

NEBRASKA

209TH

**REGIONAL TRAINING INSTITUTE
(RTI)**

**OFFICER CANDIDATE SCHOOL
(OCS)
ENROLLMENT
GUIDE**



As of: 02 NOVEMBER 2011





Foreword

The 209th Regional Training Institute (RTI) Officer Candidate School (OCS) Enrollment Guide is designed to help the responsible parties with the OCS Enrollment process. This guide addresses the different responsibilities of the Officer Candidate, the Officer Candidates Commander, the Unit, the Major Subordinate Command (MSC), the Recruiting and Retention Command (RRC), and the 2/209th RTI. This guide provides the necessary tools for all parties to successfully address the different questions that may arise while an individual is trying to enroll into the OCS Program.

Key Items Covered:

- Commissioned Officer Procurements
- Responsibilities of the individual and different units
- OCS Eligibility Criteria
- Pre-Requisite Packet Instructions
- Commissioning Criteria
- Reporting and Profiles

The 2/209th RTI has been conducting OCS training for over 50 years. All resources, whether property, people, or time have become increasingly limited. It is imperative soldiers, commanders, and units become familiar with this guide, ensuring enrollment efficiency while the 209th RTI maintains the training focus of producing quality 2nd Lieutenants, leaders. One team, one fight!

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209TH RTI OCS ENROLLMENT GUIDE

TABLE OF CONTENTS

I.	CHAPTER 1 - PURPOSE	1
II.	CHAPTER 2 - COMMISSIONED OFFICER PROCUREMENT	1
	A. PROCUMENT PHASE	1
	B. ENROLLMENT PHASE	1
	C. ASSESSMENT, DEVELOPMENT, & TRAINING PHASE	1
III.	CHAPTER 3 - RESPONSIBILITIES	1
	A. MAJOR SUBORDINATE COMMAND	1
	B. RECRUITING AND RETENTION COMMAND	1
	C. RTI COMMANDER	1
	D. 2/209TH RTI	2
	E. UNIT / CANDIDATES	2
IV.	CHAPTER 4 - OCS ELIGIBILITY CRITERIA	4
	A. WHO MAY APPLY	4
	B. ELIGIBILITY REQUIREMENTS	4
	C. WHO MAY NOT APPLY	6
	D. ELIGIBILITY WAIVERS	7
V.	CHAPTER 5 - OCS ENROLLMENT PRE-REQUISITE PACKET INSTRUCTION	7
	A. ENROLLMENT FORMS	7
	B. SUPPORTING ENROLLMENT DOCUMENTS	8
	C. GRADE AUTHORIZATION, ATTACHMENT/DETACHMENT	9
VI.	CHAPTER 6 - OFFICER COMMISSIONING	9
	A. CRITERIA	9
	B. BRANCH QUALIFICATION	9
VII.	CHAPTER - REPORTING	9
	A. MILITARY CLOTHING / OCIE / SUPPLY	9
	B. PROFILES	10

LIST OF FIGURES AND TABLES

Appendix: OCS Forms and Documents

FIGURE 1:	OCS PIPELINE BY TY QUARTER	3
FIGURE 2:	OCS STUDENT ENROLLMENT PREREQUISITE CHECKLIST	11
FIGURE 3:	OFFICER CANDIDATE SCHOOL APPLICATION	12
FIGURE 4:	OFFICER CANDIDATE PROFILE SUMMARY	14
FIGURE 5:	COMMANDER'S RECOMMENDATION MEMORANDUM	16
FIGURE 6:	LOGISTICS INFORMATION SHEET	17
FIGURE 7:	APPLICANT'S STATEMENT TO ATTEND OFFICER BASIC COURSE	18
FIGURE 8:	STATEMENT OF OFFICER CANDIDATE	19
FIGURE 9:	POLICE RECORD CHECK	20
FIGURE 10:	OFFICIAL TRANSCRIPT REQUEST	21
FIGURE 11:	NGB 62E WORKSHEET	22
FIGURE 12:	INTERIM SECURITY CLEARANCE STATEMENT	27
FIGURE 13:	UNIT COMMANDER'S INTERVIEW GUIDE	28
FIGURE 14:	BIRTH CERTIFICATE	28
FIGURE 15:	NAME CHANGE	28
FIGURE 16:	PROOF OF CITIZENSHIP	28
FIGURE 17:	COLLEGE TRANSCRIPT	29
FIGURE 18:	GT SCORE	29
FIGURE 19:	CONVICTION WAIVER	29
FIGURE 20:	PROOF OF BASIC TRAINING AND AIT	29
FIGURE 21:	PROOF OF SECURITY CLEARANCE	30
FIGURE 22:	COMMISSIONING PHYSICAL	30
FIGURE 23:	DA 705 (APFT CARD)	30
FIGURE 24:	OFFICER APPOINTMENT PACKETS	31

I. Chapter 1 - Purpose

A. The intent of the Officer Candidate School (OCS) Enrollment Guide is to provide guidance to the Commander, the Unit, and the individual requesting to attend the Nebraska National Guard OCS Program.

B. This guide is to ensure that soldiers applying for Army National Guard (ARNG) OCS are fully qualified for appointment/commission upon completion of the prescribed ARNG OCS program. Commanders must be selective to ensure eligibility in order to (IOT) avoid wasting valuable resources and training time. It is not the intent of this pamphlet to establish appointment/commission criteria, but only to ensure that applicants for OCS meet the minimum requirements for appointment/commission. The appointment/commission criteria, policies and procedures are the responsibility of National Guard Bureau, NGB-ARP (Personnel Division) and are established in National Guard Regulation, Army Regulation, NGR (AR) 600-100, other supplemented instructions and guidance.

II. Chapter 2 - Commissioned Officer Procurement

The commissioned officer procurement process will be conducted in three phases, The Procurement Phase, Enrollment Phase and Training Phase.

A. Procurement Phase.

1. The Procurement Phase is continuous throughout the year. The Major Subordinate Command (MSC) and Command elements should have a strong command emphasizes during the Procurement phase.
2. Responsibility level: The MSC Command elements and unit commanders have strict ownership of the procurement phase.
3. End State: Identify future leaders from within the Nebraska National Guard to meet the Adjutant Generals Commissioned Officer Procurement Readiness Mission for the TY.

B. Enrollment Phase.

1. The Enrollment Phase is a transition from the Procurement phase to the Training Phase. This phase begins in with Application turn-in and transitions into the Training Phase (ZERO).
2. Responsibility level: All levels of command to include the MSC's and Subordinate units, 2/209th RTI and Recruiting and Retention Command (RRC) elements have ownership of the enrollment phase.

3. End State: Screen and process our future leaders to ensure eligibility requirements are met to support the Adjutant Generals Commissioned Officer Procurement Readiness Mission for the TY; provide a pool of candidates to the 2/209th RTI in support of The Adjutant General (TAG) Commissioned Officer Readiness Mission.

C. Assessment, Development, & Training Phase.

1. This phase begins with OCS Phase 0. With the emphasis of preparing the OCS Candidates for Phase I of the OCS program.
2. Responsibility Level: The 2/209th RTI has primary ownership of the training phase.
3. End State: Train all candidates to be commissioned officers in order to meet the Adjutant Generals Officer Procurement Readiness Mission for the TY.

III. Chapter 3 - Responsibilities

A. Major Subordinate Command (MSC).

1. It is the responsibility of MSCs to track commissioned officer readiness levels and meet the Adjutant General's Officer Procurement readiness mission for each training year.

