



**VIRGINIA NATIONAL GUARD OFFICER
CANDIDATE SCHOOL
ENROLLMENT GUIDE**

**VIRGINIA NATIONAL GUARD
OFFICER CANDIDATE SCHOOL
3rd BN (MOD), 183D REGIMENT (RTI)
FORT PICKETT, BLACKSTONE, VIRGINIA 23824**

1 September 2013

VA OCS ENROLLMENT GUIDE

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INTENT

The intent of the Officer Candidate School (OCS) Enrollment Guide is to provide adequate guidance to the Unit Commander, Unit Readiness and Training NCOs, and the Soldier intending to apply for an upcoming Basic Officer Leadership Course conducted by the Virginia Army National Guard Officer Candidate School. The Guide outlines the responsibilities, on every level, of those involved in the recruiting, selection and preparation of prospective Officer Candidates. The end goal is to ensure that eligible Officer Candidates are able to attend and complete OCS training and return to the unit level as Commissioned Officers.

In designing this Enrollment Guide every effort has been made to provide the most current information possible. The contemporary operating environment that we work under can lead to revisions and changes directed from TRADOC, the National Guard Bureau, the OCS proponent school at Fort Benning and the Virginia Army National Guard. Changes to this guide will be made as necessary.

09S ENLISTMENT OPTION

Soldiers who enlist into the Army National Guard under the O9S Enlistment Option have a contractual obligation to enroll and attend the Officer Candidate School. Under the terms of their contract they have 24 months from their enlistment date to either complete OCS or be actively enrolled in Phase I, II or III of the program. Failure to meet this guidance may result in involuntary separation from the National Guard for exceeding 24 months without being Duty MOS qualified.

VA OCS will accept 09S Candidates for Pre OCS training from January to April once they have completed Basic Combat Training (BCT) and have been attached to OCS. Officer Candidates that have graduated Basic Combat Training (BCT) after 1 April 2013 will participate in training with their assigned unit until the start of the next OCS Class on 24 January 2014.

Upon publication of a forthcoming Virginia Personnel Policy Operational Message, 09S Soldiers will report directly to the OCS once they have graduated from Basic Combat Training. OCS is responsible for their pay, training, administrative and logistical needs. While assigned to the OCS Holding Platoon, Soldiers will have their basic Soldier and leadership skills sharpened in order to prepare them for the rigors of OCS.

OFFICER CANDIDATE RESPONSIBILITIES

1. Pass Diagnostic APFT and height / weight requirements
2. Possess or complete necessary college credits (90 plus credits in an accredited degree program)
3. Order official college transcripts and have them sent to OCS prior to the beginning of training
4. Pass a Commissioning Physical/current PHA with a date no earlier than August 2013.
5. Possess a SECRET clearance or submit a request through parent unit
6. Have an ETS beyond the traditional class commissioning date
7. To be eligible to attend Traditional or Accelerated OCS, a waiver must be submitted to NGB prior to enrollment, if a waiver is required.
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 autobiography per guidance in Appendix F
11. Stay in contact with your unit and follow up as necessary
12. Seek guidance from Commissioned Officers
13. If currently employed as an AGR or Military Technician full-time employee, request counseling from your full-time supervisors and ensure you understand the HRO criteria regarding employment after OCS completion.

It is the Candidate's primary responsibility 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. It is a mentally and physically demanding course which, if completed successfully, can result in a long and rewarding career as a Commissioned Officer in the Virginia Army National Guard.

Candidates are encouraged to find an Officer at their unit who will be available to mentor them throughout their training in order to provide experience and guidance.

ALL OFFICER CANDIDATES MUST HAVE A FULLY COMPLETED OCS INPROCESSING FORM AND CURRENT PQR WHEN THEY ARRIVE AT THE SCHOOL.

Officer Candidates will be expected to purchase the new Army Service Uniform by the beginning of Phase Two of the program. Those Officer Candidates selected to attend either the Winter or Summer Accelerated OCS Programs will need to purchase the ASU prior to attending either program. The ASU will be worn during two planned events as well as the OCS Graduation and Commissioning Ceremony.

