



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ALABAMA ARMY NATIONAL GUARD
200TH REGIMENT
337 REGIMENTAL AVENUE
FORT MCCLELLAN, ALABAMA 36205-9677

NGAL-EJC

12 MAY 2022

MEMORANDUM FOR All Students and their Units of Assignment

SUBJECT: Memorandum of Instruction (MOI) for Officer Candidate School

1. PURPOSE: To provide information to all students who will attend OCS at the 2nd Battalion (OCS), 200th Regiment (LDR), Bldg.1021, Patriot Drive, Fort McClellan, Alabama 36205.

2. CONCEPT:

a. Phase I:

- (1) Leadership Assessment.
- (2) Army Training Management Assessment.
- (3) Leadership Doctrine.
- (4) Land Navigation.
- (5) Warrior Task Battle Drill.
- (6) Physical Training to include a 6 mile foot march.

b. Phase II:

- (1) Leadership Assessment.
- (2) Supply Activities.
- (3) Call for Fire.
- (4) Military Justice.
- (5) Military History.
- (6) Operations and Tactics.
- (7) Communications.

(8) Physical Training to include the following: ACFT, 9 & 12 mile foot march, Graduation Run.

c. Phase III:

(1) Field Leadership Exercise (FLX II).

(2) Leadership Reaction Course (LRC).

(3) Confidence Course.

(4) Training Exercise Without Troops (TEWT).

d. Concept of the Operation:

(1) 2nd Battalion (OCS), 200th Regiment will determine its training configuration based off on the number of students enrolled.

(2) All staff and cadre will be a composite of Battalion assets with support from other Battalions and States.

3. RESPONSIBILITIES:

a. Reporting and In-processing:

(1) In-processing. In-processing takes place 0800-1800. Candidates must be here NLT 1800. Officer Candidates must report to the OCS Classroom, Bldg. 1021 Fort McClellan, AL (in PT Uniform) to sign in, in-process, and receive billeting assignments.

(a) Officer Candidates must comply with the SECDEF Memo (Force Health Protection Guidance (Supplement 23) Revision 2). All Officer Candidates must be fully vaccinated (14 days after the last shot) or have an approved exception to policy (ETP) approved. If you have an ETP you must have approval from the Vice Chairman of NGB to travel. **A copy of the approved ETP or your completed vaccination card must be included in your six part folder and you must maintain a copy of your vaccination card on you at all times.** Failure to meet the above guidance will result in you being returned to your home state for non-compliance.

(c) Masks do not need to be worn at the school house at this time. This may change at any given time so you are required to bring at least three solid black three layer masks.

(2) Arrival Time. Officer Candidates must in-process **NLT 1800hrs** on the ATRRS designated report day.

- (a) Flights: Officer Candidates that have flights will fly into Birmingham-Shuttlesworth International Airport (BHM) NLT 1600. If Candidates miss the 1600 arrival time the candidates unit is responsible for transportation to the school house.
 - (b) Officer Candidates **must send travel itineraries** to SFC Williamson at charles.e.williamson.mil@army.mil NLT 7 days prior to the report date.
 - (c) POV and GSA travelers **must send a copy of the travel plan** to SFC Williamson (ie. location and time leaving, any planned stops, estimated time of arrival, and a good cell phone number to be reached at). If any candidate encounters difficulties while enroute to Fort McClellan, that may delay arrival, call the 2nd OCS Battalion HQs at (256) 847-4378.
- (3) The following stations will be conducted in sequential order during in-processing:
- (a) Temperature check.
 - (b) Administrative Data/Emergency contact sheet.
 - (c) Height and Weight.
 - (d) Billeting / Linen Issue.
 - (e) Text / Publications Issue.
- (4) States must ensure that the following items are present at in-processing for each student:
- (a) Driver's License and Military ID.
 - (b) Identification Tags (Two each).
 - (c) Individual Officer Candidate prerequisite packet and checklist (IAW OCS CMP).
 - (d) Individual Officer Candidate 6-Part Folder (IAW OCS CMP).
 - (e) 2 Copies of Orders.
- (5) Telephones / Computers. Students will have limited access to telephones and computers while attending the OCS program. Candidates must have a plan in place for a family member or trusted individual to handle any financial problems that might occur during the course. In addition Candidates must have a

family care plan if applicable. Minimal time will be allotted to check finances. Students must have an active CAC and know their PIN prior to arriving. Students must also be set-up on MyPay and know their password.

(6) Students must enroll in DEERS prior to arrival at Fort McClellan. The schedule of the course does not allow time to enroll students during the course. This is critical for family separation and insurance purposes.

b. **Billeting.** All students will be provided housing during OCS. Washing machines and Dryers are located in the barracks at no cost to the student.

c. **Dining:**

(1) Government meals are provided to all attending OCS.

(2) Dining Facility Hours: Time within the DFAC is dependent on the daily training schedule and optempo.

d. Pay. All National Guard members will be paid by their home state unless otherwise specified by the Host State. Soldiers on AT status will receive their pay IAW AT policies of their state. Any funding concerns need to be addressed prior to leaving home station. Ensure a good POC from home unit in order to address any issues during OCS.

e. **Tobacco and Alcohol Policy:**

(1) Tobacco. Candidates will not use tobacco while at OCS.

(2) Alcohol. Candidates will not consume alcohol while at OCS.

f. **Personal Property:**

(1) Weapons. Candidates are prohibited from carrying or storing personal weapons or ammunition of any type per OCSOP.

