



Texas State Guard

INSTRUCTION

1315.10

11 August 2021

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 v1.2, 1 Dec 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 (OCS).

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

3. DEFINITIONS. NA

4. DIRECTIVE/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 of age and no older than 50 years of age at the time of application.
- (4) Have a valid social security number.
- (5) Have a valid Texas Driver's license or Texas ID card.
- (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 within 180 days prior to the reception weekend (R-Weekend).

(8) Have a baccalaureate (bachelor's) degree or be actively pursuing a college degree with a minimum of 120 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.

(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-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 \$250.00 or less are NOT included.

(11) Have not been previously disenrolled from the Reserve Officer Training Corps (ROTC) or other 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 OCS 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 1710.20, 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.

b. Who may apply:

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

(2) Civilian applicants may directly apply to the TXSG OCS via the Officer Preparatory Course (OPC).

c. 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 not 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 offence 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.

b. Graduate Assignment. Graduates shall be assigned to a home unit following graduation. Placement within their Brigade will at the discretion of the Brigade Commander. Graduates are not eligible for assignment to any staff position within one year of commissioning. Commanders shall ensure that each graduate is assigned to a TXSG line leadership position.

c. 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 be included in the OCS application packet. Exceptions to policy may only 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 Medical Fitness

(f) Minimum enrollment APFT standards as required by the OCS

(g) Age waiver beyond the age of 60

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 "YES" for the question "Would you like to apply for OCS".

(b) Follow the instructions and fill out the documents linked to the next page.

(c) Applications will be routed to the recruiting management system for review by the OCS Recruiter.

(d) The OCS Recruiter will review the information provided and contact them to review their options for enlistment or direct application to the OCS program. Individuals meeting all entry criteria will be provided an OCS Packet and instruction for submission. Individuals not meeting all entry criteria will have their information routed to the appropriate recruiter for further evaluation and guidance through the enlistment process.

(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.

(b) The applicant may download the packet from the [TXSG Current Member OCS Request](#), or the [TXSG Training Center](#) SharePoint site.

(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 members wishing to enroll into OCS 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 OCS.

(c) **Proof of age.

(d) **Commander's 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) Application for appointment.

(g) Applicant biography.

(h) Exceptions to policy as required.

(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 OCS 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 OCS class.

(d) The OCS Adjutant will contact the home unit commanders of the OCS 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 OCS class will be notified during the R-Weekend and instructed to return to their home unit.

d. Grade authorization. OCS Candidates will hold the administrative grade equivalent of E-5 regardless of previous grade held. 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 for the OCS Program.

e. Duty Status. Officer Candidates are attached to the HQ, TXSG for the duration of the course and have no availability to their home units. Participation in the OCS is considered their primary duty and takes precedence over any other duties. Attachment will terminate upon commission or release from the OCS program.

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

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. Deputy T7: (512) 782-3260



ROBERT J. BODISCH, SR.
Major General, TXSG
Commanding

DISTRIBUTION:

A