UNIT RESPONSIBILITIES

1. Conduct Diagnostic APFT and Height/Weight within sixty days of the start of Pre OCS
2. Screen for College Credits (a minimum of 90 credit hours in a degree seeking program from an Accredited school)
3. Verify or schedule for a Commissioning Physical within 30 days to the start of OCS
4. Verify or submit SECRET clearance request through the State Security Manager
5. Verify ETS beyond projected traditional class commissioning / extend contract as necessary
6. Verify need for AGR/Military Technician Counseling, waiver requests, draft, and attach submit to the BN S1.
7. Complete TYPED NGB 62-E (Current Version from National Guard Bureau Website)
8. Provide a copy of the Soldier's current PQR
9. Verify a signed DD Form 93 and SGLI from eMILPO exists in the Soldier's iPERMs record
10. Create, if necessary, a DTS account with valid, current Electronic Funds Transfer Information. Units must release Soldiers from the parent unit DTS hierarchy prior to their report
11. Ensure all other documentation required in Appendix A & B are present and to standard
12. Ensure Candidates are sent with complete OCS Packet and Uniform/Equipment required per Appendix A and B.
13. Unit Supply NCO's can contact CIF in Richmond and request a TA50 fill from the OCS Packing List that is on file with them.
14. VA OCS and the 183d RTI is not responsible for individual equipment issues of students attending the Pre OCS phase of training. Officer Candidates not having the required TA 50 and uniform items listed on the packing list will not be advanced to Phase I of the training and released from the OCS program.
15. Ensure potential Officer Candidate has two DA style photos taken in ACU uniform (profile)

It is the unit's responsibility to initiate the prospective Candidate's Pre-Requisite Packet 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 from 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 standard. It is acceptable for a Candidate to attend Pre-OCS 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 medical, drop files, or any other paperwork in excess of what is required by this guide.

UNIT COMMANDER RESPONSIBILITIES

It is the Unit Commander's responsibility to ensure his/her Soldiers are aware of the opportunities to seek commission through the State OCS program. It is the Commander's additional responsibility to review the prospective Candidate's packet and approve their attendance to OCS via memorandum which will be included as the cover to the Candidate's packet. Additionally, it is highly encouraged that unit Commanders continue to be a mentoring source for Candidates throughout their training in OCS and push them to begin researching their choices for branch assignment.

Before the Candidate reports to OCS, the unit Commander must ensure the Candidate meets the following:

1. Has a passing APFT and Height/Weight within sixty days of report date.
2. Has completed a minimum of 90 college credit hours in an accredited program towards a four-year degree.
3. Has a completed Commissioning Physical within two years of their projected commissioning date, or has been scheduled by the unit to complete one at a military Medical Treatment Facility (MTF) such as Fort Lee, Fort Eustis, etc.
4. Has a SECRET or higher current clearance or has submitted the request for one.
5. Ensure AGR/ Military Technician Soldiers receive required OCS Counseling regarding full-time employment criteria IAW JFHQ-HRO policy.
6. Those that need commissioning waivers IAW with NGR 600-100 are identified and waiver process must have begun prior to enrollment in OCS.

MAJOR SUBORDINATE COMMAND RESPONSIBILITIES

It is the responsibility of Major Subordinate Commands (MSC) to ensure that qualified Soldiers are aware of the OCS program. Upon request, the OCS staff is available to come to the unit and provide information briefs during Annual Training periods or during regular drill weekends. Once identified, the MSC's are also responsible to ensure Soldiers are enrolled through the ATRRS system for Winter Accelerated Pre-OCS NLT 15 October 2013 for Winter Accelerated and 1 January 2014 for Traditional Pre-OCS. Each unit's Officer Candidate School Recruiting Officer needs to work closely with the unit, the potential Officer Candidates, and the OCS staff to ensure that all requirements on all levels are being met.

OFFICER CANDIDATE SCHOOL TRAINING

There are two programs offered at the Officer Candidate School; Traditional and Accelerated. Both programs consist of a mandatory Pre-OCS, Phase I, II & III. A brief overview follows:

Pre-OCS is primarily focused on completing OCS Admissions Packets and providing training to best prepare Officer Candidates to attend and successfully complete Phase I training. Training includes Drill & Ceremony, Physical Fitness, Leadership, road marches and Land Navigation. For those Candidates that are selected to attend one of the two Accelerated Programs, it is also the time to make branch selections and complete the Federal Recognition Packets for commissioning.

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

Phase II focuses on the major coursework of OCS. Subjects include Leadership, Field Artillery, Military Intelligence, Combat Service Support, Operations Orders, Troop Leading Procedures, Communications, and Tactics. Physical Fitness requirements are continuous and there are 7 and a 10 mile road marches.

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 Pre OCS, followed by Phase I as their 15-day Annual Training (AT) the first summer. Phase II is conducted in an IDT status until the following summer. At the conclusion of Phase II, the OC is recommended for attendance to Phase III, which serves as their AT for the second summer. Successful completion of Phase III meets their graduation requirements. Commissioning occurs during the August IDT period following Phase III.

