

# Part I

## Administrative Data and Prerequisites

- OCS Student Enrollment Prerequisite Checklist date 10 AUG 2020
- Emergency Contact Information sheet
- Enrollment Application / ATRRS RS print out
- Letter of Recommendation / NOT REQUIRED FOR 09S or Reserve Soldier's
- ETS date (Must be after graduation date)
  - \*Copy of PQR or Extension Contract DA Form 4836
- TDY / Travel Orders

## OCS Prerequisites

- Attachment Order (**if applicable**)
- Promotion Orders to E-5 (**if applicable**)
- Birth Certificate (Copy)
- Proof of U.S. Citizenship - Required if not born in US
- Name Change Documents (**if applicable**)
- MEDPRO print out, within 1 year of training
  - Chapter 2 Physical Verification Memo** (includes date completed)
  - Medical Waiver Request / Approval (**if required**)
- Official College Transcript/Degree completion plan if no degree
- Proof of GT Score / Minimum 110
- DD Form 214/ DD Form 220- Military Training
- Security Clearance – (Copy of 873) or [State Security Memo](#)
- Moral/Civil Conviction Waiver / Approval
- Request for any other Waiver (if applicable), with Developmental Counseling Statement to support that student is aware of waiver process**

# Part II

## GENERAL INFORMATION

### Candidate Profile Summary

- OC Photo
- OC Autobiography (2 Copies)

### Academic Section

- Developmental Counseling Forms –for academic deficiency of exam failure.
- Academic Class Standings
- Testing Score Sheets (LRC, FLX 1, LND NAV)
- All writing assignments, book reports, class assignments, essays

### Disciplinary Section

- Class Action Memorandums
- Board Action Results
- Developmental Counseling Forms –Documenting Dismissal, Recycle, or Removal
- Dismissal, Recycle, Removal, or Retention Documents – to include notification to student in writing of recommendation for dismissal and the reason(s), IAW TRADOC REG 351-18.
- Notification of Dismissal (DD Form 785) Record of disenrollment from a Phase of OCS Training)
- Appeal Notification to Student

### Miscellaneous

- ISAP
- Phase Completion Certificates (local forms – if applicable)
- \*NO EXAM SCORE SHEETS\*
- Record Fire Scorecard – DA 3595-R
- DD Form 2983 – Recruit/Trainee Prohibited Activities Acknowledgement

# Part III

## COMMAND RATING

- End of Course Summary FB (USAIS) Form 268-R March 2017\*(**File on top of this page**)
- Summary of Candidate's Performance
- LERs/FLERs
  - Chronological order with most recent on top
  - Complete LER Packet consist of:
    - LER In-Brief (Light Blue Card)
    - Officer Candidate Self-Assessment (Yellow Card)
    - All LORs (SPOT Reports) for the period (Green Card)
    - Completed LER (white bond) / FLER (Tan/Salmon Card)

# Part IV

## CHRONOLOGICAL REPORTS OF COUNSELING

- Counseling Checklist ([Filed on TOP](#))
- All documented Counseling (other than LAP Counseling filed in Part III)
  - Prerequisite / In-processing Counseling (NLT Day 1, Phase 1)
  - Initial Counseling (NLT Week 1, Phase 1)
  - Mid-Cycle Counseling
  - Close-Out Counseling
  - Poor Performance
  - Missing Documentation Counseling(see below examples)
    - MEDPRO
    - Medical Waiver
    - Security Clearance
    - College Credit Requirements
    - Citizenship Waiver

# Part V

## PEER EVALUATIONS

- Peer Evaluations (DA Form 4856)
- Peer Evaluation Leadership Assessment Forms
- Analysis of Individual Candidate Peer Evaluations

# Part VI

## PHYSICAL ABILITY SECTION

- DA Form 705 APFT Scorecard (**within 60 days of the course start date**)
- DA Form 5500 / 5501-R Body Fat Computation Worksheet (attach General Counseling form for not meeting standards IAW AR 600-9)
- Sick Slip (if needed)
- Temporary Profiles (if needed)
- Semi-Annual Weigh-In documentation (as required)
- DA Form 4856 Counseling – monthly for candidates enrolled in the Army Weight Control Program
- OPAT documentation**