



OCSOP

“It Shall Be Done”



**2nd Battalion (OCS), 200th
Regiment (LDR) ARNG
Officer Candidate School (OCS)**

1 July 2026

AMA Alma Mater

Among the hills of Alabama
Standing drab and gray
There's an old, abandoned barracks,
Home of AMA
Onward ever, backward never,
Our mission shall be done,
Follow me, oh gallant brother,
Till the battle's won.
Taught to lead,
Never surrender,
And hear our battle cry.
To the port of embarkation,
Follow me with pride.

OFFICER CANDIDATE SCHOOL (OCS) STANDARD OPERATING PROCEDURES (SOP)

Summary. This SOP details the responsibilities and duties of Officer Candidates during training in OCS. It is designed to assist Candidates in their day-to-day duties and activities. The SOP outlines the policies, procedures, actions, responsibilities, and privileges of the OCS program. Each Officer Candidate (OC) will become thoroughly familiar with this SOP.

Applicability. This SOP applies to all Candidates who are assigned to or attending training ARNG OCS.

Open Door Policy. The Chain of Command has open door policies IAW with all regulations and policies. Generally, the immediate chain of command should be given an opportunity to resolve any issues.

Standards. Standards are the engine of discipline and essential to success on the battlefield. The primary goal of the OCS SOP is to guide and reinforce the high standards of conduct and appearance of all Soldiers to build Soldierly habits and confident leaders. These standards do not represent all the regulatory guidance governing individual Soldiers. They highlight certain items found in Army Regulations and the standards applicable within the ARNG OCS program.

THIS SOP SUPERSEDES ALL OTHER PREVIOUSLY PUBLISHED
OFFICER CANDIDATE STANDARD OPERATING PROCEDURES
AND IS EFFECTIVE IMMEDIATELY.

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Chapter 1. ORIENTATION

1-1. Applicability.

This SOP applies to all Candidates assigned or attached to the Officer Candidate School (OCS).

1-2. Mission.

The Army National Guard Officer Candidate School (ARNG OCS) trains, educates, and commissions officers to provide the Army with leaders of character who live by the Army ethic (TR 350-36).

1-3. Course Overview.

1. General: ARNG OCS is a 10 to 12-month (Traditional) program, 6–8-month (Condensed) program or 8-week (Accelerated) program Leaders' Course of Instruction, taught in a demanding environment, during which the cadre develop and evaluate the performance of the Candidates as it relates to their potential for commissioning as second lieutenants.
2. Program of Instruction (POI): The OCS POI consists of three phases with a Pre-OCS prior to the start of Phase I.
 - a. Pre-Phase.
 - i. Although not a formal POI phase, traditional OCS programs typically conduct a three-IDT period Pre-Phase program. This phase consists of instruction in basic soldier skills, drill and ceremony, physical readiness training, Land Navigation, and administrative preparation. The goal is to prepare prospective Candidates to succeed in OCS Phase I.
 - b. Phase I.
 - i. Consists of one 15-day annual training period or active-duty training. Training focuses on the individual, company, and platoon level. OCs are immersed into a 24/7 training environment with topics covering individual skills, doctrine, and theory sufficiently enabling OCs to study and learn their profession and the craft of officer-ship. Candidates are shown the OCS standards by the cadre and then expected to meet them. As Candidates progress through the course, they are given increasing responsibility and work to integrate individual skills into collective tasks and missions.
 - c. Phase II
 - i. In the Traditional program, Phase II occurs during IDT weekends, between the first and second annual training periods: in the Accelerated Program, Phase II is a four-week ADT period. Phase II is characterized by increased Platoon Trainer teaching and a slight reduction in stress producing situations. Training focuses on the individual, squad, and platoon levels. During this phase, Candidates continue to perfect the skills learned in the basic phase and strive for tactical and small unit leadership skills and confidence. Candidates will assume additional responsibilities designed to refine their leadership skills through additional challenges of maintaining a completely functional student chain of command. This will be executed in no less than 10 months, no more than 12 months, utilizing 48 UTAs.
 - ii. In the Condensed program, Phase II will be executed in no less than 6 months, no more than 8 months, utilizing 48 UTAs.
 - d. Phase III.
 - i. Consists of one 15-day annual training period or active-duty training. Training occurs at individual, squad, and platoon level, with the focus on tactical operations and field leadership. Officer Candidates focus on polishing leadership skills. The Platoon Trainer role is that of a teacher, mentor, and role model. This phase is the final refining of the Officer Candidate (OC) done by the cadre to ultimately prepare the OC for the officer environment.

1-4. Course Standards.

1. The standards required of an OC will be of the highest order. Character and integrity must be an inspiration to others and conduct always must be above reproach. Personal appearance, military bearing, physical readiness, and military courtesy will be of the highest standard always.
2. Officer Candidates must meet the following standards necessary for graduation from OCS.
 - a. **ACADEMICS.** Attend all required training and pass all examinations.
 - b. **LEADERSHIP.** Serve in various command positions during all phases of training and achieve an overall satisfactory leadership rating.
 - c. **MORAL CHARACTER.** Each Officer Candidate must have high moral character considered necessary for a Commissioned Officer.
 - d. **MEDICAL.** Each Officer Candidate must pass a physical examination as prescribed for appointment as an officer in AR 40- 501.
 - e. **PHYSICAL READINESS.**
 - i. In conjunction with references:
 - Army Directive 2025-06 (Army Fitness Test) 17 April 2025
 - Army Regulation (AR) 350-1 (Army Training and Leader Development), 1 June 2025
 - ATP 7-22.01, Holistic Health and Fitness Testing, March 2026
 - ii. Candidates applying to WOCS or OCS must pass the standard five-event AFT as an enrollment requirement.
 - iii. Application of AFT to Army Policy. As modified by AFT-specific policy in this directive, the AFT replaces the ACFT for all Army purposes prescribed in policy including, but not limited to, initial military training, professional military education, commissioning, retention, evaluations, promotions, separations, and flagging.

3. Guidance.

- a. A passing score on the AFT, no more than 60-days prior to school start date, will be a requirement for contracting Senior Reserve Officer Training Corps (SROTC) cadets, commissioning, or graduation from IMT1 until this office issues further guidance.
- b. A large portion of the OCS environment is physical conditioning and requires stamina. Each Officer Candidate must participate in scheduled physical training. Candidates must complete a 6-Mile Foot March during Phase I within the time limit. Phase II complete a 9-Mile Foot March, a 12-Mile Foot March and a 4-Mile Company Run within the time limit. The Individual Self-Assessment Plan (ISAP) contains the required times to pass all physical fitness events.
- c. **WEIGHT STANDARDS.** All Officer Candidates must meet the height/weight standards in accordance with (IAW) AR 600-9. The height/weight standards must be maintained throughout all three phases.
- d. **ATTENDANCE.** Each OC is expected to attend all training periods. The loss of 8 hours of training could result in dismissal from the phase of training.

1-5. Requirements for Graduation with Honors.

1. All Candidates are encouraged to strive for excellence. Earning a student honor is very prestigious and indicates excellence throughout the course. The criteria for student honors focuses on the “whole person” concept and requires the candidate to have excelled in physical readiness, academics, and leadership. To be eligible for student honors, Candidates must meet

all graduation requirements.

2. The following Candidates are not eligible for honors:

- a. Recycled Candidates, except for medical recycles who are in good standing at the time of recycle, are not eligible for student honors or other recognition.
- b. Candidates who must re-test on any academic exam.

1-6. Student Honors.

1. Erickson Trophy Recipient / Distinguished Honor Graduate. This award is given to the top candidate in each OCS class in each state. This award is presented by the authority of the Department of the Army and the Air Force, National Guard Bureau and signifies distinguished leadership and academic ability.
2. Leadership Excellence Award. This award is presented to the candidate with the highest overall leadership evaluation score. This award signifies the candidate who excelled in the leadership aspect of OCS and is in recognition of their superior leadership abilities.
3. Physical Readiness Award. This award is presented to the candidate with the highest average score on all ACFT's, a first time GO on the 3 required foot marches and 4-mile run. This award signifies the candidate excelling in physical readiness and is in recognition of their superior level of physical readiness.
4. Honor Graduates / Commandant's List. Honor graduates are those Officer Candidates who graduate at the top of their class. The number of Officer Candidates who are designated honor graduates is determined by each state but cannot exceed 33% of the graduating class.
5. Other Awards Determined by Each Region or State. Local commands may present additional awards IAW local policy and tradition.

Chapter 2. THE HONOR SYSTEM

OCS Honor Code: An OC will not lie, cheat, steal, or tolerate those who do.

2-1. Origin of the Honor System

1. Professional Responsibility. A profession is an occupational field that, in general, requires specialized, continuous training and a strong desire to serve. Its members accept responsibility for their own actions and realize that what they do affects the reputation of the group. All professions have established ethical codes that outline the standards of conduct accepted by the members of the profession and those they serve.
2. Military Code of Ethics
 - a. Every Officer holds a special position of moral trust and responsibility. No Officer will ever violate that trust or avoid his / her responsibility, for any of his/her actions regardless of the personal cost. An Officer is first and foremost a leader of Soldiers. They must lead by example and personal actions. They cannot manage his/her command to effectiveness...they must be led, and an Officer must therefore, set the standard for personal bravery and leadership. All Officers are responsible for the actions of all their fellow Officers. The dishonorable acts of one Officer diminish the corps; the actions of the Officer must always be above reproach.
 - b. An Officer has the ethical responsibility to be a role model, develop others ethically, and avoid putting peers and subordinates into ethical dilemmas. As professionals, Officers must have the moral courage to stand up for an unpopular course of action even when those opposed are their peers or their leaders. Officers must also have the moral courage to take unpopular action against subordinates when it is necessary. Professionalism requires Officers to attempt to correct their leaders, peers, and subordinates when they veer from the military code of ethics. Those who refuse to change should be purged from the group lest they weaken the reputation of the whole military organization.
 - c. The Honor Code is based on the principle that integrity is an essential value of any military member; therefore, any candidate found guilty of a breach of integrity may be relieved from OCS as well as face disciplinary action. The Honor Code accepted at USAIS and the ARNG OCS, while broad in application, is precise in its meaning: "Each student's work is to be his/her own." No student may give or receive unauthorized aid. The OCS Honor Code states: "An Officer Candidate will not lie, cheat, steal, or tolerate those who do." Therefore, any candidate who knows of an Honor Code violation but fails to report it has committed an Honor Code Violation.

2-2. Implementing the Honor System.

OCS uses the Honor Code to implement the honor system. The code becomes the foundation for each Candidate's ethical development and behavior. The Honor Code is simple in nature, "An Officer Candidate will not lie, cheat, steal, or tolerate those who do."

1. Lying. Candidates violate the Honor Code by lying if they make an oral or written statement, a gesture of communication, or quibble in the presence of or to another person with the intent to deceive or mislead.
 - a. Oral statements:
 - a. Candidates are expected to answer questions fully and truthfully even though the answer may concern their own involvement in an incident.
 - b. Candidates should not be asked questions of a deeply personal nature when there is no official purpose or basis for the questions. In the event Candidates are asked frivolous personal questions, the Candidate has the right to respond, "Sir that is a personal matter."

