

New Jersey Army National Guard Recruiting and Retention Battalion



Officer Candidate School Enrollment Guide

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Officer Strength Manager (OSM)

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3 Program Options – Traditional, Accelerated, Federal

Traditional (State) Program- 18 months

(One course held per Training Year)



Phase 0: 4-5 IDT weekends – February, March, April, May and June (possible) at NGTC, Sea Girt, NJ, Fort Dix NJ, and Camp Niantic, CT. This portion prepares Officer Candidates for Phase 1. Phase 0 focuses on Candidate acclimation to the OCS environment, enrollment paperwork compilation, Phase 1 packing list requirements and training to ensure success throughout the program to include land navigation training, physical training, and introduction to leadership.

Phase I: 2 weeks Annual Training at Camp Niantic, CT during June/July/August timeframe.

Phase II: 14 IDT weekends (MUTA 5s) at NGTC, Sea Girt, NJ (additional locations as necessary).

Phase III: 2 weeks Annual Training at Ft. McClellan, AL, in June/July/August timeframe.

* Graduation and commissioning ceremony is held at Sea Girt after completion of PH.

Accelerated (Winter and Summer options)



- All 3 phases are back-to-back, comprising of eight (8) weeks of continuous training.
 - Senior Army Advisor reserves the right to interview ANY candidate who opts for Accelerated or Federal OCS.
 - ALL prospective accelerated candidates will report to NGTC, Sea Girt in February to attend 3-4 “Traditional” OCS IDT weekends in order to be evaluated by the PTO Staff. The Accelerated Program is NOT an entitlement; acceptance is based on PTO staff evaluation and final authorization from 2nd Battalion 254th Regiment Commander.
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Federal (Fort Benning, GA)



- 90 Days Active Duty
- BA/BS from an accredited institution required to BEGIN training
- SAME NOTES FOR ACCELERATED OCS APPLY TO FEDERAL OCS.
 - Non-Prior Service <34 years of age (must commission before 34th birthday).
 - NOT eligible to attend if Waivers are required.

Course Pre-requisites

Traditional

- ✓ Minimum GT score of 110 (Enlistment Packet)
 - ✓ **90** college semester hours to apply (Official College Transcripts); minimum credit(s) requirement changed 01 October 2012 (Army National Guard Accession Options Criteria FY12/13, First Edition, 13 Feb 2012); ALL earned credits WILL be toward a 4-year college degree from an accredited institution (re: approved/signed Degree Completion Program)
 - ✓ Currently serving members: Able to graduate and commission prior to 42nd birthday (Birth Certificate). Enlistees for 09S option must be enrolled prior to 35th birthday
 - ✓ Completed Basic Training (DD214)
 - ✓ In compliance with Chapter 2 Commissioning Physical Standards (CH2 Physical)
 - ✓ Able to pass an Army Physical Fitness Test (DA 705)
 - ✓ Meet Army Height/Weight or Body Fat Standards (DA 5500/5501; AR 600-9)
 - ✓ Able to obtain a Security Clearance (SF 86/EQIP)
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Accelerated

- ✓ All of the Traditional requirements
 - ✓ Adjudicated Security Clearance (JPAS)
 - ✓ APPROVAL from PTO staff/OCS chain of command/G3
 - ✓ Currently serving members: Able to graduate and commission prior to 42nd birthday (Birth Certificate). Enlistees for 09S option must be enrolled prior to 35th birthday
-

Federal

- ✓ All of the Traditional/Accelerated requirements
- ✓ BA/BS from an accredited institution
- ✓ Must be able to graduate and commission prior to 34th birthday

OCS Student Enrollment Checklist

Name _____ SSN _____
Print (Last, First MI)

