTI-WV, 240 Army Road, Camp Dawson,
Kingwood, WV 26537-1092

FOR: The Adjutant General of West Virginia

SUBJECT: Medical waiver request for commissioning.

1. I request that a Medical waiver be granted for commissioning for OC Doe, John, 999-99-9999.
2. The following is pertinent information on the applicant:
 - a. Summary of Civilian Employment.
 - b. Summary of Educational Background.
 - c. Summary of Military Background.
 - d. Test scores: GT: _____ SAT/ACT: _____
3. Brief description of the Candidate's positive attributes to justify granting a waiver for commission.
4. POC for this request is the undersigned at (555) 555-1212.

COMMANDER'S SIGNATURE BLOCK

Encl.
1- Certified copy of 2-1
1- Current copy of APFT
1- Copy of College Transcripts
1- Copy of Chapter 2 Physical



DEPARTMENT OF THE ARMY
Unit Heading

(Office Symbol)

(Date)

MEMORANDUM THRU: Commander, West Virginia Army National Guard Officer
Candidate School, 2nd GS Bn, 197th RTI-WV, 240 Army Road, Camp Dawson,
Kingwood, WV 26537-1092

FOR: The Adjutant General of West Virginia

SUBJECT: Moral Turpitude waiver request for commissioning.

1. I request that a Moral Turpitude waiver be granted for commissioning for OC Doe, John, 999-99-9999.
2. The following is pertinent information on the applicant:
 - a. Summary of Civilian Employment.
 - b. Summary of Educational Background.
 - c. Summary of Military Background.
 - d. Test scores: GT: _____ SAT/ACT: _____
3. Brief description of the Candidate's positive attributes to justify granting a waiver for commission.
4. POC for this request is the undersigned at (555) 555-1212.

COMMANDER'S SIGNATURE BLOCK

Encl.

- 1- Statement of Circumstances (Written and Signed by Candidate)
- 3- Letter of Recommendation
- 1- Certified copy of 2-1
- 1- Current copy of APFT
- 1- Copy of College Transcripts
- 1- Copy of Chapter 2 Physical



DEPARTMENT OF THE ARMY
Unit Heading

(Office Symbol)

(Date)

MEMORANDUM THRU: Commander, West Virginia Army National Guard Officer Candidate School, 2nd GS Bn, 197th RTI-WV, 240 Army Road, Camp Dawson, Kingwood, WV 26537-1092

FOR: The Adjutant General of West Virginia

SUBJECT: AIT waiver request for attending OCS.

1. I request that a waiver of the AIT requirement for OCS attendance be granted for OC Doe, John, 999-99-9999.
2. The following is pertinent information on the applicant:
 - a. Summary of Civilian Employment.
 - b. Summary of Educational Background.
 - c. Summary of Military Background.
 - d. Test scores: GT: _____ SAT/ACT: _____
3. Brief description of the Candidate's positive attributes to justify granting a waiver for attendance.
4. POC for this request is the undersigned at (555) 555-1212.

COMMANDER'S SIGNATURE BLOCK

Encl.
1- Certified copy of 2-1
1- Current copy of APFT
1- Copy of College Transcripts
1- Copy of Chapter 2 Physical



DEPARTMENT OF THE ARMY
Unit Heading

(Office Symbol)

(Date)

MEMORANDUM FOR: Commander, West Virginia Army National Guard Officer Candidate School, 2nd GS Bn, 197th RTI-WV, 240 Army Road, Camp Dawson, Kingwood, WV 26537-1092

SUBJECT: Recommendation of SPC John Doe to attend OCS.

1. I recommend that SPC John Doe, 999-99-9999, be granted enrollment in the West Virginia Army National Guard Officer Candidate School.
2. The following is pertinent information on the applicant:
 - a. Summary of Civilian Employment.
 - b. Summary of Educational Background.
 - c. Summary of Military Background.
 - d. Test Scores: GT: _____ SAT/ACT: _____ APFT: _____
3. POC for this request is the undersigned at (555) 555-1212.