- c. If a Candidate is asked to comment on an unpleasant situation, common decency and etiquette requires that a Candidate's reply be inoffensive and tactful. Tact is allowed only to spare the feelings of others; it is never condoned to suppress a truth that a Candidate does not wish to disclose.
2. Written Statements. A Candidate's signature or initials affirm a written communication. All signed documents must be specific and exact in all aspects. Candidates are responsible for reading the documents and the regulations or orders with which the signature indicates compliance.
3. Gestures. All gestures, such as nodding one's head or raising one's hand, to convey a message to someone else in lieu of oral or written statements must be truthful.
4. Quibbling. Quibbling is the creating of a false impression through evasive wording, the omission of relevant facts or the telling of a partial truth.
5. Cheating. Candidates violate the Honor Code by cheating when they act out of self-interest by using or sharing information, they or others should not have had access to or by plagiarism. Plagiarism occurs when a candidate presents someone else's work as their own without proper reference or documentation.
6. Stealing. Candidates violate the Honor Code by stealing when they wrongfully take, obtain, or withhold possessions, money, or personal property with the intent to permanently deprive or defraud the original owner of its use.
7. Tolerating.
 - a. Candidates violate the Honor Code by tolerating others who violate the honor code. Tolerating is having firsthand knowledge, not hear say, of an honor violation and not confronting the offender to self-report or ultimately reporting the incident directly. This is perhaps the most difficult part of the Honor Code.
 - b. If a Candidate overlooks a violation of the Honor Code, he/she is sending the message to the violator that the action is proper. This undermines the Honor Code, the honor system, and the military code of ethics. Candidates must remember that when someone commits an honor violation it shows that he/she lacks integrity and has poor judgment. Neither one of these character flaws will be corrected without the code being enforced; consequently, the violator will carry these out into the military organization.
8. The honor code does not preclude Candidates from working together in or out of the classroom, when directed to do so by the appropriate instructor, nor does it preclude mutual discussion of individual solutions to un-graded homework requirements prior to submission. The Honor Code is not designed to stifle individual academic freedom or deny sharing of knowledge or interacting with fellow Candidates; however, each graded requirement, oral or written, weighted or un-weighted, must be an individual effort. Candidates are advised not to perform any acts or omissions that provide an unfair advantage over their peers such as collaboration, or tolerance thereof, on graded assignments, unless specifically authorized to do so by the Instructor. Instructors will inform the Candidates when they are permitted to work together in preparation for a project, assignment, etc. Accordingly, each Candidate should report any knowledge of Honor Code violations.
9. Plagiarism is considered an Honor Code violation. Plagiarism occurs when a student borrows written material, to include written material in electronic form, from another writer but fails to credit the original writer with the work. Each student's work is to be his/her own; no student may give or receive unauthorized aid about graded examinations, evaluations, or assignments; and any student who knows

10. of an honor code violation but fails to report it also commits an honor code violation. Cadre or instructors often direct Candidates to prepare “opinion” papers. The opinion must be the candidate’s own, and not that of another, etc.

2-3. Enforcing the Honor System.

1. Identifying Policy Violations. The purpose of the honor system is to foster an attitude of integrity and honor. Intentional violations of policies and regulations can technically be considered dishonorable; however, the Honor Code should not be used to enforce them. Intentional violations of the OCSOP, policy letters or rules stated by Platoon Trainers are handled as disciplinary matters. Policy violations could lead to misconduct dismissal from OCS. The following items are examples of policy violations:
 - a. Fraternization
 - b. Unauthorized departure from the company area
 - c. Unauthorized absence from scheduled training
 - d. Possessing unauthorized items
2. Identifying Honor Code Violations. An honor violation has two parts, the act, and the intent of the accused. The act is the attempt to lie, cheat, steal, or tolerate such actions on the part of another Candidate. If the accused Candidate’s intent was to misrepresent the reality and truth of a situation or try to get an unfair advantage over other Candidates, then a violation has occurred. The intent is the most important factor in determining a violation. If the act or statement was intended to deceive, then there is no question as to the intended result.
3. Identifying Mistakes. If a Candidate inadvertently commits an act that violates the Honor Code or policies, then the Candidate has made a mistake. Candidates are not expected to report each other’s mistakes unless they will lead to safety risks or monetary costs. Mistakes are disciplinary problems and are punished accordingly.
4. Courses of Action.
 - a. Candidates are not expected to report themselves for mistakes or policy violations unless they feel it is necessary to have a clear conscience, ensure the safety of others or save the military money. A Candidate is expected to be honest and take responsibility if confronted about a violation by another Candidate or cadre member.
 - b. If Candidates or cadre members witness a violation, they should analyze the situation and determine what the act and the intent were. They should address the Candidate who committed the violation. If the violator’s actions were unintentional, then they should express concern about the violator’s poor judgment and offer alternate courses of action for the future.
 - c. Anyone who witnesses what might be an Honor Code violation must report it immediately to cadre, who will then notify the Company Commander. The Company Commander will make the determination if the violation should be handled by the cadre chain of command.

Chapter 3. EDUCATION & TRAINING

3-1. General.

The training of Soldiers to assume the responsibilities of commissioned service in the United States Army is a mission of great national importance. OCS training and education gives the Candidate a strong foundation to begin his/her career as an Officer. The training a Candidate receives focuses on fundamental leadership development, introductory development of technical and tactical skills, and attitudes and values conducive to successful commissioned service. Recycles will take all tests, regardless of if they were previously passed.

3-2. Academics.

1. **General.** The staff and faculty at the Infantry School endeavor to make candidate training as meaningful, beneficial, and professional as possible. To fully accomplish this objective, you must thoroughly understand the academic policies, programs and procedures established for OCS. Academic development is the responsibility of the instructional departments of the United States Army Infantry School and the 199th Brigade under the supervision of the Assistant Commandant, USAIS.
2. One of the principal responsibilities of each Candidate is to study, understand and retain the academic instruction presented. Study time is available and preparation for each class is the Candidate's responsibility. The Candidate leadership receives a training schedule from cadre prior to the training. Candidates are responsible to prepare for classes as appropriate and study to acquire the knowledge required to pass respective tests.

3-3. Academic Examinations.

There are 3 written exams in Phase I and a Dismounted Land Navigation (night into day) practical exam. Phase II has 5 written exams. Each exam will have one retest. Failure to pass a retest will result in an academic dismissal. The ISAP has the breakdown of all exams and the requirements.

3-4. Field Leadership Exercise (FLX).

1. The FLX is the best means of evaluating leadership within the parameters of OCS. The FLX provides the opportunity to apply leadership and tactics instruction to realistic war fighting scenarios and demonstrate skills in a field environment. The FLX provides direction through the application of decision making, planning, and supervising techniques. Once the potential of the Candidate is identified, it can be further developed under simulated combat scenarios. During the FLX, Candidates receive the maximum number of leadership opportunities available. The trainer/evaluator will give feedback on how the Candidate performed. After Action Reviews (AARs) are done during and after the FLX as an additional means of allowing Candidates to learn and grow.
2. The FLX is progressive in nature, beginning with individual/team development through squad and platoon operations. The focus of the exercise is to evaluate Candidate's ability to lead in a simulated combat environment. Candidates are expected to conduct troop leading procedures, write an OPORD, create a sand table, and lead their squad on a 300-400-meter lane to an objective, where they must display competence, tactical knowledge, flexibility, and morals/ethics.

3-5. Physical Readiness Training.

1. **General.** The goal of the physical fitness training program is to improve the physical stamina and fitness of each Candidate. It emphasizes running, endurance and upper body strength. The program challenges Candidates early in the course and progresses to building a program using obstacle courses, combatives, daily physical readiness training (PRT) and foot marches.
2. **Objectives.** The objectives of the OCS physical training are two-fold: first, teach Candidates the proper method for conducting a unit level Physical Fitness Training Program. Second, assist the Candidates in achieving and maintaining a high level of physical fitness while attending the course.

3. In addition to daily physical training, Candidates will participate in the following: ISAP has the required time breakdowns.
 - a. Foot marches.
 - b. Ability Group Runs.
 - c. 4-mile Release Run
 - d. Confidence obstacle course.
4. **AFT.** Candidates will take a minimum of two (ATIS may require a 3rd for Traditional Candidates) record Army Fitness Tests. The first AFT is conducted within 60-days prior to the start of Phase I and the second prior to the start of Phase III.
Alternate events are prohibited.

Chapter 4. LEADERSHIP DEVELOPMENT AND EVALUATION

4-1. General.

The leadership evaluation program at OCS is based on the premise that leaders are developed by leading, using proven techniques that have been historically effective. It initially requires the Candidate to follow a prescribed format and moves gradually toward allowing individual initiative in problem solving and critical thinking.

4-2. Leadership Assessment.

Cadre assess leadership performance during garrison and field training.

4-3. Troop Leading Procedures.

1. One of the most important tools in successful leadership is understanding and applying the eight steps of the Troop Leading Procedures (TLPs). Therefore, OCS stresses the use of TLPs to effectively accomplish the mission.
2. The eight steps of the TLPs provide a format to follow in any leadership situation. As the leader gains experience, the leader will employ the TLPs automatically with little thought given to the actual steps.
3. Each Candidate receives opportunities in both garrison and field environments to demonstrate their ability to properly use the TLPs to accomplish a mission.

4-4. Performance Based Leadership Assessment.

1. Leadership evaluation at OCS measures performance and potential. OCS is structured in a manner that affords each Candidate ample opportunity to perform. Performance is the basis for all evaluation. Therefore, all Candidates have an equal opportunity to excel. Performance on diagnostic tests, Candidate leadership responsibilities and individual responsibilities serve as an indication of leadership ability.
2. Candidate Leadership Responsibilities. Candidates will be evaluated while performing duties in a leadership position. Candidates will serve in evaluated leadership positions in garrison and in the field. The Trainers will counsel Candidates on their strengths and shortcomings during leadership assignments and assign retraining where applicable. The failure to correct leadership shortcomings after counseling, may result in dismissal.

4-5. Assessment Forms.

The assessment process involves the Candidates using the Self-Assessment Report and Spot Report.

1. **Self-Assessment Report.** Candidates complete the self-assessment report during their leadership position, and before the Trainer counsels him/her. The form allows the Candidate to have an active role in the evaluation process. It will summarize his/her own performance and list his/her strengths and weaknesses. After counseling, the Candidate will complete the second portion of the self-assessment report (summary of counseling).
2. **Spot Report.** The Trainers use this form to record a Candidate's behavior, for negative or positive behavior.

4-6. Student Leadership Positions.

1. The student leadership includes positions from team leader to Company Commander. Squad leader and above are evaluated and require formal individual counseling by cadre. Positions are rotated to provide each Candidate the maximum opportunity for leadership development. The student leadership serves to facilitate control of the company and to provide Candidate leadership development and evaluation opportunities as well as supervise and inspect all Candidates on extra duty.

The Candidate leadership consists of the following positions:

- a. Company Headquarters (referred to as the Top Three)
 - Company Commander (CO)
 - Executive Officer (XO)
 - First Sergeant (1SG)
 - b. Platoon Level
 - Platoon Leader (PL)
 - Platoon Sergeant (PSG)
 - Three to four Squad Leaders (SLs)
2. Candidates occupying leadership positions will be evaluated IAW the Leadership Assessment Program. The rating scheme for leadership is outlined below.

<u>POSITION</u>	<u>RATER</u>
Squad Leader	PLT Trainer
Platoon Sergeant	PLT Trainer
Platoon Leader	PLT Trainer
First Sergeant	1SG or CO
Executive Officer	XO or SR Trainer
Company Commander	CO

3. Duties and Responsibilities. It is up to the Candidate leadership to best use their time, troops and material to accomplish assigned tasks. Although it is desirable to relate the task requirements as closely as possible to the tasks a new Lieutenant will face, it is not entirely possible. However, while the task may not be relevant, the skills and overall attitude of the Candidate employed for successful completion of these tasks is entirely relevant to the needs of a junior Officer. The Candidate leadership has numerous administrative assignments involving the gathering of information, its analysis and the preparation and submission of reports.
4. Candidate leadership positions normally rotate every 24 hours in Phase I. The length of platoon leadership positions in Phase II is left to the discretion of the Cadre Company Commander or BN Training Officer but will not exceed 48 hours or 1 IDT period.
5. The specific duties of Candidates assigned to leadership positions are listed below. Each Candidate will familiarize themselves with the responsibilities before assuming that position. The Company Commander and Trainers may add additional duties.

4-7. Leadership Duties.

1. **Candidate Company Commander (CO).**
 - a. The Candidate Company Commander (CO) is responsible for all that the company does or fails to do. The CO plans, makes timely decisions, issues orders, delegate's tasks, and personally supervises company activities.
 - b. Additionally, the CO is responsible for conducting the troop leading procedures and orders process. Using the TLPs and orders the CO prepares the company for upcoming training as appropriate. This is done using input from the Company Training Schedule for the class, policies SOPs, precedents from previous operation orders and information from the Cadre.
 - c. The Candidate CO exercises command through the XO, 1SG and PL's. They also use their company level additional duty Officers to accomplish missions.

- d. The Candidate CO is responsible for the discipline, welfare, morale, and control of the company. Furthermore, he/she will:
 - i. Supervise the XO and the 1SG in the accomplishment of their mission.
 - ii. Supervise the PL's in supporting and enforcing the policies, procedures and standards set forth in the OCS Program and take positive action to correct deficiencies.
 - iii. Be responsible for all status reports.

