

Officer Candidate School Application Checklist

Name: _____

Eligibility:

- ___ DA Form 4187 and DA Form 4187-R (signed by company, battalion and brigade commanders)
- ___ Completed OCS Personnel Information Sheet
- ___ Possess a 4 year baccalaureate degree from an accredited college or university.
- ___ Not have reached 35th birth date at time application is received by HRC.
- ___ All Soldiers must appear before a structured interview (local board).
- ___ Is a United States citizen.
- ___ Pass standard Army Physical Fitness Test (APFT). Alternate APFT not authorized.
- ___ Meet the height and weight standards.
- ___ Recommended by commander O5 or above.
- ___ Secret security clearance or higher at time of appointment.
- ___ Less than ten years of active federal service.
- ___ Soldiers in BCT, AIT, DFIC, or any type of initial entry training status are not eligible.
- ___ Recruiters and drill sergeants/platoon sergeants in IET or have been selected/scheduled to attend training are not eligible to apply unless they are in the final six months of their tours.
- ___ Reserve component Soldiers in any capacity are not eligible for this program. RC Soldiers must apply IAW their component's policies and procedures.
- ___ Cannot have a permanent profile which would prohibit them from taking the standard APFT. Alternate APFT not acceptable.
- ___ Must meet the physical standards for enlistment, appointment, and induction IAW AR 40-501, chapter two. Note that the accession standards are more stringent than the retention standards found in AR 40-501 chapter three. Must possess a physical profile serial of at least 222221. Soldiers cannot have a permanent profile which would prohibit them from taking the standard APFT. Alternate PT test not acceptable. Applicants must meet procurement medical standards (except height and weight) prescribed in AR 40-501, chapter 2, and possess a physical profile serial of at least 222221.

Related documents:

- ___ Recommendation from commanding officer.
- ___ Current photograph in uniform.
- ___ DA Form 61. Application for Appointment) Ensure all appropriate items are completed and signed. Chain of command endorsements (company & battalion commander) must be listed in part II. In item 41 list any civilian or military leadership positions or awards (such as captain of baseball/football/soccer team, etc) that are not listed elsewhere in the application.
- ___ Completed DA Form 5339-R (Commander's Evaluation Sheet). Height and weight of Soldier must be listed here if not indicated in the commanders endorsement on the DA Form 61.
- ___ DA Form 705 (Army Physical Fitness TEST Scorecard) with a minimum of two (2) scored tests within 12 months of application submission.
- ___ DA Form 5500-R (Bodyfat) if necessary.
- ___ A maximum of four (4) letters of recommendation, each not exceeding one page in length and not more than 1-year old (optional).

___ DA Forms 1059 reflecting completion of PLDC, BNCOC, ANCOG (if applicable).

___ Provide copies of last two evaluation reports (NCOERS/OER) if you are a NCO or Warrant Officer.

___ Copy of college transcript, degree certificate and memo from local education counselor verifying the awarding of a 4 year degree from an accredited college or university.

___ A copy of the Enlisted Record Brief, or ORB for warrant officers. The ERB must reflect the GT score and the UIC code must be current.

___ A completed DA Form 4255-R (Initial Active Duty Assignment Instructions Request). Complete form as though a lieutenant.

___ A Joint Personnel Adjudication (JPAS) printout indicating a interim secret or higher clearance or signed statement from the local security office indicating the Soldier has submitted a request for security clearance. A Soldier may apply for OCS if a security request has been initiated and receipt of the request has been acknowledged by the Defense Security Service (DSS) on their website via the Electronic Personnel Security Questionnaire (EPSQ). A copy of the DSS EPSQ receipt or results is acceptable. Soldiers must have approved security clearance to accept appointment to Second Lieutenant.

___ Proof of citizenship: for Soldiers not born in the USA. Applicants who are not United States citizens by birth will submit an appropriate statement (see AR 135-100, figure 2-1). A statement from the unit commander or personnel officer that he/she has reviewed naturalization papers of the applicant is acceptable. Soldiers cannot apply for OCS if not US citizens. All Soldiers born in Puerto Rico must possess the new birth certificate and have it confirmed by Commander or Personnel Officer prior to submission of application.

___ A completed DA Form 4322-R (OCS contract).

___ A copy of DD Form 2808 indicating the applicant is qualified for service IAW chapter 2, AR 40-501 based on a physical not over 1- year old from the date of applicable OCS board. If an enlisted Soldier is requesting aviation as a branch preference, the physical must contain the approval stamp of the Army Aeromedical Center at Ft Rucker.

___ A copy of DA Form 6256 (AFAST) for enlisted Soldiers requesting aviation as a branch. Enlisted Soldiers 30 years of age or older are not eligible for assignment to aviation. This age restriction cannot be waived.

___ DD Form 785 (Record of Disenrollment). Only required if previously attended an officer producing school (OCS, ROTC, USMA). (Soldiers previously disenrolled from an officer producing program request a waiver from the DCS, G-1 to attend OCS.

___ Copy of DD Form 214 required for any prior military service.