B. Recruiting and Retention Command (RRC).

1. Will coordinate annual officer recruiting conference to establish four (4) year mission goals for Officer Strength Managers (OSM). The OSM's will serve as subject matter experts for processing OCS applications packets.

C. RTI Commander.

1. Supervise the operation of the Regional Training Institute.
2. Provide direct authority and administrative control over all leadership and special courses managed by the RTI.
3. Coordinate and cooperate with assessment and accreditation teams.
4. Ensure all instructors meet instructor qualifications and certification requirements.
5. Actively supervising, monitoring, observing, and evaluating instructors.

D. 2/209th RTI.

1. All administrative, logistics, and training support needed for the OCS program.
2. POC for all related issues and questions regarding the OCS program.
3. Initiate all personnel actions relating to candidates entering or graduating the OCS program.
4. Execute the in-processing of candidates after they have been validated by The Chief of Staff.
5. Initiate/update Army Training Requirements and Resources System (ATRRS) information of candidates.
6. Process OCS packets to ensure compliance with governing regulations.
7. Ensure the OCS program is in compliance with accreditation requirements.
8. Maintain Candidate's administrative records.

E. Unit/Candidate's.

1. It is the unit commander's responsibility to ensure that the candidate meets these requirements before attending OCS.
 - a. Pass Army Physical Fitness Test (APFT) and Ht/Wt requirements.
 - b. Possess the necessary educational requirements as required.
 - c. Pass an appointment Chapter 2 physical.
 - d. Possess a SECRET security clearance or submit a request to obtain thru unit prior to arrival.
 - e. Assist with the completion of DD 369 with completed criminal history check for last ten years. (Figure 9: Police Record Check).
 - f. Have an Expiration, Term of Service (ETS) beyond appointment date.
 - g. Be up front about any waiver issues: waivers submitted early have best approval rate.
 - h. Assist in completing a NGB 62-E. (Figure 11: NGB 62 Worksheet)
 - i. Ensure all other documentation required (see Chapter 4 - OCS Eligibility Criteria) is provided to the 2/209th RTI during the enrollment phase.
 - j. Ensure candidate has all the required uniforms and equipment per the OCS packing list.

Figure 1: OCS PIPELINE BY QUARTER

1. FIRST QUARTER: PROCUREMENT

_____ *MAIN EFFORT RRC/OSM AND MSC'S.*

_____ *FOCUS IS TO GENERATE LEADS AND PRE-QUALIFICATION.*

_____ *KEY EVENTS ARE OFFICER/WARRANT GOLD/SILVER RUSH, CHAPTER 2 PHYSICALS FOR SELECT SOLDIERS, NGB 62 WORKSHEETS, CLEARANCE INITIATION, AND DOCUMENT COLLECTION.*

_____ *ENDSTATE IS PRE-QUALIFIED POOL OF APPLICANTS WITH COMPLETED PACKETS WHO ARE PREPARED FOR ENROLLMENT AS OFFICER CANDIDATES.*

2. SECOND QUARTER: ENROLLMENT

_____ *MAIN EFFORT IS RTI AND RRC/OSM.*

_____ *FOCUS IS APPLICANT QUALIFICATION AND PROCESSING.*

_____ *KEY EVENT IS CANDIDATE READINESS PROCESSING: CHAPTER 2 PHYSICALS, PACKET CLEAN-UP, RTI INPROCESSING, APFT+WEIGH IN.*

_____ *SUPPORTING EFFORT BY MSC'S.*

_____ *ENDSTATE IS A QUALIFIED POOL OF OFFICER CANDIDATES PREPARED TO BEGIN TRAINING.*

3. THIRD QUARTER: ASSESSMENT, DEVELOPMENT & TRAINING

_____ *MAIN EFFORT IS 2/209th RTI.*

_____ *FOCUS IS CANDIDATE PREPARATION AND SUCCESSFUL EXECUTION OF OCS PHASE ONE.*

_____ *KEY EVENTS ARE LAND NAVIGATION ASSESSMENT, APFT, HT/WT, OCS ORIENTATION, AND FINAL PACKET CLEAN-UP*

_____ *SUPPORTING EFFORT BY MSC'S AND RRC/OSM.*

_____ *ENDSTATE IS SUCCESSFUL COMPLETION OF PHASE ONE OCS BY MAXIMUM NUMBER OF QUALIFIED CANDIDATES, PREPARED TO ENTER PHASE TWO.*

4. FOURTH QUARTER: CAMPAIGN PLANNING FOR UPCOMING YEAR

_____ *MAIN EFFORT IS RRC.*

_____ *FOCUS IS OCS MARKET DEVELOPMENT.*

_____ *KEY EVENTS ARE THE CAPTURE AND APPLICATION OF LESSONS-LEARNED, DEVELOPING PLANS AND INITIATIVES LEADING TO IMPROVED MARKET AWARENESS, AND BUILDING STRONGER STRATEGIC RELATIONSHIPS BETWEEN RRC, MSC'S, AND RTI.*

_____ *ENDSTATE IS SOLID DEVELOPMENT OF UPCOMING YEAR'S CAMPAIGN PLAN RESULTING IN GREATER OCS ENROLLMENT AND GRADUATION RATES. NET RESULT IS INCREASED COMPANY-GRADE OFFICER STRENGTH STATEWIDE.*

IV. Chapter 4 - OCS Eligibility Criteria

A. Who May Apply.

ARNG warrant officers (WOs) and enlisted soldiers, who meet the eligibility requirements in paragraph B-1 thru B-11 below, may apply to attend the Nebraska OCS program (See paragraph C1-11 for exceptions). Eligibility requirements are pulled from NGR (AR) 600-100 and subject to periodic, subsequent policies changes from NGB.

B. Eligibility Requirements.

1. Age Requirements - (Enrollment Requirement).

- a. The applicant must be at least 18 years of age.
- b. Candidates must be commissioned prior to age 41 years 364 days. Age waivers are no longer authorized.

2. Citizenship - (Enrollment Requirement).

- a. Applicant must possess or attain United States citizenship prior to appointment / commissioning.
- b. Dual citizenship is not permitted. Candidates who hold dual citizenship with a foreign nation must relinquish the foreign citizenship prior to appointment.
- c. Applicants who are not citizens must provide documented proof of application for citizenship as a prerequisite for enrollment.
- d. Applicants allowed to enroll in OCS, who do not possess citizenship will provide documentation to prove application for citizenship and will be counseled (using DA Form 4856) and a record of counseling will be on file. If citizenship is not granted, applicant must fully understand that he/she will be dismissed from the OCS program.

3. Test Scores.

- a. Achieve a general technical (GT) aptitude test score of 110 or higher on the Armed Services Aptitude Battery (ASVAB). If the GT score is a retest, the last test score will be the score of record. Appropriate entry will be made in soldier's DA Form 2-1 (**Enrollment requirement, Not Waiverable**).

- b. Achieve a score of 80 or higher on the English Comprehension Level Test (ECLT)/American Language Course.

4. Education.

- a. Provide original raised seal transcript from an appropriate school official or education counselor of an accredited college or university for —

- (1). At least 60 college semester hours of study (**Traditional, Enrollment requirement**).

- (2). Candidates must attain a minimum of 90 earned semester hours and submit a certified copy of the most recent transcript documenting the credits prior to appointment.

- (3). Additionally, candidates who are still working toward a Bachelors degree must submit an approved degree completion plan prior to initial appointment. Candidates can go thru their respective college to get this degree plan.