2. Candidate Executive Officer (XO).

- a. The XO is the principal assistant to the Candidate CO and acts as their chief advisor and administrator. The Candidate XO should do everything possible to relieve the CO of administrative burdens through the proper management of resources, time, personnel, and material. The Candidate XO will assume command of the company in the absence of the Candidate CO.
- b. The XO will start movement/report to the DFAC and/or the next period of instruction upon the Company receiving the command, "Right face," from the 1SG for any specific instructions. Upon receiving those instructions, the XO will report to the Candidate CO.
- c. The XO will ascertain the exact location and route of travel to training areas and will inform the Candidate CO of such.
- d. Coordinate with cadre 1SG or Senior Trainer for arms issue and turn in. The Candidate XO will use platoon Arms Room Officers to supervise operations and will arrange with the company Supply Officer for all supply needs.
- e. Enforce supply discipline.
- f. Maintain the XO's book. The XO's book will be neat, presentable, updated and will include at a minimum:
 - i. Training schedule.
 - ii. Chow schedule and menu.
 - iii. Current operation order.
 - iv. Daily weather forecast.
 - v. Medical Evacuation (MEDEVAC) procedures.
 - vi. Important telephone numbers- (Battalion, Company, MP, MEDEVAC, and Supply).
 - vii. Class roster.

3. Candidate First Sergeant (1SG).

- a. Monitors and coordinates control of all matters pertaining to logistical needs and administrative actions with the Cadre 1SG. Close coordination with the Candidate CO, Candidate XO and major company level additional duty Officers are vital. Active communication and supervision through the platoon sergeants are essential, but this communication should complement the formal chain of command, not circumvent it.
- b. Formation Accountability
 - i. The Candidate 1SG will form the company and receive the report in accordance with the procedures outlined in Chapter 8, TC 3-21.5. Additionally, the 1SG will prepare an index card of the company accountability for the Duty Trainer and will update this card following formations or changes in personnel status.
 - ii. The Candidate 1SG will maintain an accurate accountability status report always. This accountability is to be obtained no later than 5 minutes prior to any formation. PSGs will make an informal report to include any Candidates not present for duty and the reason for their absence.
 - iii. The Candidate 1SG will keep the Candidate CO and Candidate XO always informed of the current accountability status.
 - 1. Classroom Accountability.
 - a. Candidates leaving or returning to any instruction must first check with the Candidate 1SG and Duty Trainer.

- b. Any time the status changes the student 1SG will inform the Duty Trainer.
- c. When the class is divided into more than one training areas, accountability must be kept in all areas.

2. Police Call Details.

- a. Company details include indoor maintenance, (i.e., offices, stairwells, hallways, latrines, unoccupied rooms, and day rooms.)
- b. Complete details prior to moving to training. They are subject to inspection after this time and are to be maintained after return from class.

4. **Platoon Leader (PL).**

- a. The platoon leader commands the platoon and is responsible for the discipline, welfare, morale and control of the subordinates' leaders and soldiers. Ultimately, the PL is responsible for everything the platoon does or fails to do.
- b. The PL commands primarily through the squad leaders (SL), delegating authority through the platoon sergeant (PSG). The platoon leader will ensure that:
 - i. Proper accountability is maintained.
 - ii. PSG and SLs are fulfilling their responsibilities.
 - iii. Platoon members receive information necessary for the platoon to accomplish the assigned mission.
 - iv. An equitable distribution of details and privileges exists, and Candidate's personal needs are taken care of.
 - v. Platoon additional duty Officers receive supervision and coordinate their work to ensure timely completion of assigned missions.
 - vi. Candidates are spot checked for appearance, required knowledge and preparedness for training.
 - vii. The Platoon Training Officer receives a daily briefing on the status of the platoon. This briefing will include, but is not limited to, morale, individual personal problems, inspection results, anticipated problems, and planned courses of action for improving platoon performance.
 - viii. Inspect Candidate's weapons, sensitive items and platoon equipment before and during training and prior to turn in.
 - ix. A platoon notebook or binder is maintained and contains the following items: platoon roster, additional duties roster, leadership, and any additional items required by the Platoon Trainer.

5. **Platoon Sergeant (PSG).**

- a. The PSG is the principal assistant to the PL and will assume command of the platoon in his/her absence.
- b. The PSG will:
 - i. Conduct formations in accordance with Chapter 7, TC 3- 21.5 (Drill and Ceremonies) and assist the PL in the control of the platoon during movement.
 - ii. Maintain accurate accountability of members of the platoon always.
 - iii. Enforce the regulations and directives of OCS.
 - iv. Ensure that platoon members maintain and account for equipment always.
 - v. Distribute pertinent information to the platoon in a timely manner.
 - vi. Maintain control of and ensure compliance by the platoon of all SOPs and directives when the platoon is at all training sites and when on busses traveling to and from training.
 - vii. Form the platoon prior to meals and march the platoon as a unit to the DFAC.
 - viii. Assist the PL in conducting inspections of the platoon area.

- ix. Coordinate with the Candidate 1SG in all administrative matters concerning the platoon.
- x. Ensure the platoon bulletin board is maintained and up to date.

6. **Squad Leader (SL).** The SL is the direct supervisor of the individual squad members and will ensure:

- a. The personal appearance and cleanliness of squad members.
- b. Squad members maintain and account for all government property issued.
- c. A squad status is maintained, to include the location and activity of squad members.
- d. The squad is prepared to accomplish the assigned mission.
- e. Candidates are present for all formations or properly accounted for.
- f. Each squad member's area and wall locker are inspection ready always.
- g. The squad properly completes details in accordance with established policies and standards.
- h. All squad members are kept informed.
- i. Changes in the squad status are reported to the PSG.

7. **The student chain of command WILL command and control their respective elements while in the respective position. If they fail to do so it will be a direct reflection on their ability to be a leader as an Officer. On the same note students not in a leadership role WILL respect those in a leadership role and follow any reasonable orders given. Failure to do one or the other should and will be considered as grounds Lack of Adaptability to the OCS environment and repeated offenses should be captured by negative SPOT reports, DA 4856 and a Recommendation for recycle to the SR. Platoon Trainer.**

Chapter 5. Discipline and Policies

5-1. General.

The policies established at OCS provide uniformity and information for evaluating the Candidate's ability to follow instructions, pay attention to detail and demonstrate leadership. The policies prescribed require strict compliance. Failure to comply may result in dismissal or recycle.

1. Candidates must conduct themselves in accordance with Army Regulations, and Army Traditions (customs and courtesies, military discipline, and the Army Values).
2. All Candidates must read this SOP by the end of week one. After reading, all Candidates must sign a counseling statement acknowledging responsibility for adherence to the contents of this SOP. This counseling statement is maintained by OCS for a minimum of one (1) year after the Candidate has either graduated or been removed from OCS in their student packet.

5-2. Discipline

1. Discipline is achieved through effective leadership.
2. Disciplined units begin with disciplined Soldiers of character. Soldiers with discipline are orderly, obedient, and dependable. They do their duty promptly and effectively in response to orders, or even in the absence of orders.
3. **A professional Soldier is never off duty.** The professional soldier is always viewed as a representative of the Army whether they are in uniform or out of uniform. Soldiers must always abide by the standards of discipline and professionalism 24 hours a day.
4. Military discipline is founded upon self-discipline, respect for properly constituted authority and the embracing of the professional Army ethic with its supporting individual values. Military discipline will be developed by individual and group training to create a mental attitude resulting in proper conduct and prompt obedience to lawful military authority.

"While military discipline is the result of effective training, it is affected by every feature of military life. It is manifested in individuals and units by cohesion, bonding, and a spirit of teamwork; by smartness of appearance and action; by cleanliness and maintenance of dress, equipment and quarters; by deference to seniors and mutual respect between senior and subordinate personnel; by the prompt and willing execution of both the letter and the spirit of the legal orders of their lawful Commander's; and by fairness, justice and equity for all Soldiers, regardless of race, religion, color, gender and national origin."

5. The OCS Disciplinary System discussed in this chapter addresses incentives for excellence and corrective or punitive actions for violations of the policies of the OCS program. This system is used to maintain high standards of disciplined performance.

5-3. Disciplinary Actions

Administrative actions to correct indiscipline or poor performance are:

1. Cadre may issue a verbal reprimand to correct a minor violation. A Candidate must ensure he/she understands the violation and what actions are necessary to avoid repeating the same violation.
2. Formal counseling. Cadre may formally counsel a Candidate to correct a violation. Formal counseling is recorded on an informal memorandum, counseling statement, spot report or leadership performance evaluation report.
3. Written assignment. Cadre may assign written assignments to correct a violation. The assigning Cadre will specify the topic and length of the assignment. The maximum allowable words per essay are 1000 words. Maximum allowable preparation time is one duty day per each 1000-word essay, unless otherwise directed. All written assignments are reviewed for grammatical content and punctuation. Assignments containing gross errors will require resubmission.

4. Disciplinary physical training. Cadre may require a Candidate to perform a physical training task to correct a violation. These corrective actions will not exceed five repetitions, nor an individual's physical capability and will be performed in the presence of the Cadre.

5-4. Fraternalization and Other Prohibited Activities.

1. Relationship between Candidates and Cadre, regardless of company or phase, which cause the actual or perceived appearance of preferential treatment or partiality, are prejudicial to good order, discipline, and unit morale. Candidates and Cadre are not authorized to form such relationships.
2. Any relationship between permanent party personnel and Candidates not required by the training mission is prohibited. This prohibition applies to permanent party personnel without regard to the installation or unit of assignment of the permanent party member or the Candidate.
3. Fraternalization as defined by AR 600-20 and DA Pam 600-35. The following activities between Candidates and Cadre are prohibited: sexual relationships, public displays of affection, close dancing, handholding, touching, kissing or other similar contact, sharing a POV, personal friendships and drinking together at unofficial functions.
4. Candidate/Candidate fraternization is also prohibited. OCS is a gender integrated environment and is an intense 24 hour a day course of instruction. Candidate teamwork and loyalty is paramount in the development of leaders. A Candidate's actions must be embedded in the Army's core values: loyalty, duty, respect, selfless service, honor, integrity, and personal courage. Therefore, Candidates will not engage in Candidate/Candidate fraternization or other prohibited activities. Failure to follow these guidelines may result in relief from the course. Candidates interact closely with one another and must exercise self-discipline and good judgment to prevent compromising situations. Candidates are not authorized to engage in any real or perceived conduct with one another that is unduly familiar. The following guidelines apply:
 - a. A Candidate will not kiss, hold hands, touch inappropriately or close dance. A Candidate will not occupy the same piece of furniture (furniture is defined as chair, bed, etc.). A male and female Candidate will not sleep or billet in the same room or sleeping bag; maintain joint occupancy on or off post in such areas as motel rooms and apartments; or visit each other's rooms with doors closed.
 - b. DOORS TO BARRACKS ARE TO REMAIN OPEN AT ALL TIMES. CANDIDATES WILL CHANGE IN THE LATRINE. CLOSED DOOR MEETINGS ARE NOT AUTHORIZED.**
 - c. In a field environment, Candidates of opposite gender may occupy the same fighting position.

5-5. Wearing of Uniforms.

1. All Candidates will read and be IAW AR 670-1, Wear and Appearance of Army Uniforms and Insignia and Army Directive 2025-18 (Appearance, Grooming, and Army Body Composition Program Standards) An Officer Candidate's appearance makes a statement about the individual's personal organization, pride, and attention to detail. In observance of that fact, Officer Candidates will maintain the highest possible standard of appearance through proper wear and care of the appropriate uniform. In addition to this, all Officer Candidates will be uniformly dressed for whatever task or situation that they are in.
2. Male Candidates: Mustaches are not authorized while in OCS due to the physically demanding environment and where access to normal hygiene is not available. Male Soldiers will not shape or cut designs into their hair or scalp. Leaders will judge the appropriateness of a particular hairstyle based on the guidelines found within this directive and the ability to wear all types of headgear (such as beret, garrison cap, patrol cap, or service cap/hat) and any protective equipment (such as a protective mask or combat helmet) properly.
3. Female Candidates will maintain hair IAW AR 670-1 and Army Directive 2025-18 which states:

Hairstyle techniques will encompass the entirety of the scalp (defined as the skin covering the head, excluding the face). Bangs must remain above the eyebrows when worn and, at a minimum, be no shorter than the middle of the forehead. There is no minimum hair length for female Soldiers. Female Soldiers are authorized to shave or trim their heads (whole scalp). Female Soldiers are not allowed to wear braided or unbraided Enclosure 1 ponytails when in any variation of the dress uniform. Hair must be styled above the collar or secured in a bun above the collar when in service or dress uniform variations.