Traditional Timeline (Approximately 20 Months Total)

<u>Pre-OCS (IDT)</u>	<u>Phase I (AT)</u>	<u>Phase II (IDT)</u>	<u>Phase III (AT)</u>	<u>Graduation</u>
JAN -JUN	JUL-AUG	SEP - AUG	JUN	JUL

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

There are two Accelerated OCS courses conducted throughout the training year. During Pre-OCS Officer Candidates will acknowledge whether they will be competing for one of the seats that Virginia owns in either course. **09S Candidates who do not have at least 36 months of prior service are not eligible for Accelerated OCS.**

Potential Candidates will be interviewed by the Senior Platoon Trainer, OCS Company Commander and 3rd Battalion Commander. The final determination is at the discretion of the Battalion Commander. Accelerated OCS Candidates must still attend and successfully complete Pre OCS, and then attend eight weeks of continuous training in Phase I, II & III, during either the winter or summer programs. The two Accelerated OCS options are below:

<u>Pre-OCS</u>	<u>Phase I, II, III</u>	<u>Training Location</u>	<u>Graduation</u>
OCT – DEC	JAN-MAR	Fort McClellan, AL	APR
JAN - JUN	JUL-AUG	Niantic, CT	SEP
		Fort Indiantown Gap, PA	

Upon successful completion of all phases of training, Officer Candidates commission on the next Virginia RTI IDT weekend. Accelerated Candidates receive the advantage of being able to attend and complete their training in a single continuous block. This option may be preferred by college students, or those who need to meet the constraints of age limitations for commissioning.

ATTACHMENT TO OCS

Officer Candidates enrolled in Pre OCS will be attached to the Virginia Officer Candidate School and RTI once they meet all the pre requisite requirements for attending OCS.

Soldiers will be issued split training certificates for their attendance at OCS drills until they are attached to OCS.

Upon meeting these requirements they will be attached and advanced to pay grade E6 for administration, training and pay for the duration of their enrollment in the OCS program. Officer Candidates that resign or recycle to the next class will be reduced to their original pay grade that they entered OCS with and released back to their units.

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 proscribed 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 (O9S) 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 (O9S Only) Enlistment Contract- All O9S (OCS Option) Enlistees must provide a complete copy of their O9S 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. Be certain to review these with the Candidate so they can initiate them with their packet. All waiver requests must contain the following documentation. Soldiers enlisting into the Army National Guard under the O9S Enlistment Option will have their waivers processed and approved by their respective recruiters prior to enlistment into the Army National Guard.
 - 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. (Seen 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)
 - e. OCS will review all waivers for completeness and submit through JFHQ-G1 for review and action to NGB for final approval.
- Age Waiver – Candidates can be commission 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 O9S 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 O9S 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. **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 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)

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 MERGENCY DATA
- APPLICATION FOR ADMISSION TO OCS (AND/OR ATRRS RESERVATION)
- LETTER OF RECOMMENDATION SIGNED BY UNIT COMMANDER
(DOES NOT APPLY TO SOLDIERS WITH MOS O9S)
- LEGIBLE 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
DATE OF BIRTH _____ AGE AT COMMISSIONING _____
- PROOF OF CITIZENSHIP (IF APPLICABLE)
- NAME CHANGE DOCUMENT (IF APPLICABLE I.E. MARRIAGE CERTIFICATE)
- CHAPTER TWO COMMISSIONING PHYSICAL (DD2807/2808) DATE: _____
(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 60 CREDIT HOURS REQUIRED TO START OCS
90 CREDIT HOURS TO GRADUATE AND COMMISSION)
- WAIVER REQUESTS (AS NEEDED)
 - MEDICAL _____
 - CIVIL _____
 - CRIMINAL _____
 - AIT NON COMPLETION _____
- DD 1966 OCS STATE ENLISTEMENT CONTRACT (O9S 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

Autobiography

NAME
Virginia
VA OCS CLASS 57

DATE

Type AND write approximately 400-500 words IAW the following guidelines.

1. Handwritten, black ink, legible.
2. Narrative, first person.
3. Proper grammar, spelling, punctuation and sentence structure.
4. Cover the following.
 - a. Date/Place of Birth.
 - b. Parents and family.
 - c. Civilian Education.
 - d. Extracurricular activities.
 - e. Civilian occupation/experience.
 - f. Military service/experience.
 - g. Hobbies, travels, unusual experiences.
5. Tell why you want to be an Officer.
6. Who influenced you to enter OCS?
7. Your expectations of OCS.