- _____ **Emergency Contact Information Sheet**
- _____ **Unit Information Sheet**
- _____ **OCS Application**
- _____ **Commander's Letter of Recommendation**
- _____ **Battalion Commander's Letter of Recommendation**
- _____ **Social Security Card (Signed)**
- _____ **ETS date (Copy of PQR or Extension Contract DA Form 4836)**
- _____ **TDY / Travel Orders (If applicable)**
- _____ **Attachment Orders (If applicable)**
- _____ **Promotion Orders to E-6 (If applicable)**
- _____ **Birth Certificate**
- _____ **Proof of U.S. Citizenship (If applicable)**
- _____ **Name change documents (If applicable)**
- _____ **Chapter 2 Commissioning Physical** – (DD 2808/2807-1) must be completed prior to Phase 1 of every OCS program. MEPS physicals are equivalent to a commissioning physical (provided "Commissioning Physical" is annotated), a PHA is not. **Must be within 24 months of commissioning date (a physical taken on 23 August 2011 is good until 22 August 2013). YOUR PHYSICAL MUST SAY "COMMISSIONING PHYSICAL" IN ORDER TO BE VALID. They can be scheduled through your unit RDNCO or a recruiter.
- _____ **Official College Transcript (Must be mailed directly to 254th Regt)**
- _____ **GT Score 110 _____ (MEPCOM 680-3ADP, DD 1966, REDD Report)**
- _____ **DD 214/DD220/NGB 22s/Military Training (AIT/1 year service waiver)**
- _____ **OCS Enlistment Option (09S) DD Form 1966 (If applicable)**
- _____ **Security Clearance – Security Verification Letter / EQIP / JPAS**
- _____ **Security Clearance Statement**
- _____ **Police Record Check** Fill out one per state you've lived in for the last 10 years
- _____ **Moral/Civil Conviction Waiver Approval**
- _____ **Request for any Other Waivers (If applicable)**
- _____ **Statement to Attend Officer Basic Course**
- _____ **Statement of Officer Candidate**
- _____ **Autobiography**
- _____ **Copies all of NCOERs (If applicable)**

NOTE: ALL DOCUMENTS MUST BE "CERTIFIED TRUE COPIES" OR ORIGINALS

Emergency Contact Information Sheet

<u>PART A – GENERAL INFORMATION</u>	<u>PART C – EMERGENCY DATA</u>
*Name:	Next of Kin:
*SSN:	Street:
*DOB: *Age:	City:
*Gender:	State, Zip:
State RTI: New Jersey	Phone:
Component: A= ARNG/ U= USAR:	
*Unit of Assignment:	<u>PART D – MARITAL STATUS</u>
*Unit Address:	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced
*City:	RTI Information HQs, 254th REGT (CA) Modular Training Battalion National Guard Joint Training Center Sea Girt, New Jersey 08750
*State, Zip:	
*Phone:	
<u>PART B – HOME ADDRESS</u>	<u>PART E – TDA INFORMATION (STAFF ONLY)</u>
Street:	Position:
City:	Paragraph/Line #:
State, Zip:	Order Number:
*Contact Phone:	Order Number:
*Email:	Duty Dates:
THE FOLLOWING INFORMATION IS NEEDED FROM CANDIDATES ONLY.	
<u>PART F – EMPLOYER INFORMATION</u>	<u>PART I – RACIAL BACKGROUND</u>
Company:	<input type="checkbox"/> American Indian <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Asian American
Street:	<input type="checkbox"/> Pacific Islander <input type="checkbox"/> Black (Non-Hispanic) <input type="checkbox"/> Hispanic
City:	<input type="checkbox"/> White (Non-Hispanic) <input type="checkbox"/> Other <input type="checkbox"/> Unknown
State, Zip:	<input type="checkbox"/> Not Disclosed
Civilian Occupation:	Pick 3 Desired Branches you would like AFTER OCS:
<u>PART G – PRIOR SERVICE DATA</u>	1.) _____
*Rank prior to OCS:	2.) _____
*MOS prior to OCS:	3.) _____
*Years Active Duty:	FOR OFFICE USE ONLY PART J – BILLET INFORMATION FOR CANDIDATES Company, Platoon, Squad, Building, Bay
*Years Reserve Duty:	
Total Time in Service:	
<u>PART H – CIVILIAN EDUCATION</u>	
*Type of Degree (Choose One)	If You don't have a degree:
<input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate	Number of years in College: _____
	*Qtr Credits: _____ or *Semester Credits: _____
	*Are you attending a college now? <input type="checkbox"/> Yes <input type="checkbox"/> No

Parts A through D are for both candidates and staff; part E is for staff only, parts F through I are for candidates only and part J is for office use only. **Note:** Please complete these items to assist us in responding to and tracking requests and inquiries for the OCS program.

