DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-ARH

15 MAR 2006

MEMORANDUM FOR MILPOS

SUBJECT: State Officer Candidate School (OCS) Enrollment and Commissioning Criteria (NGB-ARH Policy Memo #06-011)

1. References:

a. Army Regulation 40-501, Standards of Medical Fitness, 12 APR 04.

b. Army Regulation 140-50, Officer Candidate Schools, Army Reserve, 15 OCT 99.

c. Army Regulation 350-1, Army Training and Education, 09 APR 03.

d. Army Regulation 351-51, United States Army Officer Candidate School, 11 JUN 01.

e. National Guard Regulation (AR) 600-100, Commissioned Officers - Federal Recognition and Related Personnel Actions, 15 APR 94.

f. National Guard Regulation (AR) 351-5, State Military Academies, 16 DEC 85.

g. Memorandum, DAPE-MPO, 22 JUL 05, Subject: Exception to Policy to Appoint Officers and Warrant Officers with an Interim Security Clearance.

h. Memorandum, NGB-ARS, 29 OCT 00, Subject: (All States Log Number P00-0060) Chapter 2 Prior Service Physical Examination Processing.

2. This memorandum supercedes all previous ARNG policy and All States Memorandums concerning Officer Candidate School enrollment, completion and commissioning criteria.

3. Waiver authority. Waivers and Exceptions to Policy will be considered on a case by case basis by the appropriate offices as indicated in the following criteria.

4. Criteria.

a. Age.

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

(2) Maximum age. Candidates must be commissioned prior to their 30th birthday. The State or Territory Adjutant General or Commanding General may grant an age waiver up to the candidate's 35th birthday. Waiver requests for candidate's who are age 35 and over must be forwarded to National Guard Bureau Personnel Policy and Readiness Division (NGB-ARH) for approval. The NGB will not consider waivers for Soldiers who will reach age 40 or over from projected date of commissioning.

b. Citizenship. Candidates must possess or attain United States citizenship prior to appointment. Dual citizenship is not permitted. Candidates who hold dual citizenship with a foreign nation must relinquish the foreign citizenship prior to appointment.

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). This requirement is non-waiverable.

(2) It is no longer required to submit scores from the SAT or ACT.

d. Education. Applicants must provide a copy of the most current transcript from an accredited college or university documenting a minimum of 60 earned semester hours prior to enrollment into the OCS program. 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. Additionally, candidates who are still working toward a Bachelors degree must submit an approved degree completion plan prior to initial appointment. 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. 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 Officer Basic Course within 24 months of commissioning.

e. Medical.

(1) Officer candidates must pass a physical examination in accordance with AR 40-501, Chapter 2, prior to the first day of OCS. In exceptional circumstances, the Adjutant General (TAG) may authorize a candidate to start OCS without a completed physical. The candidate must complete the physical NLT 90 days following completion of OCS Phase I or be disenrolled. Candidates allowed to enroll into OCS pending the physical must be counseled in writing that they may later be disenrolled in the event that physical defects, injuries or diseases, which are classified as disqualifying in nature, are

discovered in the course of the physical. 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 form NGB-ARS (see sub paragraph 4). Admission into OCS prior to taking / passing the physical does not guarantee later qualification or 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 DA Form 7349R, Initial Medical Review-Annual Medical Certificate. The State Surgeon or appointed medical officer must screen and approve the DA Form 7349R. A copy of the DA Form 7249R, DD 2807-1 and DD 2808 must accompany the applicants 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 paragraph 8-12 of AR 40-501.

(4) Send all requests for medical waivers, along with the following documentation to National Guard Bureau, Office of the Chief Surgeon (NGB-ARS), 111 South George Mason Drive, Arlington, Virginia 22204-1382.

a. Original DD 2807-1, DD 2808 and DA Form 7349R (if applicable).

b. Last two annual medical certificates (DA Form 7349R).

c. DA Form 3349 (if applicable).

d. Body Height/Weight. 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.

e. Army Physical Fitness Test (APFT). Applicants must pass the standard three event APFT, IAW AR 350-1, within 12 months prior to enrollment and within 12 months of commissioning. Soldiers who are not able to take and pass the standard three event APFT may request a waiver to AR 350-1 to take the alternate APFT. Waiver requests, with a copy of the permanent profile, must be submitted to National Guard Bureau, ATTN: NGB-ARH, 1411 Jefferson Davis Highway, Arlington, Virginia 22202-3231. Requests will be staffed and submitted to the HQDA Director of Training for review and consideration, with final determination made by the Deputy Chief of Staff, G-3. A certified DA Form 705 must accompany the applicants OCS Enrollment packet.

f. Security Status. In accordance with NGR (AR) 600-100, applicants will possess a final secret security clearance. Due to the current security investigation backlog candidates may be appointed with an interim secret security clearance IAW NGB-ARH Policy Memo #05-056, 03 October 2005.

g. Prior Training. 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. The OCS enlistment option is a separate program addressed in the Enlistment Criteria Memorandum. Requests for exception to policy, along with all pertinent documentation, must be submitted to NGB-ARH for action.

h. 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.

i. Moral/ Administrative Qualifications. Applicants must meet the requirements IAW NGR 600-100, Chapter 2. Send all requests for moral, conviction and age waivers to NGB-ARH.

j. For enrollment, applicants must have sufficient time remaining on their current enlistment contract or must extend the contract sufficiently to complete the course (non-waiverable). For commissioning, applicants must be able to complete 20 years of creditable service (non-waiverable). 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 and Reserve (AGR) program.

5. Point of contact for this action is MAJ Charles Emerson, Chief, Officer Policy, NGB-ARH, at 703 607-0023 / DSN 327-0023.

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