APPENDIX C

VIRGINIA OFFICER CANDIDATE SCHOOL PACKING LIST

ORGANIZATIONAL CLOTHING & EQUIPMENT			INDIVIDUAL CLOTHING & EQUIPMENT			PERSONAL CLOTHING & EQUIPMENT		
NOMENCLATURE	REQ	O/H	NOMENCLATURE	REQ	O/H	NOMENCLATURE	REQ	O/H
Helmet, Kevlar, or ACH	1		Coat, ACU	5		Shoes, Running	1	
LCE Suspenders/ LBV/ MOLLE	1		Trousers, ACU	5		Socks, White, Running	5	
Rucksack w/ Frame or MOLLE Equivalent	1		Patrol Cap, ACU	2		Wrist Watch	1	
Case, First Aid w/ dressing	1		Belt, tan riggers	2		Towels, White	4	
Case, Small Arms	2		Undershirt Brown	6		Shower Shoes	1	
Canteen, 1 quart	2		Socks, Boot	10		Toiletry Kit	1	
Cover, Canteen, 1 quart	2		Boots, Combat	2		Padlock, Combination only	2	
Canteen, 2 quart	1		Shorts, IPFU	2		Sewing Kit	1	
Cover, Canteen, 2 quart	1		Shirt, SS, IPFU	2		Map Case, OD or ACU Pattern Only	1	
Cup, Canteen	1		Shirt, LS, IPFU	1				
Entrenching Tool, w/ carrier	1		Pants, IPFU	1		RECOMMENDED ITEMS		
Poncho	1		Jacket, IPFU	1		Insect Repellant		
Poncho Liner	1					Clothing Marking Kit		
Sleeping Bag	1		ID Tags	1		Polypro, Silk weight, Under Armor Cold Gear		
Mat, Sleeping	1		ID Card	1		Transparency film		
Flashlight, Military Angle w/ lenses	1		Nametape US ARMY	7		Alcohol Markers (5pk superfine)		
Bag, Duffle	1		Nametape "LAST NAME"	7		Terrain Model Kit (small)		
Bag, Waterproof	1		Earplugs w/ Case	1		550 Cord		
Lensatic Compass, w/ case	1					OD Green 100mph tape		
Field Jacket, w/ Liner	1		Eye Pro (Commercial or Issue)	1		Pace Cord		
Laundry, Bag	1					Index Cards		
Wet Weather Jacket	1					Zip Lock Bags 12X12, 8x8, 6X6		
Wet Weather Trousers	1					Writing Materials		
Over boots, Wet Weather	1					Note taking Materials		
Gloves, Leather Black w/ Liner	1					Camouflage Stick/ Compact		
Watch Cap	1					Bee Sting Allergy Kit (prescription)		
Weapons Cleaning Kit	1					Coordinate Scale/Protractor		
Shelter Half, w/ poles, pegs, rope	1					Chapstick		
						Brassiere, Sports		
						Desert Boot Cleaning Kit		
						Tabs, Blousing (Velcro/Rubber)		
						Laces, Boot		
						Elbow and Knee Pads		
PROHIBITED ITEMS								
Alcohol			Newspapers			Personal Modified TA-50		
Cosmetics			Bayonets/fixed blade/knives over 3"			Cash over \$100		
Hair Nets and Curlers			Perfumed Scented lotions			Civilian Medications e.g. Tylenol		
Perfumes, Colognes or After Shave			Adult Material of any kind			Spandex		
Body Sprays			Cellular Phones					
Electric Razor			Caffeinated Products of any kind					
MP3 players/ tape or CD players			Tobacco products					
Pagers/ Beepers			Civilian GPS systems					
Laptops			Contact Lenses					
Magazines			Vitamins or Supplements of any kind					