(2) Personal Property. You are responsible for the security of your personal property. Do not bring jewelry, electronics or large sums of money to OCS. These items are unnecessary for the training events of OCS and may be unauthorized. Candidates are required to bring three locks for securing a wall locker, security drawer, and duffel bag. Candidates are encouraged to bring additional locks as needed.

g. **Documents.** Each state is responsible for bringing the following documents to OCS. These items will be turned in upon arrival to the orderly room in BLDG 1021.

(1) All candidate training records (6-part folder). All records should be sent one week in advance to SFC Strong, Paul.

(a) FEDEX / UPS address: 101 Patriot RD., BLDG 1021, Ft. McClellan, AL 36205.

(b) USPS address: PO Box 5280 Ft. McClellan, AL 36205.

(2) Individual Officer Candidate prerequisite packet and checklist.

(3) **All travel itineraries** must be sent SFC Charles Williamson at charles.e.williamson.mil@army.mil. This includes POVs and GSAs, including the travel plan and ETA.

h. Uniforms and Equipment:

(1) Attached is the OCSOP which includes the packing list for OCS – This is a required packing list! All items on this packing list are required for training.

Failure to report with the required items could result in the release from OCS. We do not have the ability to issue equipment.

(2) The duty uniform is the Operational Camouflage Pattern (OCP). No ASU's are required during Accelerated OCS. For all other uniform requirements, students should refer to the attached Packing List or the OCSOP.

(3) All required field gear (OCIE) and uniforms must be brought from the home state.

i. Physical Conditioning:

(1) General. OCS demands a high level of physical fitness. Students will not be able to keep pace with this high intensity training program if they are not in excellent physical condition upon arrival at OCS. Good physical conditioning decreases the chance of injury.

(2) Preparation. Students should already have a personal program of conditioning in place. If not, start immediately. To avoid injuries, a PT program before the start of OCS should include vigorous outdoor exercise in warm and cold weather to become acclimatized to physical exertion. Also, break in new combat boots to avoid foot injuries. **It is recommended you do not bring new boots!** To avoid heat related injuries, a two-week pre-hydration is essential prior to the report date. Water consumption and electrolyte replacement are critical on an hourly basis to overcome heat and humidity.

j. Safety.

Cadre and Instructors will keep a constant emphasis on safety during training. If an injury should occur, Candidates must notify the Chain of Command

immediately.

(1) Medical Hazards. If students have known health problems, including allergic reactions to bee stings, previous heat or cold injuries, etc. they must notify the staff during in-processing. Students who are allergic to bee stings should carry a bee sting kit. Bee sting kits should be brought from home state. Candidates that withhold essential information pertaining to personal or an NGB approved medical waivers could be in violation of the honor code.

(2) Animals. Animal hazards are minimal but do exist. There are poisonous snakes and spiders. Bees, wasps and ticks are common in the training area. If a candidate or cadre or instructor should be bitten or stung, notify the chain of command immediately.

(3) Identification (ID) Card and Tags. Students must have ID tags prior to arrival. ID card and tags will be worn at all times while at OCS and during travel.

(4) Terrain. The Fort McClellan and Pelham Range terrain is wooded and open, with briar patches common. Poison oak, ivy and sumac are found in the training areas. All living trees are to be left standing.

(5) Weather. The temperatures during the summer varies from the mid 60s at night to the high 90s during the day, sometimes peaking over 100 degrees with humidity stays at or above 80%. The temperatures during the winter varies from mid 30s at night to mid 50s during the day. All students must be familiar with both cold and heat injury symptoms.

k. Laundry. Washers and dryers will be available for the students.

l. Phone Numbers. These numbers should be for emergency use only. To include Red Cross messages from family.

Day Admin/Command (256) 847-4378

Night CQ (256) 847-4378

Red Cross (800) 733-2767

Gate Hours. **Galloway Gate.** Galloway Gate is the only gate that allows entrance to the Alabama ARNG Training Site. This is the gate closest to the 200th (LDR) Regiment. It is open 24 hours a day. You must have a military ID, valid driver's license and proof of insurance to be admitted onto the training site.

4. COORDINATING INSTRUCTIONS:

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a. Student Arrival. States must contact SFC Williamson at Charles.e.williamson.mil@army.mil and give estimated time of arrival and mode of transportation to Ft. McClellan, AL to ensure transportations from the airport is provided.

b. Mailing Address for Students while at OCS:

Rank Name
Company
2nd Battalion (OCS), 200th Regiment (LDR)
P.O. Box 5280
Fort McClellan, AL 36205-5000

c. Sick Call. Sick call hours/location will be posted upon arrival to OCS.

d. LODS. Ensure a good unit point of contact is on candidates in-processing paperwork. Should injury occur that point of contact must be able to provide a HIPPA certificate before any info is shared or emailed regarding candidate medical information.

5. Points of Contact for this memorandum:

SFC Paul Strong
2nd Battalion (OCS), 200th Regiment (LDR)
PO Box 5280
Fort McClellan, AL 36205
Phone (256) 847-4451
E-mail paul.e.strong4.mil@army.mil

SFC Charles Williamson
2nd Battalion (OCS), 200th Regiment (LDR)
PO Box 5280
Fort McClellan, AL 36205
Phone (256) 240-8410
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2 Encls

1. OCSOP
2. FMTC STRIP MAP

SHARON L. WALKER
MAJ, AG, USA
BN XO / OCS Course Manager