COMMANDER'S SIGNATURE BLOCK

APPLICATION FOR FEDERAL RECOGNITION AS AN ARMY NATIONAL GUARD OFFICER OR WARRANT OFFICER AND APPOINTMENT AS A RESERVE COMMISSIONED OFFICER OR WARRANT OFFICER OF THE ARMY IN THE ARMY NATIONAL GUARD OF THE UNITED STATES

(SEE INSTRUCTIONS LAST PAGE) The proponent agency in NGB-ARZ-HRP-O PRIVACY ACT STATEMENT

- 1. Authority: Title 32 USC 307, 10 USC 10204, and Executive Order 9397
2. Principal Purpose: To record proceedings of a Federal Recognition Examining Board.
3. Routine Uses: None
4. Disclosure: Voluntary: If individual does not provided the information requested by the Board, Federal recognition may be denied.

From: (Date)
(Last Name) (First Name) (Middle Name) (Social Security Number)

Thru: The Adjutant General, State of Virginia
To: Chief, National Guard Bureau, Washington, D. C. 20310

1. Under the provisions of Para 2-9 NGR 600-100 (Paragraph & NGR Authority)

I hereby apply for the following (Delete Clause(s) not applicable):
a. Federal recognition as a Second Lieutenant (Grade) Leave Blank (Branch)

In the Army National Guard of Virginia (State)

b. Appointment as a Reserve Officer of the Army in the Army National Guard of the United States as

a Second Lieutenant (Grade) Leave Blank (Branch)

c. Certificate of Eligibility for Federal Recognition in the Army National Guard as a Leave Blank (Grade)

of Leave Blank (Branch)

2. In connection with the application, I submit the following information, which I certify to be correct to the best of my knowledge:

a. Permanent Home (Number & Street) (City)

(County) (State)

b. Business

c. Date of (Day) (Month) (Year) Rac (American Indian / Alaskan Native, Asian American / Pacific Islander, Black (Non-Hispanic), Hispanic, White (Non-Hispanic), Other / Unknown)

d. Place of (City) (County) (State)

e. Are you a citizen of the United States by birth or naturalization? (If the latter, append evidence in form of certificate by an officer who has seen your naturalization papers).

f. Number and relationship of dependents

g. Nearest relative, relationship and address

h. Marital status (single, married, widowed or divorced)

i. Present occupation, years of experience in same, and name and address of employer, if

j. Experience in other lines and years of same

k. Membership in professional societies

l. Decorations, citations, and commendations (attach copies)

m. Are you at present a member of any component of the Armed Forces? If so, list grade, branch, component, organization and aeronautical rating held, if any.

n. Were you ever rejected for military service or appointment as a commissioned or Warrant Officer? If state when and where rejected and

o. Are you now receiving a disability allowance, disability retired pay, or pension as a result of military service? Yes No

(If so, give details under paragraph 2)

OCS MAILING ADDRESS:

**WV OCS
HQs, 2nd GS Bn, 197th Regiment (RTI-WV)
240 Army Road, Camp Dawson
Kingwood, West Virginia 26537-1092**

IMPORTANT CONTACT NUMBERS:

197th Regiment (RTI)

General Studies Battalion Commander

LTC William Miller	Voice	304-329-4367
	Fax	304-329-4368
	E-mail	<u>william.miller@wv.ngb.army.mil</u>

Training Officer

WO1 Kristie Smith	Voice	304-329-4367
	Fax	304-329-4368
	E-mail	<u>kristie.smith@wv.ngb.army.mil</u>

RTI Training NCO

MSG Barry Adkins	Voice	304-329-4367
	Fax	304-329-4368
	E-mail	<u>barry.adkins@wv.ngb.army.mil</u>

RTI S-1

SGT Nicole Davis	Voice	304-329-4368
	Fax	304-329-4368
	E-mail	<u>nicole.davis@wv.ngb.army.mil</u>