APPENDIX C

APPENDIX D

OCS APPLICATION

NAME (LAST, FIRST, MI)		GRADE	SSN		GENDER <input type="radio"/> MALE <input type="radio"/> FEMALE	
HOME UNIT (INCLUDE ADDRESS AND ZIP CODE)					UNIT PHONE	
HOME OF RECORD (STREET, CITY, STATE, ZIP CODE)				HOME PHONE	CELL PHONE	
EMPLOYER (INCLUDE ADDRESS AND ZIP CODE)				EMPLOYER PHONE NUMBER		
DATE OF BIRTH	AGE	U.S. CITIZEN (Y/N)		IF "NO" RESPONSE, DATE ON CITIZENSHIP APPLICATION		
WIAVERS REQUIRED? Y/N		CH 2 PHYSICAL WITHIN SIX MONTHS OF CLASS START DATE Y/N			SECURITY CLEARANCE?	
EDUCATION						
NAME OF COLLEGE (INCLUDE ADDRESS) AND DEGREE PLAN				TYPE OF DEGREE	NUMBER OF CREDITS	LEVEL OF EDUCATION
MILITARY BACKGROUND						
PEBD	PRIMARY MOS		DATE OF RANK	RANK/GRADE	TOTAL YRS MILITARY SERVICE	
ETS DATE	GT SCORE	HIGHEST LEVEL OF MILITARY EDUCATION			TOTAL YEARS ACTIVE DUTY	
PRIOR SERVICE INFORMATION (IF APPLICABLE)						
APFT						
TEST DATE	PUSH UPS	SIT UPS	RUN TIME	TOTAL SCORE	WEIGHT	BODY FAT % (IF APPLICABLE)
ASSESSMENT						
WHERE YOU EVER REJECTED FOR MILITARY SERVICE OR APPOINTMENT AS AN OFFICER?						
HAVE YOU EVER BEEN SEPERATED FROM SERVICE BY RECLASSIFICATION OR BOARD ACTION?						
HAVE YOU EVER BEEN COURT MARTIALED?						
HAVE YOU EVER BEEN ARRESTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? <i>IF "YES" ATTACH STATEMENTS OF CIRCUMSTANCE AND REQUEST FOR WAIVER</i>						
ARE YOU PRESENTLY EMPLOYED BY THE NATIONAL GUARD OR DoD?						
UNIT COMMANDERS STATEMENT OF LEADERSHIP POTENTIAL:						
CERTIFICATION						
I CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT TO THE BEST OF MY KNOWLEDGE.						
SIGNATURE OF APPLICANT			DATE		SIGNATURE OF COMMANDER	
					DATE	

APPENDIX E

VA OCS INPROCESSING/EMERGENCY CONTACT INFORMATION				
LAST NAME	FIRST	MI	LAST 4 SSN	DOB
HOME ADDRESS (HOR)				
HOME PHONE		CELL PHONE		WORK PHONE
AKO EMAIL ADDRESS			SECONDARY EMAIL ADDRESS	
EMERGENCY CONTACT PERSON				
EMERGENCY CONTACT		RELATIONSHIP		CONTACT NUMBER:
UNIT INFORMATION				
UNIT NAME				UIC
UNIT PHONE NUMBER		UNIT READINESS NCO		UNIT COMMANDER
UNIT LOCATION				
MEDICAL				
PRIOR HEAT CASUALTY		YES	NO	
PRIO COLD WEATHER CASUALTY		YES	NO	
BEE STING ALERGY		YES	NO	
MEDICINE OR OTHER ALLERGIES				
ADDITIONAL INFORMATION				
IDENTIFICATION CARD		YES	NO	
IDENTIFICATION TAGS		YES	NO	
COMBAT LIFE SAVER QUALIFIED		YES	NO	
QUALIFICATION EXPIRES:				
DEPLOYMENTS				
OIF	YES	NO	DATES/UNIT	
OEF	YES	NO	DATES/UNIT	
OTHER	YES	NO	DATES/UNIT	

APPENDIX F

SAMPLE CRIMINAL CONVICTION WAIVER REQUEST FORMAT



DEPARTMENT OF THE ARMY Unit Heading

REPLY TO
ATTENTION OF

(Office Symbol)

(Date)

MEMORANDUM THRU Commander, Virginia Army National Guard Officer Candidate School, Bldg. 1365, Ft. Pickett, Blackstone, VA 23824-6316

FOR The Adjutant General of Virginia, ATTN: G1, Officer Actions, Bldg 316, Ft. Pickett, Blackstone, VA 23824-6316

SUBJECT: Criminal Conviction waiver request for commissioning.

1. I request that a Criminal Conviction waiver be granted for commissioning for OC Doe, John.
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)
- 2- Copy of Court Documents
- 3- NGB Form 62E
- 4- BN Cdr Endorsement
- 5- MSC Cdr Endorsement

SAMPLE MEDICAL WAIVER REQUEST FORMAT



DEPARTMENT OF THE ARMY
Unit Heading

REPLY TO
ATTENTION OF

(Office Symbol)

(Date)

MEMORANDUM THRU Commander, Virginia Army National Guard Officer Candidate School, Bldg. 1365, Ft. Pickett, Blackstone, VA 23824-6316

FOR The Adjutant General of Virginia, ATTN: G1, Officer Actions, Bldg 316, Ft. Pickett, Blackstone, VA 23824-6316

SUBJECT: Medical waiver request for commissioning.