Buns: will be worn on the back of the head and may extend a maximum of 3 inches from the scalp and no wider than the width of the head. Buns will be centered at the back of the head, positioned horizontally in line with the top of the ears when viewed from the side. The bottom portion of the bun may fall at or above the collar.

Ponytails: Female Soldiers are authorized to wear their hair in a single braided or a single unbraided ponytail while in the Army Combat Uniform (ACU) or the Army Physical Fitness Uniform (APFU). Hair must be neatly fastened and secured in a single ponytail. The bulk of the ponytail must not exceed the width of the head. The ponytail length must not exceed 6 inches from the top of the collar. The minimum length is at least 1 inch, measured from the base of the ponytail holder. The ponytail will be centered at the back of the head and positioned horizontally in line with the top of the ears when viewed from the side. Female Soldiers are not allowed to wear ponytails when in any variation of the dress uniform.

Braids, Locs, Twists, and Cornrows: Multiple braids, locs, twists, or cornrows may be uniformly styled and gathered into braids or a single ponytail to ensure a cohesive appearance (when braids, locs, twists, or cornrows are gathered into a ponytail, ponytail must conform to paragraph 1b(3) of this enclosure). Female Soldiers are allowed to wear up to two braids (must run down the center of the back, parallel to each other and in equal length and width), with no braid exceeding 2 inches in width, and no longer than 6 inches when measured from the top of the collar. The braids or braided ponytail cannot be worn over the shoulder or pulled in front of the body. Female Soldiers are not allowed to wear braided ponytails when wearing any variation of the dress uniform.

Any additional questions on uniform and appearance standards while at OCS, direct to the course manager.

4. Female Candidates will not wear earrings at OCS due to the physically demanding environment. AR 670-1 states that earrings will not be worn in the OCP during physical fitness, while in the tactical/field environment, combat-related deployments, or locations where access to normal hygiene is not available. Earrings are not authorized in the Army Physical Fitness Uniform.
5. Wedding rings: While at OCS, although not a requirement, it is highly recommended that Officer Candidates wear a silicone ring or something of similar material due to the stringent environment.

It is the Officer Candidate's responsibility to make sure that he/she has in his/her possession all authorized and required items. Diligence and persistence are often necessary. If after every effort to acquire the necessary clothing and equipment from your home unit is unsuccessful, contact the respective State Military Academy for guidance and assistance.

1. Boots: Boots must be broken in thoroughly before beginning OCS.
 - a. Blisters and related foot problems will cause Candidates to miss training. If this occurs, it will be directly attributable to failure to prepare.
 - b. Boots are expected to be clean and maintained with an appropriate suede cleaning kit.
 - c. Trousers will be bloused unless otherwise directed.
2. Uniforms.
 - a. The daily garrison uniform is the Army Operational Camouflage Pattern (OCP) with the load bearing vest (FLC) and issued three (3) day assault pack. The field uniform will be dictated by the lesson plan. The Physical Readiness Uniform will be determined by the Sr. Platoon Trainer. Camelbacks are authorized to be carried inside the Candidates ruck during ruck marches.
 - b. Operational Camouflage Pattern (OCP), minimum 4 sets. Uniform items will not be mixed. Each

student must acquire and maintain the high standards of personal appearance of the Officer corps. It is expected that the OC will set his/her uniform standard for the remaining years of their career. Those students who have uniforms that show considerable wear or that are ill-fitting will correct those deficiencies prior to reporting to Phase I.

- i. Embroidered name tapes and U.S. Army tapes will be IAW AR 670-1, Paragraph 28-22.
 - ii. Officer Candidates will not wear ribbons, awards, decorations, unit patches, U.S. flag, combat patches, or other insignia upon reporting to Phase I. Subsequent wear of ribbons, awards, decorations and unit patches, U.S. flag, combat patches, and other insignia will be permitted at the discretion of the Sr. Platoon Trainer.
 - iii. Candidates will wear their uniforms as prescribed in AR 670-1 and approved SOPs.
- c. Army Physical Fitness Uniform (APFU), minimum 2 sets. (Guidelines in Appendix C-4)
- i. Candidates will wear long underwear, and other items appropriate to the weather conditions and type of activity. If long underwear or other similar items are worn, they must conceal them from view with the running jacket and pants if wearing the APFU. When black micro fleece cap is worn it will be pulled down snugly on the head with the bottom edge covering the ears, but not covering the eyebrows. The bottom edge (all) of the cap may be folded, but not rolled.
 - ii. Candidates will wear commercial running shoes with calf-length or ankle-length, plain black socks (no logos). If worn, ankle-length socks must cover the entire ankle bone and calf-length socks will end at the middle point between the ankle and the knee. Shoes must accommodate all five toes in one compartment. Those shoes that feature five separate, individual compartments for the toes detract from a professional military image and are prohibited for wear with the APFU or when conducting physical training in a military formation.
 - iii. Candidates will wear reflective belts. (Yellow is preferred.)
 - iv. Candidates are authorized to wear commercially purchased gray or black spandex shorts under the APFU shorts. The length of the shorts must end above the knee or higher. The commercial shorts must be plain, with no logos, patterns, or obtrusive markings. Candidates are not required to buy the spandex shorts.
 - v. When Candidates wear the APFU as a complete uniform, they will keep the sleeves down on the jacket, the legs down on the pants, and they will tuck the t-shirt inside the trunks. Candidates may not roll or push up the sleeves of the APFU jacket or long-sleeved shirt. Soldiers may not cuff the APFU jacket sleeves or long-sleeved shirt. There are no restrictions on the combination of APFU items worn. APFU must be uniform throughout the Officer Candidate's Company.

3. Equipment:

- a. The Army Combat Helmet (ACH) is the prescribed headgear for OCS, unless stated otherwise. The helmet is worn with the chinstrap fitting snugly on the chin. Officer Candidates are required to always have a soft cap in their possession.
- b. Fighting Load Carrier (FLC) will be worn IAW Appendix C. Excess straps on the FLC will be folded up toward the adjustment buckle in a 1-inch fold and secured with tape.
- c. Two canteens will be worn on the pistol belt over the hip pockets. Canteens will always have water in them when worn, empty while in wall locker.

4. Clothing and Equipment Displays: All clothing and equipment will be displayed IAW OCSOP (Appendix D).

All displays will be uniform throughout the OC Company.

5-6. Profanity and Obscene Language.

The use of obscene, vulgar, or profane language is prohibited. Language is obscene, vulgar, or profane when, under circumstances and way such utterance was made, it would clearly offend a reasonable person's sense of decency.

5-7. Unauthorized Items.

The contraband list (Appendix F) is developed to ensure good order and discipline in the OCS barracks living environment. Candidates will participate in an inventory process in week one of the course. Any unauthorized items will be identified and stored in the company storage room during the course. Candidates will be counseled on unauthorized items and will be held responsible for any unauthorized items in their possession following the inspection and storage. Candidates may be considered for recycle or relief for violation of the unauthorized items after the inspection and storage process.

5-8. Running/Marching

1. Foot columns will be conducted on the right shoulder and off the roadway when possible. When not possible, they will be marched or run on the extreme right-hand side of the traveled streets in columns of three.
2. The OIC, NCOIC or OCIC will be positioned to effectively control movement of the troops, and at the same time offer no impediment to traffic.
3. Road guards will be dispatched to all approaching intersections in sufficient time to allow vehicular traffic to halt without endangering the lives of troops or creating traffic hazards. All foot columns will comply with traffic signals.
4. Road guards will use extreme caution by looking to the right, left and front before entering an intersection.
5. Road guards will be positioned 25 meters behind and 25 meters ahead of all formations. Road guards will wear highly visible reflective belts and will carry clear lens flashlights during periods of limited visibility (rain, fog, darkness and so on).
6. Marching/running troops in formation have the right of way over all traffic except emergency vehicles.

5-9. Privately Owned Weapons.

Candidates will not bring Privately Owned Weapons (POWs) to OCS.

5-10. Fireworks.

The introduction, possession and use of all fireworks are prohibited in OCS.

5-11. Telephones.

1. **Candidates are NOT AUTHORIZED to have cellular phones while at OCS. Use of phones is limited by the training schedule and to certain locations. Cell phones will be turned into the BNS1 / BNQA on Day 1 of an Officer Candidates In-Processing. Cell phones will then be safely and securely stored in a locked cell phone cubby.**
2. Candidates will be authorized to utilize their cell phones at the discretion of the Course Manager and/or Company Commander at prescribed times ie: at the completion of each phase.

5-12. Prescription Medications.

Upon arrival Candidates with medications must inform their Platoon Trainer on Day 1. All Candidates with medications will have their medication validated by a Military physician. This process ensures the medication will not be harmful to the Candidate in an environment that is physically, mentally, and emotionally demanding.

5-13. Laundry.

Candidates are authorized to do laundry during the duty day. Candidates will rotate out laundry from the machines at the first available time.

Chapter 6. PROCEDURES

6-1. Titles.

Candidates will be identified by the title of "Officer Candidate (last name)", Senior Officer Candidates will be addressed as "Senior Officer Candidate (Last Name)".

6-2. Saluting, Addressing and Courtesies.

Courtesy among members of the Armed Forces is vital to maintain military discipline. Respect to seniors will be always extended. The actions of military personnel will reflect respect to both the National Anthem and the National Colors. The courtesies listed in AR 600-25, Appendix C, should be rendered to the National Colors and National Anthem at public events whether the Soldier is off or on duty, or whether he or she is in or out of uniform. Intentional disrespect to the National Colors or National Anthem is conduct prejudicial to good order and discipline and discredits the military service.

1. Saluting. Salutes will be rendered IAW FM 3-21.5 (Drill and Ceremonies). To further emphasize saluting, attention to detail, and being cognizant of one's surroundings, saluting distance will be that distance at which a candidate recognizes an Officer.
2. When addressed by an Officer, a candidate stands at the position of attention. Candidates reply, "Sir/Ma'am Officer Candidate [Last Name]." When addressed by an NCO, Candidates will stand at parade rest and respond, "Sergeant, Officer Candidate [Last Name]." When addressing either an Officer or NCO, the candidate will look directly into the eyes of the Officer or NCO that the candidate is addressing.
3. Greetings. An appropriate greeting will be extended when saluting (i.e., "Sir/Ma'am, Officer Candidate, *name*, Good Morning, Sir/Ma'am!"). When in groups of two or more, the OC in charge will call the group to attention and render the salute and proper greeting. The OC greeting the Officer will continue to do so until the salute has been returned, the command "Carry On" has been given, or the Officer is no longer in view. When moving as a group the first OC in file or the OC in charge will greet the Officer. Greetings will not be extended at the double time. Candidate in charge will slow to quick time; render the salute and proper greeting (without stopping forward motion) and return to double time after the salute is returned.
 - a. When addressing groups of Officers and/or NCOs only the senior member of the group shall be addressed.
 - b. If the senior member of the addressed group is accompanied by a member of equal grade, then the senior members will be addressed as Gentlemen, Ladies, or Ma'am/Sir as appropriate.
 - c. Proper greetings are determined by local time.
 - i. Morning is from 0001 to 1159.
 - ii. Afternoon is from 1200 to 1759.
 - iii. Evening is from 1800 to 2400.
 - iv. All greetings are concluded with Sir/Ma'am as appropriate.
4. When initiating conversation with Cadre, Candidates must report with a statement, question or reports as ordered/directed. This is not required when saluting or rendering military courtesies.
5. During duty hours, when an Officer enters the company area/barracks, the first Candidate to see the Officer will command, "Company/Platoon/Squad/Group, Attention." Conversely, if any NCO without an Officer present enters the area, the area will be called "At ease." All Candidates who hear the command will respond appropriately. When the Officer/NCO replies, "Carry on" Candidates will continue their activities.
6. When an Officer or NCO enters the platoon area the first Candidate to see him will call "Attention" for an Officer and "At ease" for an NCO. The nearest platoon leader or platoon sergeant will report to the Officer/NCO with the platoon status.
7. Making Way. When Cadre enter a hallway or stairwell and are six steps away, Candidates will assume the position of attention, with the shoulders, buttocks and heels touching the wall and command, "Make way." (All Candidates will echo this command). Candidates will resume their activities on the command

8. of "Carry on." (All Candidates will echo this command). If the Cadre does not command "Carry on," one of the Candidates will give the command after the cadre has passed beyond six steps.
9. Requesting Permission to Pass. Whenever an Officer's or NCO's presence impedes normal traffic and a Candidate desire to pass, the Candidate comes to the position of attention facing the Officer or NCO and says, "[Title], Officer Candidate [Last Name] requests permission to pass." When permission is granted, the Candidate will pass. If a group of Officers or NCOs are present the candidate requests permission to pass from the ranking individual.
10. When the flag is being raised in the morning, Soldiers should stand at attention on the first note of Reveille, face the flag or the music if you cannot see the flag and render a hand salute. When the flag is being lowered in the evening, on the first note of Retreat, face the flag or the music, and stand at the position of attention if you are not in a formation. If you are in formation, the Soldier in charge will put the formation at parade rest. On the first note of "To the Colors," render a hand salute. If you are in formation, salute only on the order of "Present arms." If you are in civilian clothing, stand at attention and place your hand over your heart. Vehicles in motion should stop. If you are in a car or on a motorcycle, dismount and salute. If you are with a group in a military vehicle or bus, remain in the vehicle. The senior person in the vehicle will dismount and salute.