OFFICER CANDIDATE SCHOOL APPLICATION

1. NAME (Last, First, Middle)		2. GRADE	3. SSN	4. GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
5. ORGANIZATION (Include Address & Zip Code)			6. UNIT PHONE	
7. HOME OF RECORD (Street, City, State & Zip Code)			8. HOME PHONE	
9. EMPLOYER (Include Address & Zip Code)			10. EMPLOYER PHONE	
11. DOB / AGE ____/____	12. ARE YOU A U. S. CITIZEN: ____YES ____NO		13. IF NO, DATE OF CITIZENSHIP APPLICATION: _____	
13. WAIVER(S) REQUIRED: ____YES ____NO IF YES, ATTACH COPY (COPIES)	14. DO YOU HAVE A CHAPTER II PHYSICAL WITHIN SIX MONTHS OF CLASS START DATE: ____YES ____NO		15. DO YOU HAVE A "SECRET" CLEARANCE: ____YES ____NO IF NO, DATE REQUESTED: _____	
16. COLLEGE DEGREE: ____YES ____NO IF NO DEGREE, NUMBER OF COLLEGE CREDITS: _____		LEVEL OF DEGREE: ____AA ____AS ____BA ____BS ____MS ____MA TYPE OF CREDITS: ____QUARTER (or) ____SEMESTER		
NAME OF COLLEGE: (Include Address, City, State & Zip Code)		FRESHMAN _____ SOPHOMORE _____ JUNIOR _____ SENIOR _____	Complete if you have not completed Bachelors degree. SAT (850) MINIMUM _____ ACT (19) MINIMUM _____ Test date _____	
17. MILITARY BACKGROUND: PEBD : _____ PRIMARY MOS: _____ HIGHEST LEVEL OF MILITARY EDUCATION: _____ GT SCORE: (110 MINIMUM) : _____		ETS DATE: (Must be 16 months from Class Start Date) _____ DATE OF ARNG ENLISTMENT: _____ TOTAL YEARS OF MILITARY SERVICE: _____ RANK _____ DOR _____		
18. LAST APFT SCORE: PU--____ SU --____ RUN--____ TOTAL--____ DATE OF TEST: _____ LAST SEMI ANNUAL WEIGH-IN: HEIGHT IN INCHES--____ WEIGHT--____ DATE--____ PASSED SCREENING WEIGHT ____YES ____NO IF OVER SCREENING WEIGHT, PERCENT OF BODY FAT--____% (Attach DA Form 5500 for Males, DA Form 5501 for Females.)				
19. WERE YOU EVER REJECTED FOR MILITARY SERVICE OR APPOINTMENT AS AN OFFICER? ____YES ____NO HAVE YOU EVER BEEN SEPARATED FROM SERVICE BY RECLASSIFICATION OR BOARD ACTION? ____YES ____NO WERE YOU EVER COURT-MARTIALED? ____YES ____NO HAVE YOU EVER BEEN ARRESTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? ____YES ____NO (If YES, attach statements of circumstances and request for waiver.)				
20. ARE YOU PRESENTLY EMPLOYED BY THE NATIONAL GUARD ? ____YES ____NO				
21. UNIT COMMANDER'S STATEMENT OF APPLICANT'S LEADERSHIP POTENTIAL: _____ _____ _____ _____				
I certify that the information provided is correct or to the best of my knowledge.				
_____ SIGNATURE OF APPLICANT		_____ (DATE)	_____ SIGNATURE OF UNIT COMMANDER	
			_____ (DATE)	
PRIVACY ACT STATEMENT (on reverse)				

OFFICER CANDIDATE SCHOOL SCREENING BOARD APPRAISAL WORKSHEET

NAME _____ DATE _____

SSAN _____ UNIT _____

From general observation and following an interview with the above prospective OCS Candidate, use the rating scale listed below to evaluate the applicant's fitness for Officer Candidate School training. Consider all personnel of the applicant's generation that you know, or have known in the military service in deciding your rating.