1. I request that a Medical waiver be granted for commissioning for OC Doe, John
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- NGB Form 62E
- 2- DD 2807
- 3- DD 2808
- 4- Other Medical Documentation
- 5- Letter of Recommendation
- 6- BN Cdr Endorsement
- 7- MSC Cdr Endorsement

SAMPLE MORAL TURPITUDE WAIVER REQUEST



DEPARTMENT OF THE ARMY
Unit Heading

REPLY TO
ATTENTION OF

(Office Symbol)

(Date)

MEMORANDUM THRU Commander, Virginia Army National Guard Officer Candidate School, Bldg. 1365, Ft. Pickett, Blackstone, VA 23824-6316

FOR The Adjutant General of Virginia, ATTN: G1, Officer Actions, Bldg 316, Ft. Pickett, Blackstone, VA 23824-6316

SUBJECT: Moral Turpitude waiver request for commissioning.

1. I request that a Moral Turpitude waiver be granted for commissioning for OC Doe, John
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)
- 2- BN Cdr Endorsement

3- MSC Cdr Endorsement
4- NGB Form 62E



SAMPLE AIT WAIVER REQUEST

DEPARTMENT OF THE ARMY
Unit Heading

REPLY TO
ATTENTION OF

(Office Symbol)

(Date)

MEMORANDUM THRU Commander, Virginia Army National Guard Officer Candidate School, Bldg. 1365, Ft. Pickett, Blackstone, VA 23824-6316

FOR The Adjutant General of Virginia, ATTN: G1, Officer Actions, Bldg 316, Ft. Pickett, Blackstone, VA 23824-6316

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.
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 ERB

2- BN Cdr Endorsement
3- MSC Cdr Endorsement

APPENDIX G

SAMPLE UNIT COMMANDER LETTER OF RECOMMENDATION



DEPARTMENT OF THE ARMY
Unit Heading

REPLY TO
ATTENTION OF

(Office Symbol)

(Date)

MEMORANDUM FOR Commander, Virginia Army National Guard Officer Candidate School,
Bldg. 1365, Ft. Pickett, Blackstone, VA 23824-6316

SUBJECT: Recommendation of SPC John Doe to attend OCS.

1. I recommend that SPC John Doe be granted enrollment in the 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: _____

1. POC for this request is the undersigned at (555) 555-1212.

COMMANDER'S SIGNATURE BLOCK

APPENDIX H

SAMPLE STATEMENT OF UNDERSTANDING



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
Your Unit Header and Address

Your Office Symbol

Date

MEMORANDUM FOR G1

SUBJECT: Officer Candidate Statement of Understanding

1. I, the undersigned, understand that, upon appointment in the Virginia National Guard or Reserve of the Army, I may not be able to complete 20 years of satisfactory Federal service for retirement purposes under the provisions of Title 10, United States Code, Section 12731 (i.e., Eligible to draw retired pay at age 60), or Title 10, United States Code, Section 1293, prior to being removed from an active status under applicable laws and Army Regulations.
2. I acknowledge that upon initial appointment as an officer in the Army National Guard I am required to remain in an active status in the ARNG for the remainder of my original statutory obligation or two years from the date of my state appointment, whichever is later.
3. POC is the undersigned at **your.name@us.army.mil**.

OC FULL NAME
DATE

APPENDIX I

SAMPLE DA 4856 AGR/TECHNICIAN COUNSELING

DEVELOPMENTAL COUNSELING FORM		
For use of this form, see FM 6-22; the proponent agency is TRADOC.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.	
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to subordinates.	
ROUTINE USES:	The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.	
DISCLOSURE:	Disclosure is voluntary.	
PART I - ADMINISTRATIVE DATA		
Name (Last, First, MI) (OFFICER CANDIDATE'S FULL NAME)	Rank/Grade OC	Date of Counseling
Organization HOME UNIT	Name and Title of Counselor COUNSELOR'S INFORMATION	
PART II - BACKGROUND INFORMATION		
Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)		
The purpose of this counseling is professional counseling for Active Guard and Reserve (AGR) and Federal Technicians.		
PART III - SUMMARY OF COUNSELING		
Complete this section during or immediately subsequent to counseling.		
Key Points of Discussion:		
IAW VAHR memorandum dated 16 October 2007 subject: Counseling Requirement for Military Technicians and Active Guard and Reserve (AGR) Soldiers attending Officer Candidate School, the Officer Candidate must understand and acknowledge the following:		
Name:		
SSN:		
Grade/Rank:		
AGR/Technician Position:		
Office/Unit of Assignment:		
Date of Counseling:		
I understand that by entering the OCS Program (Basic Officer Leadership Course-A) I am subject to termination from my AGR/Technician position upon successful completion of the course and by accepting a commission as an Officer in the Virginia Army National Guard. Additionally, I understand that the agency is not required to place me in a full time position that can be held by an Officer or Warrant Officer.		
Signature of Individual Counseled	Printed Name of Counselor/Supervisor	Signature of Supervisor
OTHER INSTRUCTIONS		
This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.		

