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

NGB-ARH

29 DEC 2004

MEMORANDUM FOR MILPO's

SUBJECT: State Officer Candidate School (OCS) Enrollment and Commissioning Criteria (NGB-ARH Memo #04-039)

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, 9 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, 4 Aug 04, Subject: Exception to Policy to Appoint Officers and Warrant Officers with an Interim Security Clearance.

h. Memorandum, DAPE-MPO, 19 Mar 01, Subject: Request for Elimination of the American College and Scholastic Aptitude Test (ACT/SAT) Score Requirement for Initial Appointment.

i. 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 regarding 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 indicated in the criteria that follows.

4. Criteria.

a. Age.

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

(2) Maximum age. Candidates must be commissioned prior to their 35th 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 candidates over age 35 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 the age of 40 or over upon the projected date of commissioning.

b. Citizenship. Applicants must attain United States 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).

(2) A qualifying score of 850 on the SAT or 19 on the ACT is required to meet OCS eligibility criteria for those candidates without a baccalaureate degree. In accordance with reference 1c, the validity period for qualifying SAT and ACT scores is now ten years. An Officer Selection Battery test score of 90 or higher taken prior to 1 October 1997 is acceptable in lieu of SAT or ACT test scores. Applicants may take the SAT or ACT test one time free of charge at each State Education Office. The test may be taken as often as necessary to achieve a qualifying score.

d. Education. Applicants must provide a certified copy of an original transcript from an accredited college or university documenting a minimum of 60 semester hours prior to enrollment. Candidates must attain at least 90 semester hours prior to appointment. Those applicants entering an accelerated program must have completed 90 semester hours prior to the start of OCS.

Officers should be counseled regarding the requirement to complete a baccalaureate degree to become eligible for promotion to Captain and they must complete their 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. However, in exceptional circumstances The Adjutant General (TAG) may allow a candidate to enroll in OCS without a completed physical. The candidate must complete the required physical NLT 90 days following the completion of OCS Phase I or be disenrolled. Candidates allowed to enroll in OCS pending the physical must be counseled in writing that they may be disenrolled later due to physical defects, injuries, and/or diseases if the condition is disqualifying. Applicants for OCS must meet all procurement medical fitness standards prescribed in AR 40-501, chapter 2, or receive all necessary waivers for disqualifying conditions from NGB-ARS (see subparagraph 4). In these cases, entrance into training does not constitute grounds for later qualification or waiver.

(2) Chapter 2 physicals are valid for appointment for two years from the date of examination provided 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 certified copy of the DA Form 7349R, DD 2807-1 and DD 2808 must accompany the applicant's OCS enrollment packet/file.

(3) Initial AR 40-501, chapter 4 physicals approved by the U.S. Army Aeromedical Center, Fort Rucker, Alabama will fulfill chapter 2 physical requirements. However, a class 2 maintenance examination will 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).

f. Body Height/Weight. Prior to enrollment in OCS, applicants must meet the height and weight requirements prescribed in AR 600-9, to include the maximum allowable percent body fat standards.

g. 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. A certified DA Form 705 must accompany the applicant's OCS enrollment packet.

h. Security Status. In accordance with NGR (AR) 600-100, applicants will possess a final secret security clearance. However, the Deputy Chief of Staff, G1 at any time may grant temporary authority to appoint officers with an interim secret security clearance to compensate for a security backlog.

i. Prior Training. A current member of the ARNG seeking enrollment in the State OCS program must have completed basic training, advanced individual training (AIT) and serve a minimum of one year in a Selected Reserve unit prior to enrollment. The OCS Enlistment Option is a separate program, the requirements for which are located in the Enlistment Criteria Memorandum.

j. Vacancy Requirement. A position vacancy is not required to enroll in OCS. However, assignment to a position vacancy or projected vacancy within 180 days following appointment is required.

k. Moral/Administrative/Qualifications. Applicants must meet the requirements IAW National Guard Regulation (AR) 600-100, chapter 2. Send all requests for moral and civilian conviction waivers to NGB-ARH, 1411 Jefferson Davis Highway, Arlington, Virginia 22202-3231.

l. Service Requirements. For enrollment, applicants must have sufficient time remaining on their current enlistment contract or must extend the contract to complete the course (non-waivable). For commissioning, applicants must be able to complete 20 years of creditable service (non-waivable). In accordance with reference 1a, applicants are advised that they must complete a minimum of 10 years commissioned service in order to retire at the highest commissioned rank successfully held, if they become members of the Active Guard and Reserve (AGR) Program.

5. Point of contact is Major Charles Emerson, Chief, Officer Policy Section, at DSN 327-0023 or 703-607-0023.

TAMMY L. MIRACLE
COL, NGB
Chief, Personnel Policy
and Readiness Division