- (4). Candidates applying for **Accelerated or Federal OCS must have earned 90 semester hours prior to the start of the OCS class**. Certified transcripts and a degree completion plan must be submitted as referenced above.

- b. Officers should be counseled that completion of an accredited baccalaureate degree is required to be eligible for promotion to the grade of Captain, and that they must complete the appropriate branch basic officer leader course within 24 months of commissioning.

5. Medical Requirements – (Enrollment Requirement or a 90 day Waiver).

- a. Officer candidates must pass a physical examination in accordance with AR 40-501, Chapter 2, prior to the first day of OCS (Start of Phase I).

- b. Applicants for OCS must meet all procurement medical fitness standards as prescribed in AR 40-501, Chapter 2, or receive all necessary waivers for disqualifying conditions from NGB.

c. Applicants must have completed a medical examination for appointment within 1 year preceding the scheduled OCS Phase I class report date.

d. Chapter 2 physical is valid for appointment for two years from the date of examination provided there is no significant change in the individual's medical condition. An annual Periodic Health Assessment (PHA) will be conducted to keep physical readiness current.

6. Weight and Height Standards – (Enrollment Requirement).

a. Prior to OCS enrollment applicants must meet required height and weight standards as reflected in AR 600-9, to include the maximum allowable percent body fat standards. **No waivers.**

7. Army Physical Fitness Test (APFT) – (Enrollment Requirement).

a. Applicants must pass the standard three events of the APFT, In Accordance With (IAW) AR 350-1, within 60 days prior to the start of PH 0. DA Form 705 (Army Physical Fitness Scorecard), will be attached to, and made a part of, the application. The ARNG soldier's Commander will ensure validation of the APFT for OCS applicants (**Applicant's unit APFT is an entrance requirement**).

(1) Soldiers must be fully deployable, able to meet all physical requirements IAW AR 40-501 and meet height/weight standards AR 600-9.

(2) In addition, soldiers must be able to complete all aspects of training to include all road marches in the prescribed gear and uniform.

8. Security Status - (Enrollment Requirement).

a. In accordance with NGR (AR) 600-100, applicants for appointment will possess a final SECRET security clearance. Due to the current security investigation backlog, candidates may begin OCS with an interim secret security clearance. A candidate may graduate from OCS with a interim SECRET security clearance, however will not be allowed to commission without a final SECRET security clearance.

b. For those individuals who do not possess a final SECRET security clearance, proof of submission for a SECRET security clearance

application/questionnaire (SF 86 – EPSQ) is required at the start date of OCS.

9. Moral and Administrative Disqualification – (Enrollment Requirement).

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

b. Military or civilian court conviction and juvenile offenses.

(1) The processing of a DD Form 369 (Local Police Records Check) is an excellent method to determine if a soldier has any previous military and/or civilian court conviction and juvenile offenses and/or any actions pending.

(2) A DD Form 369 will be processed for soldiers who do not possess a SECRET Security Clearance at time of enrollment into OCS.

c. OCS applicants must list all convictions by civil or military courts and adverse juvenile adjudication.

(1) Before being selected for OCS, a waiver must be obtained from NGB for all offenses listed.

(2) They may omit traffic violations involving a fine or forfeiture of \$300 or less, except for violations for DUI/DWI. DUI/DWI violations will be reported.

(3) The applicant must initiate a request to waive a conviction or adverse juvenile adjudication by any military or civil court. The applicant will sign the request and submit it in affidavit form. The request must include evidence citing the offense, the court action, and the judgment made.

d. Bankruptcy and financial deficiencies identified and on file with the Better Business Bureau (BBB) are other considerations in the investigation and granting of a SECRET security clearance.

10. Prior Training – (Enrollment Requirement).

- a. A current member of the ARNG seeking enrollment into the state OCS program must have completed basic training, advanced individual training (AIT) and have served a minimum of one year in a Selected Reserve unit prior to enrollment.
- b. Exception to the above mentioned requirements are granted for soldiers enlisting for the OCS Enlistment Option, which authorizes a soldier to enter OCS with the completion of Basic Combat Training (BCT) only. These soldiers are granted exception from the AIT requirement. Soldiers unfamiliar with Army structure. Prior Service Navy, Air Force, and Coast Guard, must be mentored prior to attending phase 0. See current Warrior Transition Course Guidance.

(1). Soldier enlistment contract must indicate the remark “OCS Enlistment Option”. For this policy/procedure to be valid, enlisted soldier must agree to attend OCS upon completion of BCT prior to enlistment under the OCS Enlistment Option agreement.

(2). Soldiers who do not complete OCS must be scheduled without delay to attend AIT.

11. Service Requirements – (Appointment / Commissioning Requirement).

- a. For enrollment, soldier must have sufficient time remaining on their current enlistment contract or must extend the contract to complete the OCS program (non-waiverable) (NGB-ARH Memo #06-001).
- b. For commissioning, soldier must be able to complete 20 years of creditable service (non-waiverable).
- c. Candidates must complete a minimum of 10 years of commissioned service in order to retire at the highest grade successfully held, if they become members of the Active Guard or Reserve (AGR) program.

C. Who May Not Apply.

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

- 1. A person who has been a conscientious objector must furnish an affidavit expressing abandonment of such beliefs and principles. This pertains to a person's willingness to bear arms and give full and unqualified service to the United States. When appropriate, the person must have demonstrated a change of views by subsequent military service. An affidavit attesting to the change of views will accompany NGB Form 62 (Application for Appointment).
- 2. Soldiers determined as security risks under AR 604-10 and where selection would clearly not be in the best interest of national security.
- 3. Soldiers who are, or have been, commissioned officers (except commissioned warrant officers) in any component of the U.S. Armed Forces.
- 4. Soldiers who are under suspension of unfavorable personnel actions in national security cases or other investigations or proceedings (AR 600-8-2).
- 5. Soldiers who are, or were, in an absent without leave or deserter status during the current term of appointment or enlistment.
- 6. Soldiers who have a bar to reenlistment.
- 7. Soldiers who have been alerted or are on orders for overseas movement, unless the applicant was submitted to the unit commander before alert or receipt of assignment instructions at the installation.
- 8. Soldiers who have been released from Active Duty (AD) and transferred to the ARNG with a character of service other than honorable.
- 9. Persons who have been involuntarily released from Active Duty (AD), Active Duty for Training (ADT), or Initial Active Duty for Training (IADT), during the current term of service under AR 135-178 or AR 635-200.
- 10. Soldiers who have criminal or juvenile court charges filed or pending against them by civil authorities. This includes persons who are released from the custody or restraint of a court under procedures that do not appear to completely dispose of the charge or charges. Examples of such releases are—
 - a. Release by the court following a plea of any type (including a plea of guilty or nolo contendere).
 - b. Release on probation without a verdict.
 - c. Release on a person's own recognizance.

- d. Release following charges that are placed on file.
- e. Any similar disposition, regardless of the technical name, that indicates that the person may remain subject to further judicial proceedings related to the charge. This basis for disqualification will be considered removed if the official chiefly responsible for prosecuting the charges (The official may be a district attorney, the judge of the court involved, or a higher official of the jurisdiction concerned who has responsibility in connection with the case) submits a signed statement indicating that under laws or current practices of the jurisdiction, the applicant is not subject to further restraint, custody control, or prosecution by the authorities thereof.