Plan of Action: (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below).)

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled: I agree disagree with the information above.

Individual counseled remarks:

Signature of Individual Counseled: _____

Date: _____

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

Signature of Counselor: _____

Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: _____

Individual Counseled: _____

Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.

APPENDIX J

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

The proponent agency in NGB-ARH. The prescribing directive is NGR (AR) 600-100 and NGR (AR) 600-101. Handwritten form will not be accepted. Each item must be completed. Annotate "None" where applicable.

PRIVACY ACT STATEMENT

AUTHORITY: Title 32 USC 307, Title 10 USC 10204, Executive Order 9397.
PURPOSE: To apply 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. The original will be maintained in the Soldier's Official Military Personnel File or electronically filed in a DoD approved system. A copy will be maintained by the MILPO for state records. For organizational use only.
ROUTINE USES: None.
DISCLOSURE: Voluntary; However, if individual does not provide the information requested by the Board, Federal Recognition may be denied.

FILL OUT: FROM, SSN, AND DATE

FROM: (Last, First, Middle) _____ SSN: _____ DATE: _____

THRU: (State Adjutant General) _____

TO: Chief, National Guard Bureau, Attention: [Redacted], 1100 George Mason Drive, Arlington, VA 22204-1382

SECTION I

I hereby apply for the following: (Under the provisions of paragraph and NGR authority)

- Federal Recognition as a (Grade and Branch)
- Appointment as a Reserve Officer of the Army in the Army National Guard as a (Grade and Branch)
- Certificate of Eligibility for Federal Recognition in the Army National Guard as a (Grade and Branch)

CHECK FIRST TWO BLOCKS. GRADE IS EITHER O1 OR O1E (MUST HAVE 3 YEARS ACTIVE DUTY SERVICE TO QUALIFY FOR O1E)

SECTION II

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

1. Permanent Home Address: (Street, City, County, State, Zip)
2. Date of Birth: _____ Place of Birth: (City, County, State)
3. Race/Ethnic Group: American Indian/Alaskan Asian/Pacific Islander African American Caucasian Hispanic Other/Unknown
4. Are you a citizen of the United States by birth or naturalization? (If by naturalization, append evidence, or certification by an officer.)
5. List number and relationship of dependent's:
6. List nearest relative, relationship, and address:
7. Marital Status: (Single, Married, Widowed, Divorced)
8. List present occupation, years experience, employer name and address: (If self-employed, list business address)
9. List additional experience and years of same:
10. List any memberships in professional societies:
11. List any decorations, citations, and commendations: (Attach copies)

FILL OUT SECTION TWO AS COMPLETELY AS POSSIBLE. FOR ITEM 11 COPIES OF DD 214 AND OR DA 638 WILL DO.

12. Are you at present a member of any component of the Armed Forces? <i>(If yes, list grade, branch, component, organization, and aeronautical rating held, if any)</i>
13. Have you ever been rejected for military service or appointment as a Commissioned or Warrant officer? <i>(If yes, state when & where rejected and cause.)</i>
14. Have you ever been separated from the military by reason of reclassification, board action, or have resigned in lieu of reclassification, board action or court martial proceedings? <i>(If yes, give date, place, and details.)</i>
15. Have you ever been court martialed? <i>(If yes, give date, place, charge, and final disposition.)</i>
16. Have you ever been arrested or convicted by a civil court for other than minor traffic violations? <i>(If yes, give date, place, charge, and sentence.)</i>
17. Are you at present receiving a disability allowance, disability retired pay, or pension as a result of military service? <i>(If yes, give details.)</i>
SECTION III
1. High School: <i>(List name of school, city & state, year graduated. If GED completed, attach copy of certificate.)</i>
2. College: <i>(List name of college, city & state, dates attended, and degree program or course attended) (Graduated? Yes or No)</i>
3. Service Schools: <i>(List name of school, city & state, dates attended, and course attended) (Graduated? Yes or No)</i>
4. Army Extension Courses: If completed, attach copy of certificate. <i>(List name of school, phase or series number, and course completion date.)</i>

