



## NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1382

ARNG-HRH

9 March 2012

MEMORANDUM FOR Military Personnel Management Officers of All States, Puerto Rico, Guam, the U.S. Virgin Islands, and the District of Columbia

SUBJECT: Officer Candidate School (OCS) Enrollment and Commissioning Criteria (ARNG-HRH Policy Memo #12-025)

### 1. References.

- a. National Guard Regulation (AR) 351-5, State Military Academies, 16 Dec 85.
- b. National Guard Regulation (AR) 600-100, Commissioned Officers - Federal Recognition and Related Personnel Actions, 15 Apr 94.
- c. Army Regulation 135-100, Appointment of Commissioned and Warrant Officers of the Army, 1 Sep 94.
- d. Army Regulation 350-51, United States Army Officer Candidate School, 11 Jun 01.
- e. Memorandum, NGB-ARH, 4 Aug 06, subject: Personnel and Medical Record Custodian Responsibilities.
- f. Memorandum, ASA M&RA, 2 Sep 09, subject: Requirement For Officer Candidate School (OCS) candidates to possess a Baccalaureate Degree to attend Federal OCS.
- g. Rapid Action Revision, 27 Dec 11 to Army Regulation 600-8-19, Enlisted Promotions and Reductions, 30 Apr 10.
- h. Rapid Action Revision, 4 Aug 11 to Army Regulation 40-501, Standards of Medical Fitness, 14 Dec 07.
- i. Memorandum, ARNG-HRH, 15 Oct 10, subject: Revised Officer Candidate School (OCS) Enlistment Option (ARNG-HRH Policy Memorandum # 10-059).
- j. Memorandum, DAPE-MPO-AP, 1 Feb 11, subject: FY11 Federal Officer Candidate School (OCS) Accessions Guidance - Information Memorandum.
- k. Rapid Action Revision, 4 Aug 11 to Army Regulation 350-1, Army Training and Leader Development, 18 Dec 09.
- l. Memorandum, ARNG-HRH, 13 Feb 12, subject: Announcement of the FY12-13

ARNG-HRH

SUBJECT: Officer Candidate School (OCS) Enrollment and Commissioning Criteria (ARNG-HRH Policy Memo #12-025)

Army National Guard (ARNG) Accession Options Criteria (AOC), First Edition (ARNG-HRH Policy Memorandum # 12-013).

m. MILPER Message 11-317, AHRC-OPD-A, 18 Oct 11, subject: Regular Army Officer Candidate School Program.

n. Title 10, United States Code § 3911, Twenty years or more: regular or reserve commissioned officers.

2. The purpose of this policy is to outline the criteria for enrollment into OCS and subsequent commissioning in the Army National Guard (ARNG). This policy memorandum supersedes all previous ARNG policies and All States Memorandums regarding OCS enrollment and commissioning criteria. Information contained in this policy will be incorporated into revisions of NGR 600-100.

### 3. Definitions.

a. State OCS Traditional (referred to herein as State). Course is held at the State's Regional Training Institute (RTI). Duration: one weekend a month for 16-18 months and two 2-week annual training periods.

b. National Guard Bureau Accelerated OCS (referred to herein as Accelerated). School locations vary by season and State. Duration: eight straight weeks, seven days a week, winter or summer session.

c. Federal OCS. Course is held at Fort Benning, Georgia. Duration: 12 weeks; courses offered year-round.

4. Applicability. This policy is applicable to applicants for all OCS programs. Additional and specific guidance for Federal OCS is published annually by the U.S. Army Human Resources Command, Officer Personnel Management Directorate and will replace any information contained herein regarding Federal OCS (see references 1.j. and 1.i. for guidance current as of the date of this memorandum).

### 5. Eligibility Criteria.

#### a. Age.

(1) Minimum age. Age for enrollment into any OCS program is 18, if appointment as a commissioned officer at this age is permitted by State law.

(2) Maximum age. No one is authorized to be initially appointed in the ARNG once they reach age 42. This is non-waiverable.

(a) Applicants for Federal OCS must submit their application, be able to graduate

ARNG-HRH

SUBJECT: Officer Candidate School (OCS) Enrollment and Commissioning Criteria  
(ARNG-HRH Policy Memo #12-025)

and receive their commission prior to their 34th birthday.