11. Persons who have been adjudged juvenile offenders or who have a record of conviction by any type of military or civil court, unless application is accompanied by a request for a waiver are considered unqualified. Excluding any convictions for minor traffic violations involving a fine or forfeiture of \$300 or less, except for violations for DUI/DWI.

D. Eligibility Waivers.

1. Soldiers not meeting specific eligibility criteria prior to submitting an application for acceptance into the OCS may request a waiver. Waivers may be submitted for: moral character, security clearance, and medical.

a. Moral Character Waiver

(1) Applicants who have been arrested or convicted of any type, military or civilian, involving imprisonment or a fine of \$300 or more, excluding minor traffic violations, require a waiver prior to enlist into the OCS.

(2) Commands will send all requests for moral and civilian conviction waivers through the Chief of Staff, to the State Adjutant General to NGB-ARH. A copy will be sent to the RTI to be placed in the OC's packet.

b. Medical waivers will be submitted in writing through the applicant's chain of command to the TAG and NGB. It will include the following:

- (1) Statement of the applicant's current medical condition.
- (2) Review of applicant's medical history.
 - (a) Civilian medical records.
 - (b) Original DD FORM 2807-1.
 - (c) DD FORM 2808.
 - (d) DA FORM 7349.
- (3) Diagnosis.
- (4) Statement of prognosis.
- (5) Statement of the applicant's ability to perform future assigned task.
- (6) Statement of deployability.

c. Security clearance waivers allow for soldiers with an interim security clearance to be eligible for commissioning. Refer to NGR (AR) 600-100 for policy changes and updates regarding security clearances.

V. Chapter 5 - OCS Enrollment Pre-Requisite Packet Instructions

ALL GUIDANCE IS SUBJECT TO REVISION

This instructional list should be used as a guide to explain the documents required to enroll in the Nebraska OCS program.

Enrollment Packets are due to the 2/209th RTI no later than 30 days prior to the start of PH 0.

The Pre-Requisite Checklist should be used as a working document and placed in the final packet as the cover sheet. The following is a breakdown of the required items.

A. Enrollment Forms.

- 1. Commanders Recommendation- The Candidate's Battalion and Unit Commander needs to write a recommendation for selection of the OCS program (**Figure 5**).
- 2. Officer Candidate Profile Summary Sheet- This provides needed information in the event of an emergency (**Figure 4**).
- 3. Application For Enrollment to OCS (**Figure 4**).
- 4. Logistics Information Sheet- Used by supply Personnel to ensure correct sizing (**Figure 6**).
- 5. Applicant's Statement to Attend Officer Basic Course (**Figure 7**).
- 6. Statement of Officer Candidate (**Figure 8**).

B. Supporting Enrollment Documents.

1. Social Security Card: Provide a legible photocopy of candidate's social security card.
2. TDY/Travel Orders: Documents needed for this section are completed by 2/209th RTI.
3. Attachment Orders to State Training Organization: Completed by 2/209th RTI.
4. Promotion/Advancement Orders to E6: Completed by 2/209th RTI.
5. 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 letter or memo from the commander stating that they have seen or verify that the soldier is a naturalized citizen. **ONLY US CITIZENS ARE ELIGIBLE FOR COMMISSION.**
6. Proof of Citizenship (If Applicable): If not a U.S. Citizen, proof of naturalization must be provided.
7. Name Change Document (If Applicable): If Soldier's name has changed by marriage or other; documentation must be provided.
8. Commissioning Physical: Candidates must have a Chapter 2 Commissioning Physical, which was completed less than two years from the date they will be commissioned. If older than 12 mo. include an annual medical certificate (PHA) signed by authorized medical personnel.
9. 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.
10. TAG Letter (Exception to Policy): If applicable; any exception to policy letter concerning physicals must be included.
11. DA 705/APFT Scorecard: Candidates will need a photocopy of their most current passing PT card within 60 days of Phase 0 and Phase 1.
12. DA 5500-R or DA 5501-R (As Required): Body Fat Content Worksheet.
13. Official College Transcript (Cannot state "Issued to Student"): This should be their most current transcript. It must be from an accredited college and mailed directly to 2/209th RTI, 220 County Road A, Ashland, Nebraska, 68003-6000. If the Candidate does 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 and include a degree completion plan from their accredited college prior to Phase I and/or commissioning.
14. College Degree Plan: Candidates who are still working toward a Bachelors degree must submit an approved degree completion plan prior to initial appointment. Candidates must go thru their respective college to get this degree plan.
15. GT Score Proof: Candidates must have a GT of 110 or greater shown on a copy of official testing results. Those who do not meet this requirement will have an opportunity to retest during Pre-OCS (Phase 0) Training.
16. DD 214, DD 220, NGB 22, Proof of BCT & AIT: Showing completion of basic training from any branch of service. Candidate must have proof of completion of AIT or MOS producing school from another branch of service; OCS enlistment options must have full copy of OCS enlistment option contract.
17. Non-Completion of AIT Waiver (As Required): If candidate did not complete AIT (Advanced Initial Training) and is not an OCS enlistment option candidate, may need waiver request completed.
18. OCS State Enlistment Option: A copy if Applicable (DA Form 1966).
19. SECRET Clearance Letter: Obtain the Clearance Verification letter from the State Personnel Security Manager. If candidate poses an Interim Clearance a "Statement of Understanding" is required.
20. Criminal Conviction: Any candidate who has been convicted of a crime, as an adult or a juvenile, including DUI, drug related offense and/or Article 15's from Active Duty 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**).
21. NGB Form 62-E: Candidate needs to fill in preliminary information. Make certain criminal history, matches waivers included in packet (**Figure 11**).

22. **ETS Date:** Soldier/Candidate's ETS Date must go beyond the course graduation date (PLEASE INCLUDE PERSONNEL QUALIFICATION REPORT (PQR) & INSURE PQR REFLECTS ETS DATE BEYOND COMMISSIONING).

C. Grade Authorization, Attachment/Detachment.

1. Officer Candidates are advanced to the grade of E6 if at a lower rank otherwise the candidate stays at their assigned rank. AGR soldiers attending OCS are advanced to the grade commensurate with their MTOE/TDA assigned duty position not to exceed the grade of E6. AGR soldiers remain assigned to their home unit for purposes of serving their AGR positions and attached to the RTI for drill and OCS Annual Training only.

2. RTI will request the attachment and advancement to the grade of E6 of all candidates. An OC who does not receive their commission upon completion of Phase III or who fails to complete the OCS program will revert to their previous grade and rank upon detachment from the RTI.

3. OC's will remain assigned to their home unit and are attached to the RTI for pay and accountability purposes.

VI. Chapter 6 - Officer Commissioning

A. Criteria.

1. All candidates must meet the commissioning criteria as outlined in NGR (AR) 600-100, Chapter 3 (Processing applications for Appointments and Federal Recognition).

2. Officer Candidate's who satisfactorily complete all courses and obtain Federal Recognition as required in NGR (AR) 600-100 are eligible for appointment as a commissioned officer in the grade and rank of O1, Second Lieutenant.

3. Commissioned Officers with four (4) years active duty enlisted time in service are eligible for appointment as a commissioned officer in the grade of O1E, Second Lieutenant.

4. All soldiers graduating from an OCS must enroll in an Officer Basic Course within eighteen (18) months of commissioning regardless of college graduation.

5. Newly commissioned officers may not accept a position with the company level unit in which they were assigned as an enlisted soldier before entering OCS for a minimum of two (2) years from the date of commissioning or graduation from OCS whichever is

later. Units may request an exception to the policy to The Chief of Staff or G-1.