Unit Information Sheet

Name _____ SSN _____
(Last First MI)

Unit _____

Major Command (circle one) 57th Troop Command 50th IBCT 42nd RSG JT2DC 254th REG

***Please provide as much information below as possible. This may be utilized to get assistance in completing your Enrollment Paperwork, Packing List Supply Issues, Pay Issues, etc.*

First Line Supervisor Name & Rank _____

Phone Number(s) _____

Email _____

Unit Full Time Personnel Name & Rank _____

Phone Number(s) _____

Email _____

Company Commander _____

Phone Number(s) _____

Email _____

Unit Supply Sergeant Name & Rank _____

Phone Number(s) _____

Email _____

Application for Enrollment - OCS

1. NAME:		2. RANK:	3. SSN:	4. PMOS:	5. SMOS:	6. AMOS:
7. HOME ADDRESS:			8. CITY/STATE/ZIP:	10. HOME PHONE:		
				11. WORK PHONE:		
12. DOB:	AGE:	AGE WAIVER REQ? YES NO	13. PLACE OF BIRTH:		US CITIZEN BY BIRTH?	YES NO
					*NATURALIZED CITIZEN?	YES NO
14. MARITAL STATUS:		15. # DEPENDENTS:	16. RACE (for statistical purposes):			
☞ Married ☞ Divorced ☞ Single						
17. MILITARY UNIT:		18. ADDRESS:	19. CITY/STATE/ZIP:	20. PHONE:		
				21. UIC/PRN:		
22. PEBD:	24. DOR:	25. DATE ENL NG:	26. PRIOR SVC:	27. BRANCH of SVC:	28. AGR: ⇨YES ⇨NO	
23. ETS:					29. TECH: ⇨YES ⇨NO	
30. GT SCORE:	31. SAT/ACT SCORE: N/A	32. SECRET CLR: ⇨YES ⇨NO	33. HEIGHT:	34. WEIGHT:	35. DATE OF LAST PHYSICAL:	
					36. TYPE OF PHYSICAL:	

37. COLLEGE DEGREE: YES NO	38. # CREDIT HOURS:	39. CURRENTLY ENROLLED: YES NO
		NAME OF SCHOOL:

40. HAVE YOU BEEN CONVICTED OF ANY CRIMINAL OFFENSE? (INCLUDE DWI AND DP offenses)? Yes _____ No _____			
OFFENSE:	DATE(s):	LAW ENFORCEMENT AGENCY:	COURT ACTION:

APPLICANT

I certify that the above entries on this application are true and correct to the best of my knowledge. By signing this application, I also understand the following:

- (1) That I must possess and verify at least **90 SH** of college for entrance into the OCS program.
- (2) That I must possess an APPROVED Degree Completion Program unless I have already earned a BA/BS.
- (3) That I must pass an entrance APFT conducted by OCS Bn staff within 60 days of the course start date.
- (4) That I must pass/complete a Chapter 2, AR 40-501 physical no more than ten (10) months prior to the class start date.
- (5) That I will be released, without prejudice, from OCS training if any pending requests for waiver(s) are denied.
- (6) That I must complete an active component officer basic branch course, recommended within 12 months and NLT 24 months, of my commission date.

DATE:	SIGNATURE:
	<u>COMPANY COMMANDER</u>

I have personally interviewed the above applicant and verify that all information is true and correct to the best of my knowledge. I recommend this soldier for enrollment in Officer Candidate School.

DATE:	COMMANDER'S SIGNATURE:
	Signature of OCS Commander:

Unit Commander's Letter of Recommendation- Template

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander, HQs, 254th Regiment (CA), 1st Modular Training Battalion, National Guard Training Center, Sea Girt, New Jersey 08750

1. After thorough consideration, I recommend _____ to attend the NJARNG OCS Program. He/She has been a member of this unit for ____ years and I have been this Soldier's unit commander for ____ years.
2. _____ has received the following letters of recommendation, letters of appreciation, medals awards, etc.:
3. I understand if this applicant is accepted, he/she will be attached to the HQs 254th Regiment (CA), NGJTC, for administration, pay and training. I have personally interviewed him/her and believe he/she possess the traits necessary to become an officer. I would be willing to accept him/her as an officer in my unit upon successful completion of the NJARNG OCS Program. I have reviewed the information on him/her application and to the best of my knowledge, it is correct.
4. _____ has been thoroughly oriented concerning the rigid standards of military courtesy, discipline, and appearance in practice at the HQs 254th Regiment (CA), NJARNG, and has indicated to me he/she is prepared to spend the time required for study and attendance at the school.
5. I further certify he/she received a GT score of ____ on his/her ASVAB.
6. His/her Highest Civilian Education completed is ____ semester credits/hours.
7. Point of contact for this information is the undersigned at _____.