(b) Current members of the ARNG seeking enrollment in State or Accelerated OCS must graduate and be commissioned prior to their 42nd birthday.

(c) Those seeking to enlist under the 09S OCS option in order to attend either State or Accelerated OCS must not have reached their 35th birthday at the time of enlistment in accordance with (IAW) reference 1.m.

b. Citizenship. Applicants for Federal OCS must be current U.S. citizens. Applicants may enroll in and complete State or Accelerated OCS without citizenship; however, they must possess or attain United States citizenship prior to appointment. Dual citizenship is not permitted. Applicants who hold dual citizenship with a foreign nation must relinquish the foreign citizenship prior to appointment, IAW NGR 600-100, paragraph 2-7c.

c. Test Scores.

(1) Applicants must achieve a General Technical Aptitude Area (GT) score of 110 or higher on the Armed Services Vocational Aptitude Battery (ASVAB). No waivers are authorized for this requirement.

(2) Scholastic Aptitude Test (SAT) and American College Testing (ACT) scores are not required.

d. Education.

(1) Applicants must possess a high school diploma or General Education Development diploma or certificate.

(2) Applicants for State or Accelerated OCS must have earned a minimum of 90 semester hours toward an accredited degree. All applicants must provide a copy of the most current certified transcript from an accredited college or university documenting the credits prior to enrollment in OCS. Additionally, those without a bachelor's degree must submit an approved degree completion plan prior to enrollment.

(3) Applicants for the State or Accelerated OCS program desiring appointment to the Medical Service (MS) Corps must have a baccalaureate degree prior to graduation.

(4) Applicants for Federal OCS must have earned a baccalaureate degree or higher prior to the start of the OCS class IAW para 1.f. above.

e. Medical.

(1) 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 the Officer of the Chief Surgeon, ARNG-CSG (see paragraph 7a below). Admission into OCS prior to taking or passing the physical does not guarantee

ARNG-HRH

SUBJECT: Officer Candidate School (OCS) Enrollment and Commissioning Criteria  
(ARNG-HRH Policy Memo #12-025)

later medical qualification or approval of a medical waiver.

(2) Chapter 2 physicals are valid for appointment for two years from the date of examination, provided that there is no significant change in the individual's medical condition. If the Chapter 2 physical is more than one year old at the time of commissioning, the Soldier must complete a Periodic Health Assessment (PHA). The State Surgeon or appointed medical officer must screen and approve the PHA. A copy of the Medical Protection System (MEDPROs) - Individual Medical Readiness (IMR) Record print out must accompany the applicant's OCS enrollment packet.

(3) Initial AR 40-501, Chapter 4 physicals approved by the US Army Aeromedical Center, Fort Rucker, Alabama, fulfill Chapter 2 physical requirements. However, a Class 2 Maintenance Examination does not fulfill Chapter 2 physical requirements. The additional requirements beyond a Class 2 physical, which comprise a Chapter 2 physical, are found in AR 40-501, paragraph 8-12.

f. Height/Weight. Prior to enrollment in OCS, applicants must meet required height and weight/body fat content standards as outlined in AR 600-9.

g. Army Physical Fitness Test (APFT).

(1) Applicants must take and pass the standard three-event APFT as prescribed in TC 3-22.20 within 60 days prior to reporting to Phase I training. A certified DA Form 705 must accompany the applicant's OCS enrollment packet. The OCS company commander, or his/her designated representative within the OCS Company will administer the APFT to officer candidates. If the candidate fails to meet the minimum APFT standards, he/she must be removed from Pre-OCS and is not eligible for Phase I training. DA Form 705 must be completed IAW TC 3-22.20 indicating a passing score "For Record."