6-3. Enter a Room, Addressing/Reporting and Dismissing.

1. Enter a room. Candidates will assume the position of attention, center themselves in the doorway and toe the line (the line is the imaginary line between the center of the doorframe, parallel to the doorway), knock three times with the palm of the right hand on the right door frame. The Candidate will wait till the person in the room addresses the OC, then the Candidate will announce "Sir/Ma'am [as appropriate], Officer Candidate [Last Name] requests permission to enter." The Candidate will wait at the position of attention until told to enter. Once told to enter, the Candidate will enter and walk directly to a position of two steps and centered in front of the desk (or Officer's location), assume the position of attention, and simultaneously render the hand salute while saying, "Sir/Ma'am, Officer Candidate [Last Name] reports as ordered / with a question / with a statement" The Candidate will execute order arms when the Officer returns the salute.
2. Addressing/Reporting
 - a. To a commissioned Officer: When addressed by an Officer the OC will come to the position of attention and state his name as follows, "Sir/Ma'am, Officer Candidate *name.*" During the conversation, the OC will preface any comment, answer, or reply with "Sir/Ma'am, Officer Candidate *name*." The comment, answer, reply will not conclude with Sir/Ma'am unless the reply is "Yes" or "No" or is otherwise directed in this guide. When reporting to an Officer the OC will come to the position of attention, render a salute and report, "Sir/Ma'am Officer Candidate *name*, reports with a statement/question!" If the OC has been ordered to report, the candidate will add, "As ordered!"
 - b. To a non-commissioned Officer: Same as above except for the hand salute and Officer Candidates will use the term "Sergeant" or "Sergeant Major" instead of "Sir/Ma'am".
3. Dismissing.
 - a. From a commissioned Officer: When the conversation is complete and the OC is dismissed, the OC will come to the position of attention, take one step to the rear with the left foot, render the salute, extend the greeting of the day "Sir/Ma'am Officer Candidate *name*. Good morning / Afternoon / Evening, Sir/Ma'am!" After the salute has been returned the OC will execute an about face and exit.
 - b. From a non-commissioned Officer: Same as above except for the salute and Officer Candidates will use the term "Sergeant" or Sergeant Major" instead of "Sir/Ma'am".

6-4. Movement.

1. Marching in formation.
 - a. Three or more Candidates constitute a formation. Formations will march in a single column with a Candidate in charge on footpaths or sidewalks and three columns with a Candidate in charge

- at all other times. Candidates will not walk in any grassy area unless dictated by Cadre.
 - b. Formations will not depart from or for a training location without ensuring proper accountability and the approval of the Platoon Trainer. The class will carry the class Guidon whenever they march. Display the Guidon, when not in use, in the unit area. To secure the Guidon, the "Key" must be removed.
 - c. The Guidon bearer shall not surrender the Guidon and Guidon key to anyone unless directed to do so by the Senior Platoon Trainer, Company Trainer, or First Sergeant Trainer. Upon surrendering the Guidon, the term, "On my honor," will need to be exchanged between the outgoing / ingoing Guidon bearer.
 - d. Officer Candidates will march in company formation to all training and meals.
2. Road Guards. A minimum of four designated road guards is required for any company formation movement. Road guards wear a reflective vest during all formation movements. During hours of twilight or limited visibility, road guards carry an operational coned flashlight in the hand closest to the outside of the formation. Road guard responsibilities are:
- a. Front road guards will lead the element by 25 Meters and rear road guards will trail the element by 30 feet. During periods of limited visibility road guards increase the distance to 50 feet.
 - b. Front and rear road guards warn traffic of the formation. They do not post themselves at an intersection, which is the responsibility of the formation internal road guards.
 - c. Formation internal road guards will post at each intersection and maintain that position until relieved or the element has passed.
 - d. Road guards that are posted at intersections will stand at a modified position of parade rest. Their right arm will be extended in front of their body; palm facing the vehicle with fingers extended and joined warning the oncoming traffic to stop. Once relieved or the formation has passed, the road guard will come to the position of attention and move back to the formation.

6-5. Dining Facility (DFAC).

1. **General. The company will have 30 – 60 minutes to enter and clear the DFAC. This is due to other companies and scheduling.** The Candidate leadership is responsible for developing the necessary control measures needed to ensure the task and standards are met. IAW TR 350-6 all Candidates may eat and drink anything the DFAC serves but are highly encouraged not to drink caffeinated beverages or eat dessert due to physical training requirements. Short order food is not authorized for Officer Candidates at any time while in OCS.
2. **Dining Facility Procedures/ Movement into the DFAC.** Once the Company has been formed in preparation for entering the dining facility, the 1SG will conduct an about face and the CO will run up to the front of the formation. The CO will then say, "Post," and the 1SG and Platoon Sergeants will run to their positions in the back of the formation while the Platoon Leaders will run up to the front of their respective Platoons. The CO will call the XO to the front of the company by using the command: "XO, front and center."
 - a. The XO will then report to the CO, the CO will instruct the XO to "Read the Menu". The XO will then conduct an about face, give the company the command "Stand at ease", state "I HAVE THE MENU", and read the menu, accentuating "AND BUTTER" as the last item on the menu. At this point, the company will come to the position of attention and in unison, say "Yum, Yum!" and then immediately return to the position of "stand at ease". The XO will then call the company back to attention and conduct an about face where the CO will instruct him to return to his position in the company formation.
 - b. The CO will then have the meal blessed by calling the Chaplain to the front of the formation by using the command: "Chaplain, Front and Center." The designated Chaplain will leave his position in the company formation and report to the CO. The CO will instruct the Chaplain to "Bless the Meal". The Chaplain will then perform an about face, give the directive, "Remove Headgear." The Chaplain will then bless the meal. Upon completion of the blessing (AMEN), the company will automatically replace their headgear, the chaplain will perform an about face where the CO will instruct him to return to his position in the company formation. (NOTE: When

each individual OC replaces their headgear, they will place the ACH chinstrap on the back of the neck so that the chinstrap is not visible from the front.)

- c. After the Chaplain has been dismissed, the CO will give the command, "Ground Headgear." Each OC, on the preparatory command, "Ground", will place both hands on the side of the ACH. On the command of execution, "Headgear", each OC will remove his ACH and place it centered in front of his feet on the ground. The CO will then give the directive to, "Ground your equipment". Each OC will then ground their individual map case, FLC, rucksack and/or manuals in an expeditious manner. **The CO, while at the position of attention (no salute rendered) will then ask the most Sr. Platoon Trainer, "Sir/Ma'am, Officer Candidate *name*, what are the numbers?"** The most senior Platoon Trainer will respond with three numbers that will instruct the company on how many Leg tuck and twist, pull- ups, and hand release push-ups the company will perform during the circuit exercises. The CO will put the company at ease and state, "The numbers are," then instruct the Platoon Leaders on these numbers and the order of chow. The CO will then turn the company over to the Platoon Leaders by using the command "Platoon Leaders take charge of your platoon and move them into the dining facility." **Once the company has been turned over to the Platoon Leaders, the CO will then address the Guidon bearer by saying, "Post the Guidon" where the Guidon bearer will post the Guidon accordingly and remove the key.**

3. Movement to the DFAC. Officer Candidates will move by company to the DFAC. ACH, weapons and equipment will be grounded before entering the DFAC and a guard posted.
4. **With weapons (sling or no sling). Officer Candidates will "stack arms" IAW TC 3-21.5 at the completion of DFAC procedures and prior to movement into the DFAC.**
5. Standing in line. The line into the DFAC will begin at the front door. Candidates will maintain a "Modified" position of Parade Rest at all times, coming to the position of attention to move forward in the line. They will occupy the time they are not moving reading OCSOP/ doctrine.
6. Door guard. A door guard will be posted at the entrance of the DFAC. The door guard will permit Candidates to enter the DFAC at the direction of the DFAC personnel. The command "Next *number* Candidates into the dining facility." will be used.
7. VIP guard. A guard to monitor the arrival and departure of VIPs within the DFAC will be posted. Upon identifying a VIP (Commandant, Senior Officer, etc.) senior in rank to all currently in the DFAC, the VIP guard will command, "At Ease!" All activity in the DFAC will cease until the command of "Carry On" is given.
8. There are only two exceptions to this guidance.
 - a. When in the dining facility and a Lieutenant Colonel or above, or CSM or above enter the dining facility, the first Candidate to see them will command "At ease." All movement and conversation will cease, and Candidates will move to a modified position of attention. Seated Candidates will stop eating and sit up right with hands to sides until told to "Carry on." Seated candidates should not attempt to stand.
 - b. The other exception is during weapons maintenance. When cleaning weapons and the weapons are disassembled, the first Candidate to see an Officer senior to the Company Commander or NCO outranking the First Sergeant will call the appropriate command but will remain in the current positions and cease work until told to "Carry on" from the Officer/NCO. This is to prevent loss of small weapon parts.
9. Seating guard. A seating guard will be posted within the dining area of the DFAC. As an OC leaves the serving line, the seating guard will direct him to the next available seat. The dining room will fill from the seats furthestmost from the serving line to those nearest. The seating guard is responsible for knowing which seats are reserved for VIPs. Once the entire Company has eaten the seating guard may be dismissed.
10. Movement within the DFAC. Upon entering the DFAC, Officer Candidates will assume and maintain a modified position of attention and proceed as directed. Officer Candidates will move to the seat

11. indicated the seating guard, be seated, and consume their meal as expeditiously as possible.
 - a. Inside the DFAC. Basic and Intermediate Officer Candidates will not talk inside the DFAC.
 - b. Officer Candidates will confine the boundary of their vision to their tray. Keep the doors closed for energy conservation (heat / air conditioner) and insects.
 - c. Movement from the DFAC. **Candidates will exit the rear of the DFAC and RANGE WALK to formation with a battle buddy or in a Company formation.**

6-6. Sick Call.

1. Sick Call is at 0500 unless otherwise directed.
2. A Candidate is authorized a total of 8-hours from POI training. Candidates surpassing this timeframe will be recommended for dismissal and/or recycle.

6-7. Classroom Procedures.

1. Classroom procedures are as follows:
 - a. Officer Candidates will enter the classroom in a single file, fill the seats from front to rear, and remain standing at the position of attention. The OC in charge will command "Uncover!" prior to reporting the class ready for instruction. Upon the command, "Uncover!" all Officer Candidates will remove their headgear and place them on the table per the unit SOP. If the instructor is an Officer the class leader will approach the instructor render a hand salute and report, "Sir/Ma'am, Officer Candidate *name*, *A*B*...Company, *First or Second...* Platoon, # assigned, # present, Prepared for instruction!" When the salute has been returned, the class leader will face about, relay any specific instructions/information, and issue the directive "Ground Your Equipment". If the instructor is an NCO the procedure is the same except the OC reports at the position of attention, no salute is rendered, and the NCO is addressed as Sergeant/1SG/Sergeant Major. After the FLC has been hung on the backs of the chairs, the class leader will issue the command, "Take Seats!" At which point the class will exclaim, "It Shall Be Done!", remove their remaining equipment and be seated. The class leader, and student class leadership will sit in the back of the room to ensure everyone pays attention.
 - b. To ask a question the OC will raise his/her hand. When recognized by the instructor the OC will rise to the position of attention, state "Sir/Ma'am/Sergeant/Sergeant Major, Officer Candidate *name*", come to the position of parade rest and ask his/her question. Candidates will speak loud enough for all to hear the question or comment. Candidates will respond in the same manner when called upon by an instructor.
 - c. If an OC is feeling sleepy, the OC will take his/her note taking material and move to the rear of the classroom in a courteous manner where he/she will assume the position of parade rest. When alert, he/she will return to his/her seat. OCs caught falling asleep are subject to negative spot reports, essays, or other disciplinary measures.
 - d. Officer Candidates will not go to the latrine or for water during class unless the instructor has granted permission.
 - e. Break procedures. The instructor will designate a time to be back for instruction. All Candidates will quietly move out of the classroom and utilize the latrines if needed and move to the specified break area. Once complete the Candidates return to their seats and be seated within the given time.