6. Second Lieutenants may request additional TAG waivers to allow time to meet the civilian education requirements for commissioning.

7. Candidates who do not have a four (4) year degree at the time of commissioning must complete a 104R (Academic Timeline) and include this document in FED Board packet.

B. Branch Qualification.

1. Second Lieutenants must start their Basic Officer Course within eighteen (18) months from the date of commissioning.

2. Deferred Commissioning candidates who completed the OCS program but did not accept or did not qualify for Federal Recognition have not more than two (2) years to accept their commission.

VII. Chapter 7 - Reporting

A. Military Clothing/Organizational Clothing & Individual Clothing (OCIE)/Supply.

1. OC's will have the military clothing required for the course. Do not buy new uniforms if your old ones are serviceable IAW AR 670-1.

2. OC's will wear Army Combat Uniform (ACU) and authorized brown suede boots.

3. Upon arrival, OC's will remove unit patches. The RTI patch will be issued. Subdued Velcro OC rank must be worn on ACU. The full-colored US Flag will be worn IAW AR 670-1.

4. Ensure that all name tapes, patches, are properly attached in accordance with current requirements of AR 670-1.

5. OC's may sign in wearing the headgear in use by OC's parent unit at the time of departure from last station. You'll wear the patrol cap, with NON-subdued pin-on OCS insignia during OCS training.

6. OC's will bring their OCIE and Personnel Clothing for a Central Issue Facility (CIF) Showdown. Candidates need to bring all supporting documentation for OCS eligibility and commissioning requirements not previously submitted with the OCS Enrollment packet. These documents will be reviewed during the CRP.

7. Units who have soldiers attending OCS will forward the original DA Form 4886 (Personal Clothing Record) and a copy of the CIF generated DA Form 3645 (OCIE Equipment Issue Form) to the RTI S-4 section.

8. Units WILL NOT request supplemental clothing for applicants. The RTI supply section will process all personal clothing orders. The DA Form 4886 needs to be prepared IAW AR 700-84 with last dates of issue and correct sizes.

9. Potential Candidates need to have a current showdown inventory on all personal clothing. If applicant is Combat Lifesaver Qualified, a copy of his or her certificate needs to accompany application packet.

10. ACU with patrol cap. Note: Officer Candidates are only authorized to wear the beret during drill weekend.

B. Profiles.

1. In the event that an injury occurs or you have a profile when arriving at the Officer Candidate School (OCS), report it as soon as possible to cadre for evaluation.

2. The training pace at OCS is fast and an unreported injury may jeopardize your successful completion of OCS. Candidates placed on medical/administrative hold will perform duties within the limits of their profile, as directed by your senior or primary Platoon Trainer.

3. Any candidate that has a permanent profile against performing any of the three events on the APFT must have approval for an Alternate PT Test from G-3 Army (through NGB) as part of his/her official packet before coming to Phase 0.

Figure 2: OCS Student Enrollment Checklist

OCS STUDENT ENROLLMENT PREREQUISITE CHECKLIST

NAME (LAST, FIRST, MI) _____ SSN _____ UNIT/STATE _____

- EMERGENCY CONTACT INFORMATION SHEET.
APPLICATION FOR ADMISSION TO OCS (AND/OR ATRRS).
LETTER OF RECOMMENDATION.
SSN CARD (COPY).
ETS DATE (MUST BE LATER THAN END OF COURSE) (PQR OR EXTENSION CONTRACT DA FORM 4836).
ATTACHMENT ORDERS TO STATE TRAINING ORGANIZATION TDY/TRAVEL ORDERS (AOCS TRADITIONAL).
PROMOTION ORDERS TO E-6 (IF E-5 OR BELOW) * PER AR 600-8-19 (RAR) PARA 7-15b, dtd 16 September 2009.
BIRTH CERTIFICATE (COPY) DOB: AGE AT COMMISSIONING * (NOT TO EXCEED 41 YEARS AND 364 DAYS).
PROOF OF CITIZENSHIP (IF APPLICABLE).
NAME CHANGE DOCUMENT (IF APPLICABLE).
CHAPTER 2 COMMISSIONING PHYSICAL (DD 2808/2807-1) (DATE :) (MUST BE WITHIN 24 MONTHS OF COMMISSIONING).
* (PHA) ANNUAL PERIODIC HEALTH ASSESSMENT IS REQUIRED IF PHYSICAL IS OVER 12 MONTHS OLD.
TAG LETTER (90 DAY WAIVER - TRADITIONAL ONLY) (EXCEPTION TO POLICY-CHAPTER 2 PHYSICAL) (IF APPLICABLE).
MEDICAL WAIVER (AS REQUIRED) DATE COUNSELED DATE REQUESTED DATE APPROVED.
COLLEGE TRANSCRIPT: (MIN OF 60 SEM HOURS/90 QTR HRS - TRAD/90 SEM HOURS AND A 4 YEAR DEGREE PRODUCING PLAN - AOCS). OFFICIAL TRANSCRIPT QTR HRS SEM HRS DEGREE.
GT SCORE (MIN 110) ANNOTATED ON DA FORM 2-1 OR ENLISTMENT CONTRACT/SCORE: (NON-WAIVERABLE).
DD 214 (Certificate of release or discharge active duty)/DD 220 (Active duty report)/NGB 22 (Report of separation and record of service). REFLECTING ALL NATIONAL GUARD, USAR & ACTIVE DUTY TOURS (MUST REFLECT COMPLETION OF BCT AND AIT).
WAIVER FOR NON-COMPLETION OF AIT (IF REQUIRED) /1 YEAR SERVICE (IF REQUIRED). DATE COUNSELED DATE REQUESTED DATE APPROVED.
OCS STATE ENLISTMENT OPTION (COPY OF DD FORM 1966) (IF APPLICABLE).
SECURITY CLEARANCE - SECURITY VERIFICATION LETTER/E-QIP/JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS). * SECRET CLEARANCE WILL BE REQUIRED FOR COMMISSIONING.
MORAL/ CIVIL CONVICTION WAIVERS AS OUTLINED IN NGR 600-100. DATE APPROVED * MUST BE APPROVED PRIOR TO START OF COURSE.
NGB 62 DRAFT.
ATTRS COMPLETION PRINTOUTS: PHASE I PHASE II PHASE III (MUST BE CODED "G" UNDER THE OUTPUT STATUS. CODE FIELD FOR SUCCESSFUL GRADUATION OF EACH PHASE BEFORE PROCEEDING TO NEXT PHASE. MUST BE CODED "G" FOR ALL 3 PHASES TO COMMISSION).
DA FORM 705 WITH PASSING APFT SCORE WITHIN 60 DAYS OF PHASE I (FILE IN PART VI).
DA 5500-R OR DA 5501-R (AS REQUIRED) HT/WT / BODY COMPOSITION % MAX ALLOWABLE % (FILE IN PART VI).
BIO'S (PROVIDE 3 COPIES).