NAME
RANK, BRANCH, NJARNG
Commanding



OFFICIAL COLLEGE TRANSCRIPT REQUEST

Name of Institution

Address

City

State

Zip

REGISTRAR: Transcripts required to attend official military officer schooling (OCS).

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

**NEW JERSEY ARMY NATIONAL GUARD
254th Regiment (CA)
ATTN: OCS Project NCOIC
PO Box 277
Sea Girt, NJ 08750**



**Applicant's Statement
Security Clearance
(Traditional Program only)**

1. I _____ understand that my enrollment as an Officer Candidate in the National Guard is dependent on being able to obtain a SECRET Security Clearance. I further understand that as a result of the investigative processes, if I am determined to be unacceptable for appointment as a Commissioned Officer, I will be removed from the OCS Program and returned to my original unit of assignment.

2. I understand that should I make any false statements or if any unfavorable information appears during the investigation, the investigation will cease, and I will be removed from the OCS Program with prejudice.

SIGNATURE

PRINTED NAME

DATE

Applicant's Statement
Basic Officer Leader's Course Attendance

I understand that upon completion of the New Jersey Army National Guard Officer Candidate Program and the acceptance of a commission as a Second Lieutenant I am required to attend and complete my resident Basic Officer Leader's Course (BOLC) within 24 months of my commissioning date.

SIGNATURE

PRINTED NAME

DATE

Student Autobiography Instructions

Length: 4-5 pages (1000 words max)

What to write: Describe your life, focusing on the part which has led you to consider becoming an Army Officer. Here are some suggestions for proceeding with this assignment:

- (1) Present vital statistics: date, place of birth, places of residence, schools you have attended, family background, and prior military service or experiences.
- (2) Describe special events in your life; relate circumstances and happenings that make you different, that help make you what you are, and that you expect your audience to find memorable.
- (3) Tell what you expect to contribute to society through gaining an education and what you may contribute by completing OCS requirements and gaining a commission.
- (4) One of your principle writing tasks is to develop a fluid, readable narrative of your life. Don't just list responses to these suggested questions. Instead, weave your responses into a narrative story of your life, your expectations in life, how this relates to your goal of earning a commission.

Format: Final paper will be typed or printed on one side only. Number each page (except the cover sheet) on the center bottom of the page. Your autobiography will start on the second page and be numbered "1" in the numbering sequence of all the remaining pages.

Picture: ASU or business suit

How your Autobiography will be evaluated: OCS Staff members will evaluate your autobiography. The OCS Selection Board of Officers will read and review your autobiography to formulate initial opinions about you. Your autobiography will be judged on four criteria: *content, organization, readability, and presentation.*

Evaluation: Evaluators will consider the following questions as they make their evaluation:

❖ **Substance:** How much specific detail have you used? How appropriate is the detail? How well does the reader get to "know" you, solely on the basis of your autobiography?

❖ **Organization:** Does your paper develop smoothly? Does each part relate well with the rest of your paper? Do you relate your earlier life to your present situation in college: Do your expectations regarding the future emerge clearly from what you reveal of your past and present?

❖ **Style:** Have you used effective transitions? Have you written directly? Have you chosen familiar, unpretentious vocabulary? Have you avoided long, cumbersome sentences? On the other hand, have you also avoided an extended series of very simply structured sentences? Has your punctuation assisted rather than hindered or confused your reader? Overall, have you observed the conventions of standard written English?

❖ **Correctness:** Is your text carefully proofread, and free of typographical errors? Have used proper format? Is your text neat, and free of smudges and wrinkles?

Acknowledgements: Most writers benefit from various kinds of assistance, for example – a trusted proofreader. If you receive help in preparing your autobiography, then you must acknowledge it on your cover sheet like below:

_____ (Name/Title) _____ read an early draft of my autobiography and offered recommendations.

_____ (Name/Title) _____ proofread my final draft and/or the final text.

_____ (Name/Title) _____ typed or word-processed my final text.

If you received no assistance, simply write “none” below the acknowledgements entry on the cover sheet. Many colleges offer services where students can get individual assistance. If you need or want assistance in writing your autobiography, don’t hesitate to obtain it.

**The substance and content of your autobiography must be your own work.

Cover Sheet Format must be followed exactly as seen below:

NAME: *(Last, First, Middle)*

New Jersey OCS

OCS Class-#

DD-Month-YYYY

Acknowledgements:
(See above instructions)

*Head &
Shoulders
Photo of
Yourself
Goes Here*

+