



# Texas Military Department

## Instruction

Number 1315.03

SEP 23 2019

NGTX-XTE

Subject: Texas State Guard Officer Candidate School Application Process

### References:

- a. TXSG Regulation 600-10, Personnel and Administrative Procedures, 27 June 2013
- b. TXSG Instruction 1000.01, TXSG Enlistment, Appointment, and Promotion, 12 March 2018
- c. TXSG SOP 1700-10, Texas State Guard Recruiting Procedures, 8 May 2018

1. PURPOSE. This instruction prescribes the policies, eligibility requirements, and administrative procedures for submitting and processing applications for Officer Candidate School (OCS), and for appointing OCS graduates as commissioned officers in the Texas State Guard (TXSG).

2. APPLICABILITY AND SCOPE. This instruction applies to all current TXSG members applying to OCS and to all newly recruited TXSG members applying to directly enter OCS from their current civilian career. Elements not applicable to civilian, direct-entry applicants are marked with double asterisks (\*\*).

### 3. POLICY.

a. Enrollment criteria. Applicants must:

- (1) Be a resident of Texas for at least 180 days.
- (2) Be a citizen of the United States, or a person who has been lawfully admitted into the United States for permanent residence.
- (3) Be a minimum of 18 years old and no older than 45 years of age at the time of application. Age waiver of no more than 50 years of age is allowed with General Officer Board approval.
- (4) Have a valid social security number issued by the Social Security Administration.
- (5) Have and maintain a valid and current Texas driver's license or Texas ID card as proof of Texas residency.
- (6) Must complete the Army Physical Fitness Test (APFT) with a minimum APFT score of 50 points in each category. For all applicants medically qualified for the alternate running event, only the 2.5 mile walk will be used.
- (7) Have a favorable criminal background check completed within 90 days prior to Reception Day (R-Day).

- (8) Have a baccalaureate (bachelor's) degree, or possess a high school diploma/GED and be actively pursuing a college degree with a minimum of 90 semester hours completed from an accredited college or university. Candidates without a degree and having credits from multiple sources must submit all certified copies of transcripts.
- (9) Be of good moral character. TXSG personnel undergoing unfavorable personnel action cannot apply for OCS until a favorable resolution of the personnel action is documented and a favorable endorsement letter has been obtained from the first O-6 in the individual's chain of command. \*\*
- (10) Have no convictions in a civil or military court. This INCLUDES adverse juvenile adjudication and court sentences that were suspended, withheld, or removed after completion of probation. Minor traffic violations with a fine or forfeiture of \$500.00 or less are NOT included.
- (11) Have not been previously disenrolled from ROTC or other officer training. If so, applicants must submit DD Form 785, Record of Disenrollment from Officer Candidate-Type Training, for review.
- (12) Be willing to be commissioned as an officer in the Texas State Guard for an indefinite period, under the conditions prescribed by law, until discharged by proper authority. Voluntary resignation within 3 years of successful completion of OCS can result in a bar to re-enlistment into the TXSG.
- (13) Physical Requirements
  - a. Must not have any permanent physical or mental disorder that would interfere with the ability to perform all duties required of a TXSG member.
  - b. Ultimate determination of physical eligibility is made by the TXSG Command Surgeon upon review of the 2807-1, Report of Medical History, and a documented physical with a supporting letter stating that the applicant is approved for physical activity and military training from their licensed physician.
  - c. Correctable vision as required for receipt of a valid State of Texas Driver's License.
  - d. Must meet TXSG Height and Weight requirements.
  - e. Must pass the minimum APFT standards as required for enrollment into OCS.
- (14) Who may apply.
  - a. Any enlisted member or warrant officer in the TXSG.
  - b. Civilian applicants may directly apply to TXSG OCS, provided: Any civilian, as long as the OCS Detachment Commander personally asserts:
    - i. His lack of military training and understanding of the TXSG shall not be a detriment to their training or the OCS program; and
    - ii. His private experience will bring exceptional diversity and skill that is uncommon in the existing ranks or TXSG company grade officers; and
    - iii. He shall be assigned to a TXSG Component based upon the greatest current need for junior officers in conjunction with each individual's experience, education, skill set, and location.

- (15) Who may not apply.
- a. Conscientious objectors.
  - b. Individuals who have engaged in subversive or disloyal acts against the United States or the State of Texas.
  - c. Prior service applicants who were discharged under other than honorable conditions or assigned a re-enlistment code not allowing re-entry. Re-enlistment codes based on retirement are exempt.
  - d. Officers previously commissioned in any component of the Armed Forces of the United States.
  - e. Individuals with felony convictions.
  - f. Individuals with felony or Class A or B misdemeanor charges pending are ineligible until charges have been dismissed or cleared.
  - g. Individuals convicted of an offense or crime involving moral turpitude or a violation related to a controlled substance.
- (16) Exceptions to Policy/Waiver. OCS applicants not meeting certain eligibility criteria may request an exception to policy. Exceptions must be routed through the applicant's chain of command and included in the OCS application packet. Exceptions to policy may only be granted by the TXSG Commanding General (CG) or his designated alternate. Civilian, direct-entry applicants are ineligible for exceptions to policy.
- a. Criminal History.
    - i. Applicants with a military or civilian conviction involving imprisonment or a fine of \$500 or more require an exception to policy.
    - ii. Individuals with adjudicated youth offenses require an exception to policy.
  - b. Education Exemption.
    - i. For those actively pursuing a degree, an applicant's commander can request an exception to policy to a minimum of 60 accredited semester hours.
    - ii. An applicant's commander may also request an exception to policy to a minimum of 90 hours, where an accredited institution has awarded college credit for prior technical training or life experiences.
    - iii. For instances where an applicant is without a bachelor's degree or not pursuing a degree and the applicants commander strongly believes the applicant's demonstrated performance shows potential that outweighs the above education guidelines, the applicant can submit the following exception to policy request with their OCS application packet:
      1. A formal resume including, but not limited to, educational history, professional skills certifications and licensing (date obtained and expiration), membership and participation in industry specific organizations.