QA REP: _____ DATE: _____
(SIGNATURE)
QA NCOIC/OIC _____ DATE: _____
(SIGNATURE)

MEETS PREREQUISITES: _____ DOES NOT MEET PREREQUISITES: _____ (SEE REMARKS)

REMARKS: _____

Figure 3: Officer Candidate School Application

OFFICER CANDIDATE SCHOOL APPLICATION			
1. NAME (Last, First, Middle)	2. GRADE	3. SSN	4. GENDER ___ MALE ___ FEMALE
5. ORGANIZATION (Include Address & Zip Code)		6. UNIT PHONE	
7. HOME OF RECORD (Street, City, State & Zip Code)		8. HOME PHONE/CELL PHONE	
9. EMPLOYER (Include Address & Zip Code)		10. EMPLOYER PHONE	
11. DOB / AGE ____ / ____	12. ARE YOU A U. S. CITIZEN: ___ YES ___ NO	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 _____	
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)

Figure 4: Officer Candidate Profile Summary

OFFICER CANDIDATE PROFILE SUMMARY				
PRIVACY ACT STATEMENT				
<p>AUTHORITY: 10 U.S. Code 133, Executive Order 9397, November 22, 1943 (Social Security Number) and Title 10, United States Code, Section 3012</p> <p>PRINCIPAL PURPOSE: Used by candidate to supply information necessary for student enrollment in the OCS Program.</p> <p>ROUTINE USE: Used by appropriate authority for administrative processing, provide points of contact in case of emergency and background information essential for student identification.</p> <p>DISCLOSURE: Voluntary; however, failure to complete the form may result in candidate's rejection for further training.</p>				
NAME - Last		First		MI
AGE				
RANK	MOS	COMMISSIONING BRANCH	DOB	SSAN
COMPONENT <input type="checkbox"/> RA <input type="checkbox"/> USAR <input type="checkbox"/> ARNG <input type="checkbox"/> ENLISTED OPTION STATE (FOR ARNG ONLY) : _____		RACE <input type="checkbox"/> CAUCASIAN <input type="checkbox"/> BLACK <input type="checkbox"/> HISPANIC <input type="checkbox"/> NATIVE AMERICAN <input type="checkbox"/> ASIAN <input type="checkbox"/> OTHER _____		SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE SWIM <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WEAK: _____
		PROFILES <input type="checkbox"/> YES <input type="checkbox"/> NO FOR: _____		INJURY: <input type="checkbox"/> INSECT <input type="checkbox"/> HOT <input type="checkbox"/> COLD
MARITAL STATUS <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> SEPARATED <input type="checkbox"/> SINGLE		SPOUSE'S NAME SPOUSE'S DOB DEPENDENTS' NAMES _____ _____ _____		ANNIVERSARY DUE DATE DOB _____ _____ _____
PREGNANT: <input type="checkbox"/> YES <input type="checkbox"/> NO				
HOME OF RECORD				PHONE
			PLACE OF BIRTH	
NEXT OF KIN AND RELATIONSHIP				PHONE
SPOUSE'S ADDRESS (IF DIFFERENT FROM HOR)				PHONE

OFFICER CANDIDATE PROFILE SUMMARY (continued)

RELIGION		SPECIAL NEEDS	
MILITARY EDUCATION AND SCHOOLS		CIVILIAN EDUCATION AND SCHOOLS	
		INSTITUTION	
		DEGREE	
		SUBJECT/DISCIPLINE	
SECURITY CLEARANCE <input type="checkbox"/> YES <input type="checkbox"/> NO		AUTO <input type="checkbox"/> YES <input type="checkbox"/> NO 2	TYPE
TYPE		INSURED	COLOR
		LICENSE (STATE)	LICENSE (NUMBER)
		REGISTRATION (STATE)	REGISTRATION (NUMBER)
PREVIOUS UNIT		MILITARY SERVICE TIME	
POST/FORT:		ACTIVE ____ YRS ____ MOS	RESERVE ____ YRS ____ MOS
DISTINGUISHED RELATIVE(S) OF CANDIDATE: <i>A distinguished relative is an officer, active or retired, of grade O-6 (COL) or higher, an enlisted Soldier of grade E-8 (MSG) or E-9 (SGM), a United States Representative or Senator, or a Federal Civil Service employee with the grade GS-16 or above. The relationship should be in the immediate family (parent, brother, sister, grandparent, aunt, or uncle).</i>			
RELATIVE	STATUS/POSITION	RELATIONSHIP	

Figure 5: Commander's Recommendation Memorandum

(UNIT HEADING)

MEMORANDUM THRU: (Each intervening headquarters must endorse)

FOR: Commander, 2/209th RTI, 220 County Road A, Ashland, Nebraska 68003-6000

1. After thorough consideration, I recommend _____
to attend the NEARNG OCS Program. He has been a member of this unit for _____ months and I
have been his unit commander for _____ months.

2. My recommendation is based on the following reasons:

3. This applicant has received the following letters of recommendation, letters of appreciation, medals awards, etc.:

4. I understand that if this applicant is accepted, he will be attached to the 2/209th RTI for administration, pay and training (USAR and Active Component excluded from pay). I have personally interviewed the applicant and believe that he possesses the traits necessary to become an officer, and that I would be willing to accept him as an officer in this unit upon successful completion of the NEARNG OCS Program. I have reviewed information on individual's application and to the best of my knowledge, it is correct.

5. Applicant has been thoroughly oriented concerning the rigid standards of military courtesy, discipline, and appearance in practice at the 2/209th Regiment and has indicated to me that he is prepared to spend the time required for study and attendance at the School.

6. I further certify that the individual attained test scores as indicated:

a. GT:

b. Highest Civilian Education completed

7. Unit sponsor designated: (Name, Rank, Unit, Home and Business Address, Home and Business Telephone)

Encls

(Unit Commander)

Figure 6: Logistics Information Sheet

OFFICER CANDIDATE PROCESSING LOGISTICS INFORMATION SHEET

PERSONNEL DATA

- 1.) NAME (LAST, FIRST, MIDDLE): _____
- 2.) SSAN: _____ 3.) MOS: _____ 4) RANK: _____
- 5.) PEBD (Basic Training) : _____
 (Year/Month)
- 6.) UNIT COMING FROM: _____
 (Include City)
- 7.) UNIT POC: _____ 8.) UNIT PHONE NUMBER: _____
- 9.) ACTIVE GUARD/RESERVE (AGR) (ADSW) (TECHNICIAN) _____ (Y/N)
- 10.) HOME ADDRESS: _____
- 11.) HOME PHONE: _____ 12.) WORK PHONE: _____
- 13.) CELL PHONE: _____ 14.) E-MAIL ADDRESS: _____
- 15.) Are you Combat Lifesaver Certified? _____ (Y/N) DATE _____
- 16.) Do you have a Military Bus License? _____ (Y/N) DATE _____

CLOTHING SIZES

17.) Please provide the following sizes if known:

ITEM	SIZE	ITEM	SIZE
Combat Boots, Desert Tan (Example: 8-1/2R, 9N)		NOT USED	
Patrol Cap ACU (Example: 6-3/4, 7, 7-1/4, 7-3/8, 7-1/2)		Coat Class A. (Example: 40S, 40R, 40L)	
Coat ACU (Example: Small Short, Med Reg, Large Long)		Shirt Long Sleeve Class A. (Example: 15 X 34)	
Shirt Short Sleeve Class A (Example: 15, 16 17-1/2)		Trouser Mans Class A (Example: 34S, 34R, 34L)	
Skirt Women's Class A (Example: 10S, 10R, 10L)		Slacks Women's Class A (Example: 10S, 10R, 10L)	
Shoes Class A (Example: 8-1/2D.)		Trousers ACU (Example: Small Short, Med Reg, Large Long)	
Shirt Woman's Dress Long and Short Sleeve		Jacket IPFU	
Pants, IPFU		T-Shirt Long Sleeve IPFU	
T-Shirt Short Sleeve IPFU		Trunks IPFU	

** If you do not know all your sizes, please complete below:

Jean Size: _____ Shoe Size: _____ Shirt Size: _____ Collar: _____ Sleeve: _____

Height: _____ Weight: _____

Figure 7: Applicant's Statement to Attend Officer Basic Course

I understand that upon completion of the Nebraska Army National Guard Officer Candidate Program and the acceptance of a commission as a Second Lieutenant, which I am required to attend and complete my resident Branch Officer Basic Course within 18 months of my commissioning date. I have 60 college semester hours in a baccalaureate degree-seeking program. I understand that I must have completed 90 college semester hours to be commissioned and submit a degree completion plan if I do not possess a Bachelors degree prior to commissioning.

