



Texas State Guard

INSTRUCTION

1315.10

08 JUNE 2020

NGTX-TTR

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
- (d) TXSG Regulation 1710.20, Standards of Medical Fitness, 17 May 2019

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

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

3. DEFINITIONS. NA

4. DIRECTIVE/POLICY. This policy defines the enrollment and application process for candidates to attend OCC.

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 of age and no older than 50 years of age at the time of application. ** Age waiver of no more than 55 years of age is allowed in accordance with Section 16.

(4) Have a valid social security number issued by the Social Security Administration.

(5) Have and maintain a valid 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 is authorized as a pass / fail event per the APFT standards.

(7) Have a favorable criminal background check completed with 180 days prior to the reception weekend (R-Weekend)

(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 certified copies of transcripts from each institution. **Waivers are available in accordance with Sections 16.

(9) Be of good moral character. TXSG personnel undergoing unfavorable personnel action cannot apply for OCC until a favorable resolution of the personnel action is documented and a favorable endorsement letter has been obtained from the first O-5 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 the Reserve Officer Training Corps (ROTC) or other civilian officer training for ethical violations. If disenrolled, applicants must submit DD Form 785, record of Disenrollment from Officer Commissioning 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 commissioning from OCC will result in the assignment of the re-enlistment code RE-3, requiring General Officer approval.

(13) Physical Requirements

(a) Must meet requirements for deployability in all areas (DEPA) found in the TXSG Regulation on Standards of Medical Fitness.

(b) Ultimate determination of physical eligibility is made by the TXSG Command Surgeon, or designee, upon review of the TXSG Form 2807-1, Report of Medical History, and a documented physical with a supporting letter from a licensed physician stating that the applicant is approved for physical activity and military training.

(c) Must meet the TXSG height and weight requirements.

(14) Who may apply:

(a) Any enlisted member or warrant officer in the TXSG.

(b) Civilian applicants may directly apply the TXSG OCC, as long as the OCS OIC personally asserts:

(1) Their lack of military training and understanding of the TXSG shall not be a detriment to their training or the OCC program and

(2) Their personal work / life experience will greatly benefit the TXSG, with a diversity or skill that is uncommon in the existing ranks to the TXSG company grade officers.

(3) Graduates will be assigned to a TXSG line leadership position in a Brigade based skill set and home of record. Graduates are not eligible for assignment to any headquarters staff position.

b. Who may not apply:

(1) Conscientious Objectors.

(2) Individuals who have engaged in subversive or disloyal acts against the United States or the State of Texas.

(3) Prior service applicants who were discharged under other than honorable conditions or assigned a re-enlistment code no allowing re-entry. Re-enlistment codes based on retirement are exempt.

(4) Individuals with felony charges or Individuals with a felony or Class A or B misdemeanor charges pending are ineligible until all charges have been dismissed or cleared.

(5) Individuals convicted of an offences or crime involving moral turpitude as defined in the Texas Administrative Code Title 22, Chapter 519, A 1-4, any offense listed under the Texas PC Section 25, or a violation related to a controlled substance.

(6) TXSG members previously or currently assigned to any position in the OCS program require a waiver from the T7 Officer in Charge.

c. Exceptions to Policy / Waiver: OCC applicants not meeting certain eligibility criteria may request an exception to policy. Exceptions must be routed through the applicant's chain of command and be included in the OCC Application packet. Exceptions to policy may on be granted by the TXSG CG or his designated chair of the OCS Board, within their sole discretion. Civilian, direct-entry applicants are ineligible for exceptions or waivers to policy. TXSG members may not be approved for more than two waivers.

(1) Criminal History

(a) Applicants with a military or civilian conviction involving imprisonment or a fine of \$500 or more require an exception to policy.

(b) Individuals with adjudicated youth offenses require an exception to policy.

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

- (a) Citizenship
- (b) Military medical examination
- (c) Educational requirements
- (d) TXSG Height and Weight Standards
- (e) TXSG Standards of Medial Fitness
- (f) Minimum enrollment APFT standards as required by the OCC

d. Application Process

(1) Civilian process

(a) All civilians interested in OCC will visit the following website; <https://tmd.texas.gov/join-the-state-guard> , fill out the application form, and select "Officer Candidate School" 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 OCC Recruiter will review the information provided and contact them to review their options for enlistment or direct application to the OCC program. Individuals meeting all entry criteria will be provided an OCC Packet and instruction for submission.

(2) Current TXSG Member Process

(a) Any active member of the TXSG in good standing, who meets the entry criteria and desires to attend OCC is responsible for initiating the application process by notifying their chain of command/unit commander.

(b) Upon approval from the chain of command/unit commander the applicant requests the packet from the OCS Adjutant via email.

(c) The completed application is submitted through the chain of command to the unit personnel officer, who forwards it the OCS Adjutant.

(3) Applicant Admission Packets. TXSG enlisted members and warrant officers wishing to enroll into OCC must submit an application packet containing the following:

(a) A favorable criminal background check.

(b) A physician's letter of recommendation of fitness for military training dated within 180 days of the start of phase 1 of OCC.

(c) **Proof of age not to exceed 50 years of age at date of application. (Waiverable to age 55)

(d) Commanders letter of recommendation asserting the applicant passes the Army Physical Fitness test with a minimum score of 50 or more in each event, meets their respective height and weight, and medical fitness requirements.

(e) Official Transcripts, as proof of cumulative college credit hours.

(f) Current 3/4 length photo from mid-calf up. Facing camera directly, arms at sides, with not glasses or headwear.

(g) Application for appointment.

(h) Exceptions to policy as required

(i) Applicant biography.

(4) Application Process Convergence

(a) The deadline for submission of the completed application package is 7 days prior to R-Weekend. Late or incomplete packets will be rejected and returned to the applicant.

(b) If approved, the applicant will be notified of the date for the OCC R-Weekend and provided detailed instructions on how to prepare.

(c) Applicants shall arrive at the R-Weekend with both a physical and digital copy of their application. After successfully completing a medical evaluation, APFT, and General Officer review board, the applicant will be notified if they have been officially accepted into the OCC class.

(d) The OCS Adjutant will contact the home unit commanders of the OCC candidates who are accepted into the program to notify them of the candidate's official acceptance.

(e) Any TXSG member who is not accepted into the OCC class will be notified during the R-Weekend and instructed to return to their home unit.

e. Grade authorization. OCC Candidates will hold the administrative grade equivalent of E-6 regardless of previous grade held. An OCC candidate who fails to complete the OCC program or who does not commission will revert to their previous grade and rank upon detachment for the OCC Program.

f. Duty Status.

(a) Officer Candidates are attached to the HQ, TXSG for the duration of the course and have limited availability to their home units. Participation in the OCC is considered their primary duty and take precedence over any other duties. Attachment will terminate upon commission or release from the OCC program.

(b) Candidates who graduate from the OCC are processed for discharge as an enlisted member and re-enter into the TXSG as an O-1 effective the day they take their oath of office.

(c) Newly commissioned OCC graduates shall then be reassigned to their home unit.

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

6. INFORMATION REQUIREMENTS. NA

7. RELEASABILITY. Unlimited.

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

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



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