B-4. Cover Sheet Format

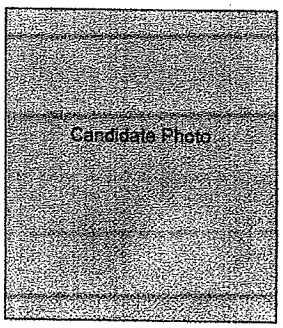
OCS Student Autobiography
By

NAME: (Last, First, Middle)

OCS Program (State)

OCS Class Number

Date Prepared



APPENDIX B

CANDIDATE AUTOBIOGRAPHY

PREPARING THE OCS STUDENT AUTOBIOGRAPHY

B-1. SUBJECT AREA: Written Communication.

B-2. ASSIGNMENT: Write an OCS Student autobiography of 4-5 pages (1000 words max.)

B-3. ASSIGNMENT INFORMATION:

a. Substance: Generally speaking, a writer reflects upon and describes his/her life, or part of it, in an autobiography. For your first assignment as an OCS student, we ask that you write an OCS Student autobiography, focusing on that part of your life which has led you to consider becoming an Army Officer. Here are some suggestions for proceeding with this assignment:

(1) Present vital statistics: date, place of birth, places of residence, schools you have attended, family background, and prior military service or experiences.

(2) Describe special events in your life; relate circumstances and happenings that make you different, that help make you what you are, and that you expect your audience to find memorable.

(3) Tell what you expect to contribute to society through gaining an education and what you may contribute by completing OCS requirements and gaining a commission.

NOTE: One of your principle writing tasks is to develop a fluid, readable narrative of your life, so do not merely list responses to these suggested questions. Instead, weave your responses into a narrative story of your life and your expectations in life and how this relates to your goal of earning a commission in the military.

b. Format: Final paper will be typed or computer-printed on one side only. Number each page (except the first page-cover sheet) on the center bottom of the page. The cover sheet format is provided. Your autobiography will start on the second page and be numbered "1" in the numbering sequence of all the remaining pages.

c. Fasten a head and shoulders photo of yourself (3" x 5" or 4" x 6" photos or digital camera printouts on high-quality paper are acceptable) in uniform ACUs) to the bottom of the cover sheet. Use "Scotch Magic Tape" to fasten photo to cover sheet. Local policy/SOP may require your class to schedule a date for all of you to take photos together, or you may wish to get together with classmates and take each other's picture.

d. Evaluation: OCS Staff members will evaluate your autobiography. The OCS Selection Board of Officers will read and review your autobiography to formulate initial opinions about you. Your autobiography will be judged on four criteria: content, organization, readability, and presentation. Evaluators will consider the following questions as they make their evaluation:

(1) Substance. How much specific detail have you used? (Generally, the more detail the better) How appropriate is the detail? How well does the reader get to "know" you, solely on the bases of your autobiography?

(2) Organization. Does your paper develop smoothly? Does each part relate well with the rest of your paper? Do you relate your earlier life to your present situation in college? Do your expectations regarding the future emerge clearly from what you reveal of your past and present?

(3) Style. Have you used effective transitions? Have you written directly? Have you chosen familiar, unpretentious vocabulary? Have you avoided long, cumbersome sentences? On the other hand, have you also avoided an extended series of very simply structured sentences? Has your punctuation assisted rather than hindered or confused your reader? Overall, have you observed the conventions of standard written English?

(4) Correctness. Is your text carefully proofread, and free of typographical errors? Have used the proper format? Is your text neat, and free of smudges and wrinkles?