DATE: _____

(Signature)

NAME (PLEASE PRINT)

Figure 8: Statement of Officer Candidate

FULL NAME: _____
(First) (Middle) (Last)

SSN: _____ GRADE/RANK: _____.

UNIT OF ASSIGNMENT: _____

1. Were you ever rejected for military service or appointment as a commissioned officer or warrant officer? _____ (if yes, explain)

2. Are you now receiving disability allowance, disability retirement pay or pension as a result of military service? _____ (If yes, explain)

3. Have you ever been separated from military service by reason of reclassification, board action or ever resigned in lieu of reclassification, board action or court-martial proceedings? _____ (If yes, explain)

4. Have you ever been court-martialed? _____ No (If yes, explain)

5. Have you ever been arrested or convicted by a civil court for other than minor traffic violations? _____ (If yes, explain)

6. List all previous arrests, charges and convictions to include traffic violations:
(USE REVERSE IF NECESSARY)

<u>Date of Offense</u>	<u>Nature of Offense</u>	<u>Judicial Decision</u>	<u>LOCATION</u>	<u>Fine and Court Cost</u>
------------------------	--------------------------	--------------------------	-----------------	----------------------------

I hereby certify that the above statements accurately reflect my current status in regards to previous court-martial, previous charges and convictions and medical disability. I further understand that my failure to have revealed accurate information will result unfavorable toward my continuing in the OCS Program.

DATE: _____ (Signature)

Figure 10: Official Transcript Request

Official Transcript Request

Name of Institution

Address

City State Zip

REGISTRAR:

Please forward a copy of my OFFICIAL TRANSCRIPT to the following address:

2/209th Regional Training Institute (OCS)
Nebraska Army National Guard
220 County Road A
Camp Ashland, Nebraska 68003-6000

If there is a fee for this service please bill me at the below address:

Thank You,

Signature

Printed Name

Address

City State Zip

Social Security Number

Figure 11: NGB 62E Worksheet

<p align="center">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</p> <p align="center">The proponent agency in NGB-ARM. 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.</p>		
<p align="center">PRIVACY ACT STATEMENT</p> <p><i>AUTHORITY: Title 32 USC 307, Title 10 USC 10204, Executive Order 9397.</i> <i>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.</i> <i>ROUTINE USES: None.</i> <i>DISCLOSURE: Voluntary; However, if individual does not provide the information requested by the Board, Federal Recognition may be denied.</i></p>		
FROM: (Last, First, Middle)	SSN:	DATE:
THRU: (State Adjutant General)		
TO: Chief, National Guard Bureau, Attn: NGB-ARP-C, 111 South George Mason Drive, Arlington, VA 22204-1382		
SECTION I		
I hereby apply for the following: (Under the provisions of paragraph and NGR authority)		
<input type="checkbox"/> Federal Recognition as a (Grade and Branch)		
<input type="checkbox"/> Appointment as a Reserve Officer of the Army in the Army National Guard as a (Grade and Branch)		
<input type="checkbox"/> Certificate of Eligibility for Federal Recognition in the Army National Guard as a (Grade and Branch)		
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: <input type="checkbox"/> American Indian/Alaskan <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> African American <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> 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)		

12. Are you at present a member of any component of the Armed Forces? *(If yes, list grade, branch, component, organization, and aeronautical rating held, if any)*

13. Have you ever been rejected for military service or appointment as a Commissioned or Warrant officer? *(If yes, state when & where rejected and cause.)*

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? *(If yes, give date, place, and details.)*

15. Have you ever been court martialled? *(If yes, give date, place, charge, and final disposition.)*

16. Have you ever been arrested or convicted by a civil court for other than minor traffic violations? *(If yes, give date, place, charge, and sentence.)*

17. Are you at present receiving a disability allowance, disability retired pay, or pension as a result of military service? *(If yes, give details.)*

SECTION III

1. High School: *(List name of school, city & state, year graduated. If GED completed, attach copy of certificate.)*

2. College: *(List name of college, city & state, dates attended, and degree program or course attended) (Graduated? Yes or No)*

3. Service Schools: *(List name of school, city & state, dates attended, and course attended) (Graduated? Yes or No)*

4. Army Extension Courses: *If completed, attach copy of certificate. (List name of school, phase or series number, and course completion date.)*

APPLICANT SIGNATURE

Full Signature: _____ *(Sign All Copies)*

ENDORSEMENT

Endorsement prepared by organization Commander: _____

Approval recommended. The statements of the applicant have been verified as far as practicable and are considered to be correct.

His/Her appointment is desired to fill the position of : _____

Vice: _____

Signature: _____ *(Sign All Copies)*

ENDORSEMENT

Endorsement prepared by organization Commander: _____

Approval recommended.

Signature: _____ *(Sign All Copies)*

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: _____ *(Sign All Copies)*

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: _____ *(Sign All Copies)*

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 _____

(Give name only of previous occupant)

who on _____

(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.

Figure 12: Interim Security Clearance Statement

OFFICER CANDIDATE SCHOOL
INTERIM SECURITY CLEARANCE STATEMENT

1. I _____ UNDERSTAND THAT TO BE APPOINTED AS A COMMISSIONED OFFICER IN THE NATIONAL GUARD I MUST POSSESS A FINAL SECRET SECURITY CLEARANCE. I UNDERSTAND THAT I MAY ENTER, PARTICIPATE, AND GRADUATE FROM THE OCS PROGRAM WITH AN INTERIM SECURITY CLEARANCE, BUT WILL NOT BE ALLOWED TO ATTEND THE FEDERAL RECOGNITION BOARD, OR COMMISSION WITHOUT A FINAL SECRET SECURITY CLEARANCE. I FURTHER UNDERSTAND THAT AS A RESULT OF THE INVESTIGATIVE PROCESS, I AM DETERMINED TO BE UNACCEPTABLE FOR APPOINTMENT AS A COMMISSIONED OFFICER; I WILL BE RELEASED FROM THE OCS PROGRAM, AND WILL NOT BE ELIGIBLE TO COMMISSION AS A OFFICER IN THE NATIONAL GUARD.
2. I UNDERSTAND THAT SHOULD I MAKE ANY FALSE STATEMENTS OR ANY UNFAVORABLE INFORMATION APPEARS DURING THE INVESTIGATION, THE INTERIM CLEARANCE WILL BE REVOKED, AND I WILL NOT BE ALLOWED TO COMMISSION OR ATTEND THE FEDERAL RECOGNITION BOARD UNTILL I HAVE OBTAINED A FINAL SECRET SECURITY CLEARANCE.