2. A letter of recommendation from the applicant's component commander
3. A letter from the applicant to the OCS Review Board explaining why the applicant is apply to OCS and requesting the exception policy.

(17) Exceptions to policy will not be granted for the following:

- a. Citizenship
- b. Military medical examination
- c. TXSG height and weight standards
- d. Minimum enrollment APFT standards as required for OCS

b. Application Process.

1) Civilian process:

- a. All Civilians interested in OCS will visit the following website <https://tmd.texas.gov/join-the-state-guard>, fill out the application form, and select "OCS" on the "What branch would you like to join?" drop-down menu.
- b. Follow the instructions and fill out the documents linked to the next page.
- c. The OCS Recruiter will review the information provided by the individual and contact them to review their options for enlistment or direct application to the OCS program.
- d. If the individual meets all entry criteria, the Adjutant will provide the individual with the OCS application and instructions.
- e. The individual would be required to submit the complete OCS application directly to the OCS Recruiter via email.

2) Current TXSG Member Process:

- a. Any active member of the TXSG in good standing, who meets the entry criteria and desires to attend OCS is responsible for initiating the application process by notifying their chain of command/unit commander.
- b. Upon approval from chain of command/unit commander the applicant downloads the application packet from the OCS website (<https://txsg.state.tx.us/officer-candidate-school.aspx>) or requests it from the OCS Adjutant via email.
- c. Upon completion of the application, it is submitted through the chain of command to the unit personnel officer, who forwards it to the OCS Adjutant.

3) Application Process Convergence

- a. The deadline for submission of complete application package is one week prior to the Reception Day. Late or incomplete packets will be rejected and returned to the applicant.
- b. If approved, the applicant will be notified of the date for OCS Reception Day and provided detailed instructions for how to prepare.
- c. Applicants shall arrive at Reception Day with both a physical and digital copy of their application. After successfully completing a medical

- evaluation, APFT, and boarding with the CG or DCG, the applicant will be notified if they have been officially accepted into the OCS class.
- d. The CG will board the applicants upon the conclusion of R-Day and notify them whether they are accepted into the course.
  - e. The OCS Adjutant will contact the home unit commanders of the OCS who were accepted into the program to notify them that their applicant was officially accepted.
  - f. Any civilian applicant who is not accepted into the OCS class will be assigned to the TXSG as an enlisted member, within a component/unit close to their home of record.
  - g. Any TXSG member who is not accepted into the OCS class will be notified during the R-Day weekend and instructed to return to their home unit.
- 4) Applicant Admission Packets. All TXSG enlisted members and warrant officers wishing to enroll in OCS must submit an application packet which contains the following:
- a. A favorable criminal background check
  - b. A completed physical examination by the applicant's personal doctor prior to beginning of OCS. The physical must have been performed within 90 days of the start of Phase I of OCS
  - c. Proof of age not to exceed 45 years of age (waiverable to 50) at date of commission
  - d. \*\*Army Physical Fitness Test (APFT) Score card completed within 60 days of their application, to include height/weight date at time of APFT
  - e. \*\*Commander's unit vacancy statement
  - f. \*\*Commander's letter of recommendation
  - g. \*\*Commander's confirmation letter completed and signed, including proof of compliance with the TXSG height and weight standards
  - h. Official college transcripts, as proof of cumulative college credit hours
  - i. Current, 3/5 length photo from mid-calf up. Face camera directly, arms at sides, no glasses or headwear
  - j. Application for appointment
  - k. Exceptions to policy, as required
  - l. Applicant biography
- 5) Grade Authorization. Officer Candidates are assigned the grade of E-5 while enrolled in OCS unless they already possess a higher grade. An OCS candidate who fails to complete the OCS program or who does not commission will revert to their previous grade and rank upon detachment from OCS.
- 6) Duty Status.
- a. Officer Candidates are attached to HQ, TXSG for the duration of the course and have limited availability to their home units. Participation in OCS is considered their primary duty and takes precedence over any other duties. Attachment will terminate upon commission or relief from the OCS program.

- b. Candidates who graduate from OCS are processed for discharge as an enlisted member and re-entered into the TXSG personnel database as an O-1, effective the day they take their oath of office.
- c. Newly commissioned OCS graduates will be reassigned to their home unit.
- d. The OCS Honor Graduate will be allowed to transfer to unit of choice within 30 calendar days of graduation and commissioning from OCS.

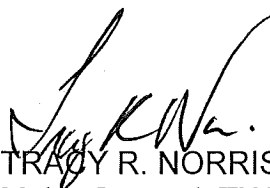
4. RESPONSIBILITIES. Unit commanders and recruiters will ensure their interested personnel and new recruits are aware of the requirements for applying to OCS.

5. INFORMATION REQUIREMENTS. NA.

6. RELEASABILITY. Unlimited.

7. EFFECTIVE DATE. This instruction will expire 2 years from the effective date of publication unless sooner rescinded or superseded.

8. POINT OF CONTACT. Commander, OCS Detachment, (512) 782-5720.

  
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