When the instructor completes the period of instruction they will call, "Class Leader!", or "Company Commander". The class leader will rise and command the class to "Class Attention!" prior to reporting to the instructor at the front of the classroom. The class leader will proceed to the front of the classroom, halt two steps from the instructor, salute, and state "Sir/Ma'am/Sergeant/Sergeant Major, Officer Candidate *name*, Reports as ordered!" The instructor will return the salute and issue any necessary instructions. The class leader will

take one step to the rear and again salute the instructor. When the salute has been returned, the class leader will face about and command, "Secure your gear!" "Face the aisle!" "From front to rear, left to right, March out!" The Student Company Commander is the Class Leader when training at company level.

6-8. Formations.

1. Scheduled formations are published by the chain of command as appropriate. Candidates are considered late to formation if they are not standing in their platoon when the command "fall-in" is given. Candidates will not miss formation unless excused by their trainer.
2. The student leadership is responsible for accountability of the company. Formations will be conducted prior to all company or platoon movements.

6-9. Accountability and Reporting.

1. The student leadership has the responsibility of accounting for all students assigned to their company. Accountability and reporting procedures are as follows:
 - a. Platoon leaders, platoon sergeants and squad leaders provide accountability in formation as specified in TC 3-21.5, with the following variations:
 - i. Squad leaders report the location of soldiers, by name and number, as "(Assigned number) Candidates assigned, (number present at formation) Candidates present" and locations and names of Candidates not at formation. Squad leaders should have all information prior to formation and this information should be readily available.
 - ii. Platoon sergeants receive the report from each squad leader, and report the platoon accountability as present, accounted for or number out of ranks.
 - iii. The student first sergeant receives accountability reports from the platoon sergeants, mentally double-checks/accounts for all Candidates and reports the whereabouts of all missing Candidates to account for the entire companies' assigned strength. Soldiers unaccounted for are reported as "out of ranks." The student first sergeant will give the accountability report to platoon trainer and notify immediately if any Candidates are out of ranks.
2. Accountability of all soldiers and equipment is a constant process of updates provided whenever the report changes. When sensitive items are in formation or the possession of Candidates their status will be reported to the duty Trainer as well. This report will take place prior to any movement.

6-10. Mail.

1. Phase I, Phase II (Accelerated) and Phase III mail is delivered Monday through Friday. If the company is in the field for training the mail is delivered as soon as training allows.
2. **Packages should not be bigger than a Shoe/boot box.**
3. All packages are subject to inspection for unauthorized items.
4. It is recommended to limit / discontinue mail for Phase III as it is mostly field training.
5. Mail received after the end of the course will be stamped Return to Sender.

6-11. Red Cross.

1. Red Cross is available for family/loved ones to contact if there is an emergency such as death, illness, injury, etc. Once Red Cross is notified by the family member/loved one, Red Cross will reach out the 2nd BN, 200th RGT, OCS, S1 to inform staff of the emergency situation and the information will be relayed to the Course Manager and/or the BN Commander.

2. Officer Candidate will then be notified immediately.
3. Red Cross contact number, for EMERGENCIES ONLY is: 877-272-7337.

Chapter 7. OFFICER CANDIDATE DISMISSAL, RECYCLE, RESIGNATION AND APPEAL PROCESS

7-1. General.

Under certain conditions, Candidates may be dismissed from courses before course completion. The home state is responsible for determining if the Candidate is to be recycled. If the Candidate is recycled, they must start at the beginning of the phase in which they were dismissed. Candidates dismissed and resignations from the OCS program will be administratively reduced to the rank held prior to enrollment in OCS within one month. Date of rank (DOR) will be the DOR held prior to enrollment into OCS.

7-2. Approval Authority.

OCS Battalion and OCS Companies in each State will develop and implement a detailed local SOP for dismissal and recycle IAW AR 350-1.

1. Accelerated and consolidated Phases I and III. The OCS Battalion Commander at an accelerated course (all phases) or consolidate Phase I and III has the authority to dismiss Candidates from the current phase of training for which they supervise if the Candidate fails to meet any of the following reasons:
 - a. Honor code violations. A Candidate will not lie, cheat, steal, nor tolerate those who do. A violation of this code may result in a recommendation for dismissal.
 - b. Academic failure. Academic failure is defined as a failure to attain the required percentage on the respective academic exam or retest, which includes Land Navigation.
 - c. Failure to progress. This is a Candidate who fails to show progress in performance, physical fitness, subjective evaluations, motivation, attitude, aptitude, or conduct. Such progress is less than acceptable and is detrimental to the interest of the other students in the class.
 - d. Disciplinary reasons. Failure to cooperate in routine requirements or adhere to course standards of obedience is subject to disciplinary action. Candidates who receive repeated disciplinary actions are recommended for dismissal. Candidates committing any offense punishable under applicable laws and/or military regulations are considered for dismissal under this provision.
 - e. Failed leadership evaluations. Candidates who fail to display improvement in leadership, and who continue to receive needs improvement 'N' on multiple leadership evaluations must be considered for dismissal. Candidates who receive a 'N' on one leadership evaluation will be given another opportunity in a leadership position prior to being recommended for dismissal. Candidates who fail to achieve a leadership evaluation of an "E" or "S" during Phase II or Phase III will not graduate this phase and will be dismissed.
 - f. Lack of adaptability. A Candidate who fails to adapt to the stringent environmental conditions of discipline, teamwork, and mental and physical stress can be considered for dismissal. A Candidate who exhibits behavior contradictory to normally expected behavior can be referred to the OCS Company Commander for further evaluation prior to a dismissal recommendation.
 - g. Lack of motivation. Lack of motivation is characterized by a Candidate's failure to exert reasonable effort to succeed, constant malingering, or a personal attitude which demonstrates little or no desire to complete a course of action or mission.
 - h. Misconduct. Misconduct includes but is not limited to:
 - i. Candidate/Candidate or Candidate/Cadre fraternization. OCS is a gender-integrated environment and is an intense 24-hour a day course of instruction. Candidate teamwork and loyalty is paramount in the development of leaders. A Candidate's actions must be embedded in the Army's core values, loyalty, duty, respect, selfless service, honor, integrity, and personal courage. Therefore, Candidates do not engage in fraternization. Failure to follow these guidelines may result in dismissal from the course. Male and female Candidates and Cadre interact closely with one another and must exercise self-discipline and good judgment to prevent compromising situations. Male and female

- ii. Candidates are not authorized to engage in any real or perceived conduct with one another that is conduct unbecoming of an Officer and contrary to accepted Army standards for values, ethics, and the current Code of Conduct.
- iii. Unauthorized alcohol use.
- iv. Integrity issues.
- v. Possession, use, sale, or transfer of any narcotic, hallucinogen, controlled substance, or narcotics paraphernalia.
- vi. Conduct that would constitute a violation of applicable laws and/or military regulations and/or the Honor Code.

7-3. Removing Soldiers from POI Training.

The only person authorized to remove an Officer Candidate from training is the Battalion Commander or the Training Officer(Course Manager), if they determine that the presence of the Officer Candidate constitutes a significant training distracter for other Candidates or constitutes a safety hazard to other Candidates or Cadre. OCs continue to attend all POI training until final disposition on dismissal, recycle or appeal is determined. However, if an OC appeals and appeal is favored to the OC and they can continue in the OCS program, the responsible OCS Commander must provide the OC with all missed/make-up training.

7-4 Recommendations/Procedures for Dismissal or Recycle all phases.

1. Responsibilities.

- a. Platoon Trainer. The Candidate must first be counseled in writing using DA Form 4856 that they are in jeopardy of being relieved or recycled and why. Counseling sessions will be documented and signed by all counselors and acknowledged by the student. The counseling must contain the areas in which the Candidate must improve, or actions that the Candidate must discontinue to maintain enrollment in the current class, along with a specified amount of time they must complete the corrective action. If the Candidate does not improve or does not discontinue actions as directed, the Platoon Trainer must counsel the Candidate a second time in writing using DA Form 4856 recommending him/her for dismissal or recycle and explain the Candidate's appeal rights IAW AR 350-1. This evidence is included in the Candidate's record, along with counseling forms concerning the recycle or dismissal. The Platoon Trainer then presents the OCS Company Commander with complete documentation and evidence concerning all efforts made on behalf of the Candidate.
- b. Company Commander. The Company Commander reviews the training packet, interviews the Candidate, and concurs or non-concurs with the recommendation. Record of interview will be in writing using DA Form 4856. If the OCS Company Commander decides that the Candidate's actions do not warrant dismissal, the documents are maintained in the Candidate record and the Candidate continues in the OCS course. If the OCS Company Commander concurs with the recommendation, the packet is forwarded to the OCS Sr platoon trainer. The Company Commander will record his/her recommendation in Part IV of the Platoon Trainers DA Form 4856
- c. Sr. Platoon Trainer. The Sr. platoon trainer reviews the training packet, interviews the Candidate, and concurs or non-concurs with the recommendation. Record of interview will be in writing using DA Form 4856. If the OCS Sr. platoon trainer decides that the Candidate's actions do not warrant dismissal, the documents are maintained in the candidate record and the Candidate continues in the OCS course. If the OCS Sr platoon trainer concurs with the recommendation, the packet is forwarded to the OCS Battalion Commander, the GS Battalion/RTI Commander, or the Regimental/Battalion Commander, as appropriate. The Sr. platoon trainer will record his/her recommendation in Part IV of the Company Commander's DA Form 4856

- d. Commander (OCS Battalion, GS Battalion or Regimental). The Commander reviews the packet along with the Candidate's records, receives input from the Candidate's chain of command, and interviews the Candidate. The Commander can concur or non-concur with the recommendation or take other action as appropriate. The Commander will record his/her recommendation in Part IV of the Sr. platoon trainer's DA Form 4856.
2. Dismissal for misconduct, lack of motivation, academic deficiency, or failure to maintain physical fitness or height and weight standards will be recorded on the OCs End of Course Summary, if applicable, in accordance with the provisions of this CMP. In accordance with AR 600-8-2, Soldiers dis-enrolled for disciplinary reasons may be flagged. Soldiers dis-enrolled for misconduct may be barred from reenlistment in accordance with AR 601-280, AR 140-111 and NGR 600-100.
3. Disenrollment for illness, injury, compassionate transfer, or other reasons beyond the control of the individual will be made without prejudice. The O5 Commander will prepare a DD Form 785 (Record of Disenrollment for Officer Candidate – Type Training) to the OC's state OCS company/RTI Commander stating the reason for termination and that the student will be eligible to re-enroll as soon as conditions that led to disenrollment no longer exist.
4. The federal UCMJ and/or UCMJ from one state do not apply to ARNG Soldiers under Title 32, U.S. Code from another state. Accordingly, school Commanders will forward an ARNG Soldier's case to the Soldier's respective state adjutant general for appropriate disposition.
5. School Commanders will ensure student records are complete and audit trails are maintained for all personnel actions.
6. Final Disposition. The Candidate's packet and recommendation for recycle or dismissal is then forwarded to the Candidate's home state OCS or GS Battalion/RTI Commander for disposition.
7. Records. Records for a Candidate dismissed from the course are maintained for 24 months IAW AR 350-1. The records must include, a DD Form 785, Record of Disenrollment from Officer Candidate School, a completed 'End of Course Summary and all documents that pertain to the dismissal. Recycled Candidate's records are maintained on file until the Candidate resumes training at the start of the phase which was previously dropped. The Candidate record then again becomes the Candidate's active record.
8. Recycle Policy IAW AR 350-1 and AR 350-18. The state Company Commander with approval from the first O5/GS Battalion Commander determines the grounds for recycle. They may include, but are not limited to the following:
 - a. Academic – a student may recycle once to a follow-on class. An academic recycle should be limited to extraordinary circumstances when a student shows significant potential.
 - b. Medical or emergency recycles – Compassionate, hardship, health, welfare, or financial problems of immediate family members that substantially interfere with successful continuation in the course or causes Candidates to miss 12 or more hours of scheduled training.
 - c. Failed leadership evaluations. Candidates who fail to display improvement in leadership, and who continue to receive subpar leadership evaluations must be considered for dismissal or recycle. Candidates who fail to achieve a leadership evaluation of an "E" or "S" during Phase II or Phase III will not graduate this phase and will be relieved. A recycle should be limited to extraordinary circumstances when a student shows significant potential and will not be enrolled into the next class sooner than 6 months.