**FILL OUT SECTION THREE
 AS COMPLETELY AS
 POSSIBLE. ALL SERVICE
 SCHOOLS REGARDLESS OF
 BRANCH OF SERVICE
 APPLY.**

APPLICANT SIGNATURE	
Full Signature: _____	<i>(Sign All Copies)</i>
ENDORSEMENT	
Endorsement prepared by organization Commander: _____	
Approval recommended. The statements of the applicant have been verified as far as practicable and are con	
His/Her appointment is desired to fill the position of : _____	
Vice: _____	
Signature: _____	
ENDORSEMENT	
Endorsement prepared by organization Commander: _____	
Approval recommended. _____	
Signature: _____	
<i>(Sign All Copies)</i>	
ENDORSEMENT	
From: The Adjutant General, State of _____	
To: The President of the Examining Board. _____	
Appointed by paragraph: _____ Orders Number: _____ Dated: _____	
Headquarters: _____	
Address: _____	
1. It is requested that the applicant be examined under the provisions of Title 32 Section 307 USC, and regulations prescribed thereunder, for the the grade and branch stated in this application.	
2. The statement of the applicant has been verified as far as practicable and are considered to be correct.	
Enclosures: _____	
Signature of State Adjutant General: _____	
<i>(Sign All Copies)</i>	
ENDORSEMENT	
The Adjutant General of _____	
Address: _____	
The examination of the applicant has been completed with the result stated in the proceedings of the board (NGB Form 89) herewith enclosed.	
Enclosures: _____	
Signature of President of the Board: _____	
<i>(Sign All Copies)</i>	

APPLICANT SIGNATURE IS THE LAST BLOCK TO BE FILLED OUT BY THE SOLDIER.

FINAL ENDORSEMENT

From: The Adjutant General, State of _____

To: Chief, National Guard Bureau, Attn: NGB-ARP-C, 111 South George Mason Drive, Arlington, VA 22204-1382

1. It is requested that Federal Recognition be extended to:

(Firstname, middle, lastname, social security number, and appointed grade, branch, & date)

(Give specific position and designation of organization assigned to)

per _____
(Give designation of issuing office, number, paragraph of order, and order date)

vice _____ who on _____
(Give name only of previous occupant) (Give date position was vacated)

was _____
(State: a. Resignation, b. Transfer, c. Promoted, d. Demoted)

by _____
(State: a. Own application, b. Changes in table of organization, c. Conversion of Unit)

per _____
(Give designation of issuing office, number, paragraph of order, and order date)

Attach copy of order as enclosure.

2. Attach a copy of the order of appointment and completed oath of office (NGB 337) as enclosure.

3. It is further recommended that the request for appointment as a Reserve Officer of the Army National Guard of the United States contained in the basic communication be approved.

Enclosures: (Enumerate)

Signature of State Adjutant General: _____ (Sign All Copies)

INSTRUCTIONS

In submitting this form, carefully comply with applicable National Guard regulations. This form will be submitted by the applicant through military channels to the State Adjutant General in sufficient copies to ensure that two completed applications and supporting documentation are received by the National Guard Bureau.

This form will be executed by all candidates for examination under the provisions of Title 32 Section 307 USC. When so executed, it serves for the certified statement of the candidate of their personal and military history as prescribed by National Guard Regulations.

The State Adjutant General will, if the application meets with their approval, issue instructions for the candidate to report to the president of the examining board which has been previously appointed by the Army Commander under the provisions of Title 32 Section 307 USC.

The State Adjutant General will forward the application by endorsement thereon, with all pertinent documentation, to the president of the examining board. Candidates may be ordered before the examining board before appointment, but if examined prior to appointment, the candidate should be appointed as soon as practicable after the successful examination has been completed.

The president of the examining board will, upon completion of the examination, forward the application by endorsement thereon, to the State Adjutant General, transmitting therewith the proceedings of the board (NGB Form 89) with all pertinent documentation.

The State Adjutant General will forward the application by endorsement thereon, to the Chief, National Guard Bureau, transmitting therewith the proceedings of the examining board (NGB Form 89) with all pertinent documentation, and any additional attachments as necessary.

CONTACT INFORMATION

Mailing Address:

**VA OCS, Attn: SGT Whalley
3D BN (MOD), 183D REGT (RTI)
Bldg 2103, East Parade Avenue, Fort Pickett
Blackstone, VA 23824**

IMPORTANT CONTACT NUMBERS:

Training Officer/OIC

CPT Jonathan Fair

Voice	434-292-2905
Blackberry	434-480-6502
E-mail	jonathan.j.fair.mil@mail.mil

OCS Training NCO/NCOIC

SGT Joshua Whalley

Voice	434-298-5507
Blackberry	434-480-6897
E-mail	joshua.l.whalley.mil@mail.mil