RATING SCALE

<u>TOP</u>	<u>SECOND</u>	<u>MIDDLE</u>	<u>FOURTH</u>	<u>BOTTOM</u>	<u>NOT OBSERVED</u>
1	2	3	4	5	6

EVALUATION CRITERIA

- ___ A. Motivation
- ___ B. Responsibility and dependability
- ___ C. Moral and ethical values – integrity and honesty
- ___ D. Industry and application – thoroughness and perseverance
- ___ E. Cooperation – teamwork, spirit of service, interest in others
- ___ F. Emotional stability and self-control
- ___ G. Judgment – ability to think practically and perform in new situations
- ___ H. Bearing and appearance – carriage, smartness, neatness, and poise
- ___ I. Physical fitness – ability to pass APFT and perform physical duty tasks
- ___ J. Personal magnetism – ability to get along with others, and influence contemporaries in a positive manner
- ___ K. Clarity of expression – orally and in writing
- ___ L. Commands confidence and respect of fellow guardsmen
- ___ M. Maturity

I _____ recommend this applicant for Officer Candidate School.
(do/do not)

(Name and Rank of Board President)

(Signature)

**WVARNG PERSONNEL ACTION REQUEST (PAR)
ENLISTED
OFFICER CANDIDATE (OCS) PROMOTION**

USE ONLY THE "TAB" KEY TO MOVE BETWEEN FIELDS

FROM: Unit name City (No street address) WV ZIP WUPC Date of request:	THRU (Battalion): Unit name City (No street address), WV ZIP WUPC <input type="checkbox"/> Approved // <input type="checkbox"/> Disapproved Date: Approver's Signature://S//	THRU (Brigade/Group): Unit name City (No street address), WV ZIP WUPC <input type="checkbox"/> Approved // <input type="checkbox"/> Disapproved Date: Approver's Signature://S//
--	---	---

NAME: LAST, FIRST MI SSN PV1
 Unit Name (WUPC) City (No Street Address) WV ZIP

You are attached or released from attachment as shown.

Action: You are attached to HQS 197th RGMT, Regional Training Site (W8GUAA)
 Kingwood, WV 26537-1077
 Effective date: 15 January 2009
 Period: N/A
 Purpose: To participate in the WVARNG OCS Program
 Additional instructions: N/A
 Format 440

You are promoted to the grade of rank indicated.

Grade of rank promoted to: Staff Sergeant E-6
 MOS Awarded: PMOS-09S30 / SMOS-YYYYY / AMOS-YYYYY
 PMOS-ASI-YY / SMOS-ASI-YY / AMOS-ASI-YY
 MOS withdrawn: PMOS- SMOS-YYYYY AMOS-YYYYY
 PMOS-ASI-YY / SMOS-ASI-YY / AMOS-ASI-YY

Effective date:
 Date of rank:
 Authority: NGR 600-200 para 11-56a OCS
 Additional instructions:
 PMOS how acquired code: E-Department of the Army directed.
 Bonus participant: No
 Type waiver required: OCS
 Indiv promoted to SSG E-6 as required for entrance into the OCS-WV Program.
 Individual will be administratively reduced to former grade if OCS Program is not completed.
 Promotion is not valid and will not be effective if the soldier is not in a promotional status
 on the effective date of the promotion.
 Soldier's Military Status: Traditional
 Format 302

Remarks (if needed): _____

Is this soldier attached to your unit: **No** //If yes, what is the name of the soldier's Parent unit's name:

Soldier's Security Clearance: **None** Date of Security Clearance Investigation:

Commander's or Authorized representative's signature: \\\S///// _____

TAG WV USE BELOW

Format 440 & 302 (NGB)

Order Number: STPA CTL NUMBER (if applicable): _____

TAG/Authorized Representative Remarks: _____

This PAR has been Approved // Disapproved by: _____ Date of action: _____