9. Reasons for Dismissal. The OCS Battalion Commander at consolidated phase training or the state OCS BN/GS Battalion Commander determines the grounds for dismissal. They may include, but are not limited to the following:
- a. Honor code violations. A Candidate will not lie, cheat, steal, nor tolerate those who do. A violation of this code may result in a recommendation for dismissal. See ARNG OCS Platoon Trainer Guide and ARNG OCS OCSOP for detailed information concerning the honor code.
 - b. Academic failure. Academic failure is defined as a failure to attain the required passing percentage on any academic exams or the scheduled retest.
 - c. Failure to progress. This is a Candidate who fails to show progress in performance, physical fitness, subjective evaluations, motivation, attitude, aptitude, or conduct. Such progress is less than acceptable and is detrimental to the interest of the other students in the class.
 - d. Disciplinary reasons. Failure to cooperate in routine requirements or adhere to course standards of obedience is subject to disciplinary action. Candidates who receive repeated disciplinary actions are recommended for recycle or dismissal. Candidates committing any offense punishable under applicable laws and/or military regulations are considered for dismissal under this provision.
 - e. Failed leadership evaluations. Candidates who fail to display improvement in leadership, and who continue to receive subpar leadership evaluations must be considered for dismissal or recycle. Candidates who fail to achieve a leadership evaluation of an "E" or "S" during Phase II or Phase III will not graduate this phase and will be relieved for potential recycle. OCS Company Commanders should review the candidate's packet to ensure they meet the requirements to graduate from each phase.
 - f. Lack of adaptability. A Candidate who fails to adapt to the stringent environmental conditions of discipline, teamwork, and mental and physical stress can be considered for dismissal. A Candidate who exhibits behavior contradictory to normally expected behavior can be referred to the OCS Company Commander for further evaluation prior to a dismissal recommendation.
 - g. Lack of motivation. Lack of motivation is characterized by a Candidate's failure to exert reasonable effort to succeed, constant malingering, or a personal attitude which demonstrates little or no desire to complete a course of action or mission.
 - h. Falsifying or omitting facts or information. Knowingly falsifying or omitting facts concerning enrollment or commissioning requirements or documents.
 - i. Misconduct. Misconduct includes but is not limited to:
 - i. Candidate/Candidate or Candidate/Cadre fraternization. OCS is a gender-integrated environment and is an intense 24-hour a day course of instruction. Candidate teamwork and loyalty is paramount in the development of leaders. A Candidate's actions must be embedded in the Army's core values, loyalty, duty, respect, selfless service, honor, integrity, and personal courage. Therefore, Candidates do not engage in fraternization. Failure to follow these guidelines may result in dismissal from the course. Male and female Candidates and Cadre interact closely with one another and must exercise self-discipline and good judgment to prevent compromising situations. Male and female Candidates are not authorized to engage in any real or perceived conduct with one another that is conduct unbecoming of an Officer and contrary to accepted Army standards for values, ethics, and the current Code of Conduct.

- ii. Unauthorized alcohol use.
- iii. Integrity issues.
- iv. Possession, use, sale, or transfer of any narcotic, hallucinogen, controlled substance, or narcotics paraphernalia.
- v. Conduct that would constitute a violation of applicable laws and/or military regulations and/or the Honor Code.

7-5. Candidate Resignations.

Every effort must be made by the ARNG OCS Cadre to counsel and advise an individual toward the successful completion of OCS. In cases where these efforts do not prevent an Officer Candidate from requesting resignation the following procedures are followed.

1. Responsibilities.
 - a. Officer Candidate. The Officer Candidate must submit their request for resignation from the ARNG OCS program in writing to the Cadre chain of command explaining why they request to resign.
 - b. Cadre. The Platoon Trainer counsels the Candidate on a DA Form 4856 detailing the procedure for and the consequences of resignation. The Platoon Trainer also submits written comments on the Candidate's potential to the Company Commander, along with the Candidate's written resignation and complete Candidate record.
 - c. Company Commander. The Company Commander interviews the Candidate and counsels the Candidate on a DA Form 4856 on the consequences of his/her resignation. They may add his/her own comments to the platoon trainer's written comments on the Candidate's potential before forwarding the entire packet to the Sr. Platoon Trainer.
 - d. Sr. Platoon Trainer. The Sr. Platoon Trainer interviews the Candidate and counsels the Candidate on a DA Form 4856 on the consequences of his/her resignation. They may add his/her own comments to the Company Commander's written comments on the Candidate's potential before forwarding the entire packet to the OCS/GS Battalion or Regimental Commander.
 - e. OCS or GS Battalion Commander (approval authority). The Battalion Commander interviews the Candidate, counsels the Candidate on the consequences of his/her resignation and accepts the Candidate's resignation if the Candidate is determined to resign from the ARNG OCS program. The final decision of the Battalion Commander is recorded on a DA Form 4856 Part IV initiated by the OCS Sr. Platoon Trainer.
2. Final Disposition. After the Commander accepts the Officer Candidate's resignation, the Candidate is removed from training. The Platoon Trainer and the OCS Company Commander complete the End of Course Summary and place it in the Candidate record.
3. Records. Records are maintained on file at the home state on all Officer Candidates who resign. These records include the completed End of Course Summary on the Officer Candidate, counseling paperwork and the Candidate's letter of resignation.
4. Withdrawing a resignation. If the Candidate elects to withdraw the resignation before it is forwarded to the OCS or GS Battalion Commander, the documents are retained in the Candidate record with the DA Form 4856 Part IV completed by the Company Commander explaining the Candidate's decision. A resignation in lieu of dismissal is processed as a dismissal.
5. Resignation. Officer Candidates will not be given the opportunity to resign in lieu of academic or leadership dismissals.

7-6. Candidate Appeal Process

1. The following procedures apply in cases where dismissal is considered **for motivational, disciplinary, or academic reasons IAW TR 350-18 and AR 350-1.**
 - a. The Platoon Trainer will notify the student in writing using a DA Form 4856 of the proposed action, the basis for the action, and the consequences of disenrollment and explain the Candidate appeal process.
 - b. The Platoon Trainer will advise the student that they will acknowledge by written endorsement within two duty days upon receipt of the written notification of dismissal action. The endorsement must indicate whether the student intends to appeal the dismissal action.
 - c. The Platoon Trainer will advise the student the appeal must be submitted within seven duty days after receipt of the written notification of the dismissal action by the Battalion Commander.
 - d. Appeals will be forwarded to the school Commandant or Commander who will refer the proposed action and the appeal to the OSJA to determine legal sufficiency of the dismissal decision. All appellate actions will become part of the student's case file. Commandants and Commanders will make their final decision on dismissals after considering the supporting OSJA recommendation. In cases where an OSJA is not available, the Commandant or Commander will forward appeals to the Commander who has GCMCA for review and final decision.
 - e. Students who elect to appeal will remain actively enrolled in the course pending disposition of their appeals IAW TRADOC Regulation 350-18. Traditional (TPU Soldier/drilling guardsmen) students who elect to appeal will remain actively enrolled in the course pending disposition of their appeals, provided there are at least 3 training days remaining for the course/phase.
 - f. Traditional students who elect to appeal and have less than 3 training days left will return to their units for disposition, if unable to resolve given time constraint. If the disposition is favorable, they may return to the next available class at the point of their dismissal to the same school or transfer to another school to complete remaining course requirements. Commandants and Commanders will provide the complete student academic record to the receiving school, while maintaining a copy in their files.
 - g. All appeals must clearly provide new evidence not previously considered by the approving authority.
2. Resign in lieu of dismissal. Candidates are counseled that resignation is an option, but it voids any appellate rights and that it may not necessarily better their chances of returning to OCS.
3. Appeal Packets consist of the appeal consideration memorandum and at a minimum, the following attachments, if applicable. Local OSJA offices may require more documentation.
 - a. Third party sworn statements.
 - b. Sworn statements from the chain of command.
 - c. Other official documents or evidence.
4. Upon receipt of the appeal packet, the RTI Commander ensures the packet is complete and coordinates for OJSA review.

5. The OSJA reviews the appeal packet for legal sufficiency and provides the RTI Commander with their recommendation.
6. The RTI Commander will make the final decision after considering the OSJA's recommendation.
7. The RTI Commander will notify the approval authority of the final decision and counsel the candidate of the decision.
8. If the candidate loses the appeal they will be dismissed from training, out processed per the local SOP, and returned to their home state for further disposition.
9. All paperwork regarding any dismissal procedure will be maintained by the OCS Battalion and a copy sent to the candidate's home state.

Appendix A. LEADERSHIP DIMENSIONS

1. **Army Values.** Principles or qualities intrinsically desirable. This is taken directly from the Army OERform. The Evaluation Report indicates either a “yes” or “no” for the Candidate.
 1. Loyalty. Bear true faith and allegiance to the U.S. Constitution, the Army, your unit, and other soldiers.
 2. Duty. Fulfill your obligations.
 3. Respect. Treat people as they should be treated.
 4. Selfless-Service. Put the welfare of the nation, the Army, and your subordinates before your own.
 5. Honor. Live up to all the Army values.
 6. Integrity. Do what’s right, legally, and morally.
 7. Personal Courage. Face fear, danger, or adversity (physical and moral).
2. **Identities.** As they do with all Army Leaders, the Army Values Guide Officers in their daily actions. These values manifest themselves as principles of action. Another essential part of officership is a shared professional identity. This self-concept, consisting of four interrelated identities, inspires and shapes the Officer’s behavior. **These identities are warrior, servant of the nation, member of a profession, and leader of character.** As a warrior and leader of warriors, the Officer adheres to the Soldier’s Creed and the Warrior Ethos. An Officer’s responsibility as a public servant is first to the Nation, then to the Army, and then to his unit and his Soldiers. As a professional, the Officer is obligated to be competent and stay abreast of changing requirements. As a leader of character, Officers are expected to live up to institutional and National Ethical values.
3. **Attributes. What an Army Leader IS**
 - a. **A Leader of Character.** Characteristics that are an inherent part of an individual’s total core, physical, and intellectual aspects. Attributes shape how one behaves.
 1. Army Values. Values are the principles, standards, or qualities considered essential for successful leaders. Values are fundamental to help people discern right from wrong in any situation. The Army has set seven values that must be developed in all Army Individuals: loyalty, duty, respect, selfless service, honor, integrity, and personal courage.
 2. Empathy. The ability to see something from another person’s point of view, to identify with, and enter into another person’s feelings and emotions.
 3. Warrior Ethos. I will always place the mission first, I will never accept defeat, I will never quit, I will never leave a fallen comrade.
 4. Discipline. Mental attitude and state of training which renders obedience instinctive; founded upon respect for and loyalty to proper authority.
 - b. **A Leader with Presence.** The impression that a leader makes on others, which contributes to their success in leading them; the image that a leader projects; how others perceive a leader (outward appearance, demeanor, words, and actions).
 1. Military and Professional Bearing. Projecting a commanding presence and professional image of authority.
 2. Fitness. Having sound health, strength, and endurance that support one’s emotional health and conceptual abilities under prolonged stress.
 3. Confidence. Projects self-confidence and certainty; demonstrates composure and poise; calm and collected; possesses self-control of emotions.
 4. Resilience. Showing a tendency to recover quickly from setbacks, shock, injuries, adversity, and stress while maintaining a mission and organizational focus.