(2) Officer candidates must pass a second standard, three-event APFT during Phase II training, prior to moving on to Phase III and subsequently graduating OCS. This second APFT is administered by the OCS company commander or his/her designated representative within the OCS Company. This second APFT must be completed within 60 days prior to the start of Phase III training during traditional (IDT) Phase II training. During Phase II Accelerated OCS training, the second APFT is conducted within 20 days prior to the start of Phase III training.

h. Security Clearance. All applicants for the Federal OCS program will possess a secret clearance 30 days prior to attendance. Candidates for the State or Accelerated OCS program may enroll in the program with an interim clearance at the discretion of the State Security Manager. IAW NGR (AR) 600-100, applicants for Federal recognition must possess a final secret security clearance prior to appointment. No waivers are authorized for this requirement.

i. Prior Training. Current members of the ARNG and other services seeking

ARNG-HRH

SUBJECT: Officer Candidate School (OCS) Enrollment and Commissioning Criteria (ARNG-HRH Policy Memo #12-025)

enrollment into the State OCS Program must have completed an Army or Marine Corps basic training and advanced individual training.

j. The OCS enlistment option is a separate program addressed in the Accession Options Criteria and reference 1.i. Requests for exception to policy, along with all pertinent documentation, must be submitted IAW reference 1.i. and 1.j.

k. Federal recognition. Applicants must meet the requirements for appointment IAW NGR 600-100, Chapter 2.

## 6. Personnel Management.

a. Applicants and candidates should be counseled that completion of an accredited baccalaureate degree is required to be eligible for promotion to the grade of Captain, and they must complete the appropriate branch Basic Officer Leadership Course within 18 months of commissioning.

b. Obligation. For enrollment, applicants must have sufficient time remaining on their current enlistment contract or extend their contract sufficiently to complete the course (non-waiverable). For commissioning, applicants must be able to complete 20 years of creditable service (non-waiverable). Prior service Soldiers must be able to complete 10 years of commissioned service in order to be able to retire as a commissioned officer IAW reference 1.n.

c. Promotion. Soldiers who fail OCS will be administratively returned to their previously held grade upon release from their OCS program.

(1) Soldiers in the grade of E5 or below attending State or Accelerated OCS will be advanced to SSG (with a title of Candidate) one day before they enter the program.

(2) Soldiers in the grade of E4 and below attending Federal OCS will be advanced to SGT (with a title of Candidate) one day before they enter the program.

d. Branching. Graduates from OCS desiring an appointment to the Medical Service (MS) Corps must work with the Army Medical Department Recruiting point of contact in their State for professional boarding action at United States Army Recruiting Command, Fort Knox, Kentucky. It is recommended that this process be initiated at least three months prior to graduation from OCS in order to be able to appoint as MS upon graduation.

e. Vacancy Requirement. A position vacancy is not required to enroll in the OCS Program. However, assignment to a position vacancy or projected vacancy is required within 180 days of appointment.

f. Candidates attending Federal OCS should be examined by a Federal Recognition Board IAW NGR 600-100 paragraph 10-15.(b).(4) prior to attending the course to ensure

ARNG-HRH

SUBJECT: Officer Candidate School (OCS) Enrollment and Commissioning Criteria  
(ARNG-HRH Policy Memo #12-025)

eligibility for commissioning.

7. Waivers. All waivers must be obtained prior to enrollment in State or Accelerated OCS. No waivers (medical or administrative) for the Federal OCS standards are authorized.

a. Waivers and exceptions to policy for State and Accelerated OCS will be considered on a case-by-case basis by the appropriate offices as indicated below. Approved waivers must be included with the OCS enrollment packet as well as the Federal Recognition application, NGB Form 62E.

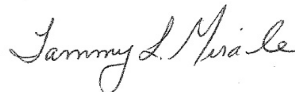
b. Requests for medical waivers for State and Accelerated OCS will be through the Medical Action Tracking System (MATS), with the documentation listed below:

(1) Original DD Form 2807-1, DD Form 2808 and last PHA.

(2) DA Form 3349 (if applicable).

c. Exceptions to policy and waiver requests for requirements for appointment IAW NGR 600-100, Chapter 2 which are not specifically outlined within this policy will be sent to ARNG-HRH-Officer Actions at arng-hrh-oa@ng.army.mil.

8. The point of contact is COL Dennis Chapman, Chief, Personnel Policy and Division, DSN 327-3297, 703-607-3297 or dennis.chapman@us.army.mil.



TAMMY L. MIRACLE  
Colonel, GS  
G1, Army National Guard