SIGNATURE _____

PRINTED NAME _____

DATE _____

Figure 13: Unit Commanders Interview Guide

Unit Commander's Guide for Commissioning Program Interview

___ Complete LEADS Check determine if Applicant is eligible or requires moral waiver.

___ Does the soldier meet height and weight standards IAW AR 600-9?

___ Can the soldier pass the APFT?

___ Is the soldier on or have a Profile?

___ Does the soldier meet civilian education requirements for the program, 60 semester hours for Traditional or 90 semester hours for Accelerated?

___ Can the soldier attend all OCS drills and complete the course? Historically, attendance issues include civilian education, employee conflicts, family hardships, financial hardships, medical problems, lack of motivation, adaptability, and habitual absenteeism.

Figure 14: Birth Certificate

- Please include a legible copy (**DO NOT USE ORIGINAL**) of applicant's birth certificate in the OCS application packet.
- Verify age at graduation and annotate on OCS Prerequisite Checklist.
- A verification of Birth Form used by recruiters to enlist individual will not be acceptable.
- Verify that applicant name is spelled the same as on other documents in the application packet.

Figure 15: Name Change

- Please include appropriate documents, if applicant has recently married, divorced, adopted or has gone to court to have his/her name legally changed.
- Do not submit the original, just a copy.

Figure 16: Proof of Citizenship

- Verify that applicant was born in the United States or is a Naturalized Citizen.
- If the applicant was not born in the United States, applicant must produce documentation of being a U.S citizen (i.e. naturalization papers).
- Do not enclose a copy of the naturalization form, instead complete memorandum in accordance with NGR (AR)600-100; figure 3-1 or 3-2.
- If the applicant is not a U.S. citizen. Enclose in packet verification that he/she has applied for U.S. citizenship.

Figure 17: College Transcript

- Include a clear and legible copy of the candidates certified college transcript.
- Multiple transcripts are acceptable for enrollment.
- Candidates must have completed 60 semester hours for traditional or 90 semester hours for Accelerated, at an accredited college for enrollment.

Figure 18: GT Score

- ASVAB GT score must be 110 or higher, prior to the start of Phase I.
- This not waiverable.
- To verify test score, a copy of the applicants DA2-1, block 8; page 1 of the DD1966 enlistment form will be included in the packet.

Figure 19: Conviction Waiver

- Considered a show stopper if not in the packet.
- Reference NGR (AR) 600-100
- ALL WAIVERS ARE THE OSM's RESPONSIBILITY
- Counseling form must be included in packet if waiver is required.
- DOCUMENTS NEEDED FOR MORAL/CONVICTION WAIVERS
- Memorandums of recommendation/endorsement from chain of command (must state offenses in memorandum- along with positive soldier comments.
- Memorandum from soldier explaining the event and outcome surrounding the event. Also mention lessons learned and what they have done with their military and civilian life.
- Copy of final disposition of court case (proof of fine paid, proof of no probation for a DUI) If the county courthouse has no record of ticket or conviction do a DD 369 (police records check) for that county along with documentation from the county that they have no records of listed offenses.

Figure 20: Proof of Basic Training and AIT

- Include NGB 22, DD 214, DD 220 and any other documentation reflecting all National Guard, United States Reserve and/or Active Duty time
- On all forms check to make sure the applicant has an honorable discharge.
- Other areas to check are to see what type of reentry code applicant has been given. Verify that individual will not need a waiver to be commissioned.
- If applicant needed waiver to re-enlist, he/she will need another waiver approved for commissioning.

Figure 21: Proof of Security Clearance

- Must provide a DA FORM 873 (security clearance) verification letter or SF86 EPSQ hard copy of security
- Include interim Security Clearance granted by S2 while pending granting of full clearance.

Figure 22: Commissioning Physical

- Make sure copy of the physical is legible.
- Ensure the date is prior to Phase I and within 24 months of commissioning.
- Physical has been signed off by physician and reviewing officer.
- Individual has passed color vision to include red/green testing. Initiate appropriate waiver if necessary.
- Look at annotations on physical and medical history to ensure that there are no other waivers needed.
- ALL WAIVERS ARE THE OSM's RESPONSIBILITY
- TAG Waiver: If applicable, packet must include a memorandum signed by the TAG granting an exception to policy for not having a Chapter 2 physical done prior to the start of Traditional Phase I.
- Applicant must complete Chapter 2 physical prior to the start of Pre-OCS.
- Applicant must be counseled for this deficiency and a copy of the counseling form with TAG memorandum will be included in application packet.
- If Chapter 2 physical is over 12 months old at time of commissioning a DA Form 7349-R is needed in the application packet.

Figure 23: DA 705 (APFT) Card

- Include a legible copy of applicants DA Form 705 card.
- APFT must be administered 60 days prior to the start of Phase I.
- All information must be filled out
- "For Record Go" must be marked in the comments block.
- HT/WT must be done on the same date as APFT.
- If soldier exceeds weight standards, include a completed DA 5500-R or 5501-R (Female)
- Taping forms must be done on the same date as APFT.
- If applicant requires additional taping after the date of the APFT, include second form also.
- Form(s) must be signed by two individuals.
- All information must appear on the form.
- Submit computer generated forms vs. hand written forms whenever possible.

Figure 24: Officer Appointment Packets

**ORDER OF ASSEMBLY FOR
INITIAL OFFICER APPOINTMENT PACKETS**

1. ___ NGB Form 62
2. ___ Birth Certificate
3. ___ Social Security Card
4. ___ Verification of Security Clearance
5. ___ Chapter 2 Physical, DD 2808 and DD 2807-1
6. ___ Evidence of highest Civilian Education (Original Transcript with raised seal)
7. ___ NGB Form 89 (Proceeding of FRB)
8. ___ NGB Form 337 and DA Form 71 (Oath of Office)
9. ___ Diploma from OCS/required MEL course
10. ___ Waivers granted by TAG, CNGB, or AS
11. ___ Statement of MSO IAW AR 135-91, DA 3575
12. ___ DD Form 214 or similar documents to substantiate prior service
13. ___ Evidence of citizenship
14. ___ Recommendation for OCS
15. ___ DA 2-1 Showing GT of 110 or higher
16. ___ TAG 600-9-1 and DA 5500/5501 within 6 months
17. ___ Copies of orders relating to awards, decorations and citations, SMURS awards list and NCOER's
18. ___ DA 705 within 6 months

2/209th Regional Training Institute

Nebraska-RTI:

2/209th Regional Training Regiment RTI (GS)
220 County Road A
Camp Ashland, Nebraska 68003-6000
Office: (402) 309-7288 (Bldg 414) Fax: (402) 944-2110 (Bldg 508)

IMPORTANT CONTACT NUMBERS:

Regimental Commander:	(402) 309-7604
Regimental OIC:	(402) 309-7287
OCS Commander:	(402) 309-7283
OCS Operations Sergeant:	(402) 309-7283
OCS Administrative Sergeant:	(402) 309-7288

CURRENT PHASES AND LOCATIONS SUPPORTED BY THE NEBRASKA OCS PROGRAM:

NEBRASKA, PH-0 WINTER OCS, NOV-JAN
ALABAMA, WINTER ACCELERATED OCS, JAN-MAR
NEBRASKA, PH-0 SUMMER OCS, MAR-MAY
SOUTH DAKOTA, SUMMER ACCELERATED OCS, JUN-JUL
KANSAS, PH-1, JUN
NEBRASKA, PH-2, JUL-JUN, 12 Months IDT
SOUTH DAKOTA, PH-3, JUL
WASHINGTON, PH-3, JUL-AUG