- c. **A Leader with Intellectual Capacity.** The ability to draw on the mental tendencies and resources that shape a leader's conceptual abilities and impact of effectiveness, which then are applied to one's duties and responsibilities.
 - 1. Mental Agility. Flexibility of the mind; a tendency to anticipate or adapt to ever-changing conditions; improvisation.
 - 2. Sound Judgment. Assesses situations and draws feasible conclusions; makes sound and timely decisions.
 - 3. Innovation. Ability to introduce something new; is original in thoughts and ideas; creative.
 - 4. Interpersonal tact. Effectively interacts with others; possesses the capacity to understand personal interactions with others; awareness of how others see you.
 - 5. Expertise. Possessing knowledge, facts, beliefs, and logical assumptions in relevant areas; in technical, tactical, cultural, and geological knowledge.
- 4. **Competencies. What an Army leader DOES**
 - a. **Leads.** The application of character, presence, intellect and abilities while guiding others toward a common goal and mission accomplishment.
 - 1. Leads others. Motivates, inspires, and influences others to take initiative; work towards a common goal; achieve objectives.
 - 2. Builds Trust. To establish conditions of effective influence and for creating a positive environment.
 - 3. Extends Influence Beyond CoC. Uses indirect means to influence others normal chain of command; involves negotiation; conflict resolution and mediation.
 - 4. Leads by example. Provides the example to others; serves as a role model; maintains high standards in all aspects of behavior and character.
 - 5. Communicates. Clearly expresses ideas to ensure understanding, actively listens to others, and practices effective communication techniques.
 - b. **Develops.** Taking actions to foster teamwork, encourage initiative, and to accept personal responsibility, while demonstrating care.
 - 1. Creates a Positive Environment/Fosters Espirit de Corps. Creates a positive cultural and ethical environment.
 - 2. Prepares Self. Self-study, self-development, and multi-skilled; ensures they are prepared to lead.
 - 3. Develops Others. Encourages and supports others to grow as individuals and teams; prepares others for success; makes the organization more versatile.
 - 4. Stewards the Profession. As part of leader development responsibilities, they must prepare themselves and act to promote long-term stewardship of the Army.
 - c. **Achieves.** Sets objectives and focuses on mission accomplishment.
 - 1. Gets Results. Structuring what needs to be done so results are consistently produced; developing and executing plans while providing direction, clear guidance, and clear priorities towards mission accomplishment; manages the resources required for mission accomplishment.

Appendix B. REQUIRED KNOWLEDGE

B-1. Requirements. The following is the list of required knowledge. The Platoon Trainers will inform the Officer Candidates of the suspense by which they must be able to recite each item verbatim. Current events may be added based on cadre chain of command guidance.

B-2. General Orders.

Reference: FM 7-21.13 The Soldier's Guide, Chapter 5, Para 5-124.

1. I will guard everything within the limits of my post and quit my post only when properly relieved.
2. I will obey my special orders and perform all my duties in a military manner.
3. I will report violations of my special orders, emergencies and anything not covered in my instructions to the Commander of the Relief.

B-3. OCS Honor Code.

An Officer Candidate will not lie, cheat, steal, or tolerate those who do.

B-4. Chain of Command.

Commander in Chief
Secretary of Defense
Secretary of the Army
Chairman, Joint Chiefs of Staff
Staff Army Chief of Staff
NGB
Battalion Commander
Company Commander
Senior Training Officer / Executive
Officer Platoon Training Officer

B-5. ADP 6-22 Definition of Leadership.

Leadership is the activity of influencing people by providing purpose, direction, and motivation to accomplish the mission and improve the organization.

B-6. The Five Paragraph Operation Order.

References: ATP 5-0.1 Commander and Staff Officer
Guide, Chapter 12 ADP5-0 The
Operations Process
ATP 3-21.8 Infantry Rifle Platoon and Squad, Chapter 2

The WARNORD / OPORD outline below is from ADP 5-0. Candidates should
reference ATP 3-21.8 for further information on the OPORD in an Infantry Platoon.

WARNING ORDER:

Warning Order #	to Operations Order #
Initial Task Organization:	
Effective Date/Time:	
1. <u>Situation:</u> General Enemy Overview: - Area of Operation (AO) - Area of Interest (AOI) - Who the Platoon/Squad is fighting - Battalion Mission - Battalion Commander Intent - Company Mission - Company Commander Intent	4. <u>Sustainment:</u> Planning/Preparation Instructions: - Company Trains Grid - Unit Maintenance Collection Point (UMCP) Grid - Logistics Release Point (LRP) Grid - Ambulance Exchange Point (AXP) Grid - Casualty Collection Point (CCP) Grid Class of Supply: - Class I - Class III - Class IV - Class V - Others
2. <u>Mission:</u> Upcoming Task and Purpose or Type of Operational/ General Location:	
3. <u>Execution:</u> Movement Instructions/Movement to Initiate: - Our Current Location - Our Next Location: - Objective Location: Reconnaissance Guidance/Reconnaissance to Initiate: Information Requirements: Coordinated Instructions: - Mission-Oriented Protective Posture (MOPP) - Personal Protective Equipment Posture (PPEP) - Collection Operations Management (COM) - Route - Zero/Boresight - Precombat Inspections - Commander's Critical Information Requirement (CCIR) - Priority Intelligence Requirement (PIR) - Friendly Force Information Requirement (FFIR) - Priorities of Work - Order of Movement - Priorities of Rehearsals Initial Operational/Planning Timeline: - Platoon/Squad Operational/Planning - Enemy - Weather (WX)/Light Data	5. <u>Command and Signal:</u> Platoon Command Post (CP): - Primary CP - Alternate CP (when required) Succession of Command Platoon Grid Company Command Post Grid

OPERATION PLAN / ORDER [number] [code name]

References

Time Zone Used Throughout the OPLAN/OPORD:

Task Organization

1. <u>SITUATION</u> • Area of Interest • Area of Operations - Terrain - Weather • Enemy Forces (Latest Intelligence) • Friendly Forces - Two Levels up - One Level up - Adjacent Units • Attachments and Detachments - Who - Why	3. <u>EXECUTION (continued)</u> • Coordinating Instructions - Time Schedule - CCIR (PIR and FFIR), EEFI - Risk Reduction Control Measures - Rules of Engagement - Environment Considerations - Protection - Handling of EPW												
2. <u>MISSION</u> • Who • What • When • Where • Why	4. <u>SUSTAINMENT</u> • Logistic - Supply and Field Services - Distribution and Resupply Operations - Maintenance - Transportation (when required) • Personnel Services Support • Tactical Combat Casualty Care - Care under Fire - Tactical Field Care - Tactical Evacuation												
3. <u>EXECUTION</u> • Leader's Intent • Concept of Operations • Scheme of Movement and Maneuver (Explain from Start to Finish) • Tasks to Subordinate Units	5. <u>COMMAND AND SIGNAL</u> • Command (Location of Leaders) • Control (Command Post Location) • Signal - Radio Frequencies - Passwords / Running Passwords - Pyrotechnic Signals												
<u>LEGEND</u> <table border="0"><tr><td>CCIR</td><td>COMMANDER'S CRITICAL INFORMATION REQUIREMENT</td><td>EPW</td><td>ENEMY PRISONER OF WAR</td></tr><tr><td>EEFI</td><td>ESSENTIAL ELEMENTS OF FRIENDLY INFORMATION</td><td>FFIR</td><td>FRIENDLY FORCE INFORMATION REQUIREMENT</td></tr><tr><td></td><td></td><td>PIR</td><td>PRIORITY INTELLIGENCE REQUIREMENT</td></tr></table>		CCIR	COMMANDER'S CRITICAL INFORMATION REQUIREMENT	EPW	ENEMY PRISONER OF WAR	EEFI	ESSENTIAL ELEMENTS OF FRIENDLY INFORMATION	FFIR	FRIENDLY FORCE INFORMATION REQUIREMENT			PIR	PRIORITY INTELLIGENCE REQUIREMENT
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EEFI	ESSENTIAL ELEMENTS OF FRIENDLY INFORMATION	FFIR	FRIENDLY FORCE INFORMATION REQUIREMENT										
		PIR	PRIORITY INTELLIGENCE REQUIREMENT										

B-7. Classes of Supply.

Reference: FM 4-0. Sustainment Operations

CLASSES OF SUPPLY		
CLASS	DESCRIPTION	SYMBOL
I	Rations	
II	Expendables	
III	POL	
IV	Barrier material	
V	Ammunition	
VI	Sundry	
VII	Major end items	
VIII	Medical	
IX	Repair parts	
X	Material to support nonmilitary programs	

B-8. Military Staff Sections

S1 – Personnel Administration

S2 – Military Intelligence

S3 – Operations

S4 – Logistics

S5 – Plans

S6 – Signal

S8 – Finance

S9 – Civil/Military Affairs

B-9. Operational Environment Variables- Should be discussed during each block of instruction

- (1) Political
- (2) Military
- (3) Economic
- (4) Social
- (5) Information
- (6) Infrastructure
- (7) Physical Environment
- (8) Time

B-10. METT-TC Analysis of the Situation

M-Mission

E- Enemy/Equipment

T- Troops available

T- Terrain you will operate in

T- Time Available/Time of Day

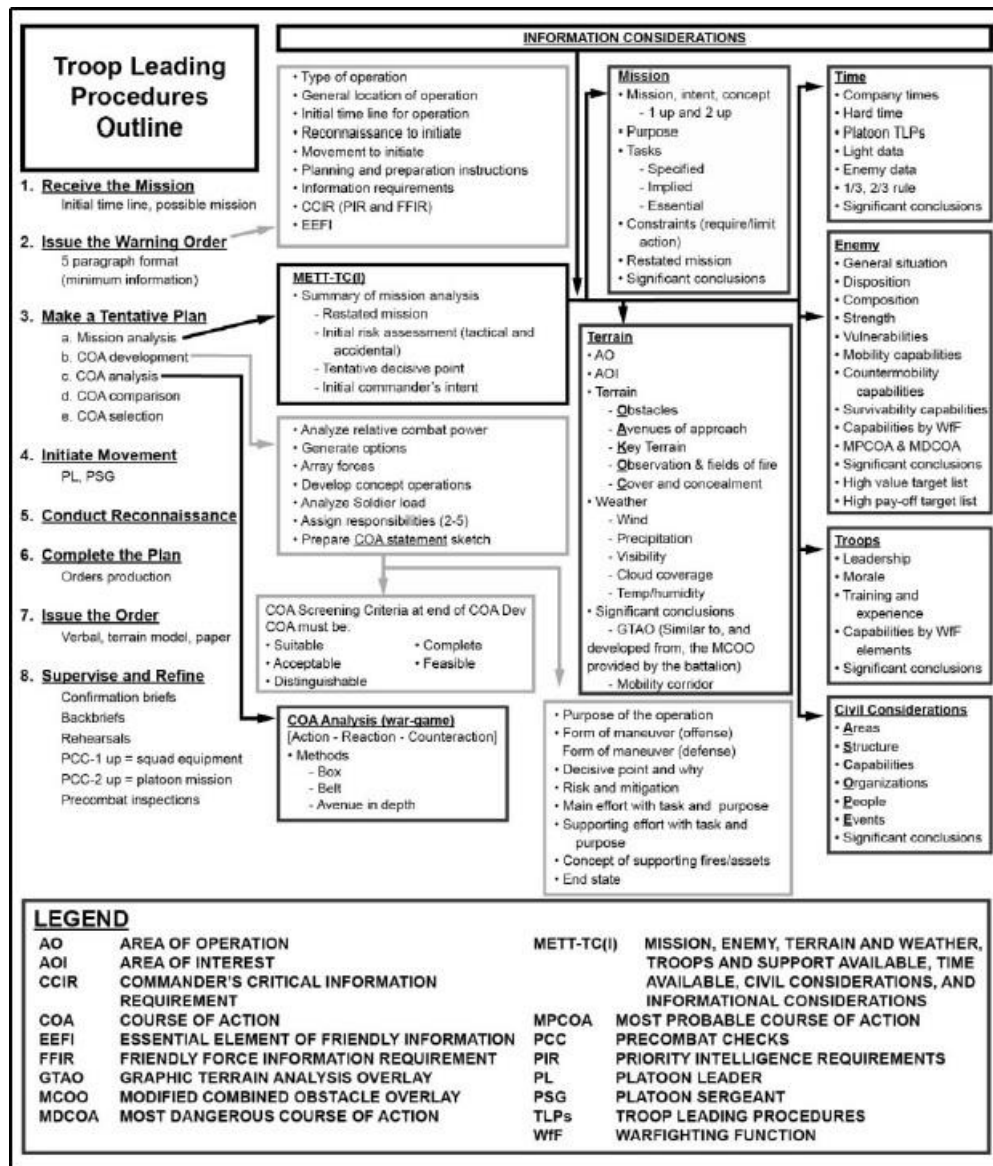
C- Civilian Considerations

B-11. The Troop Leading Procedures.

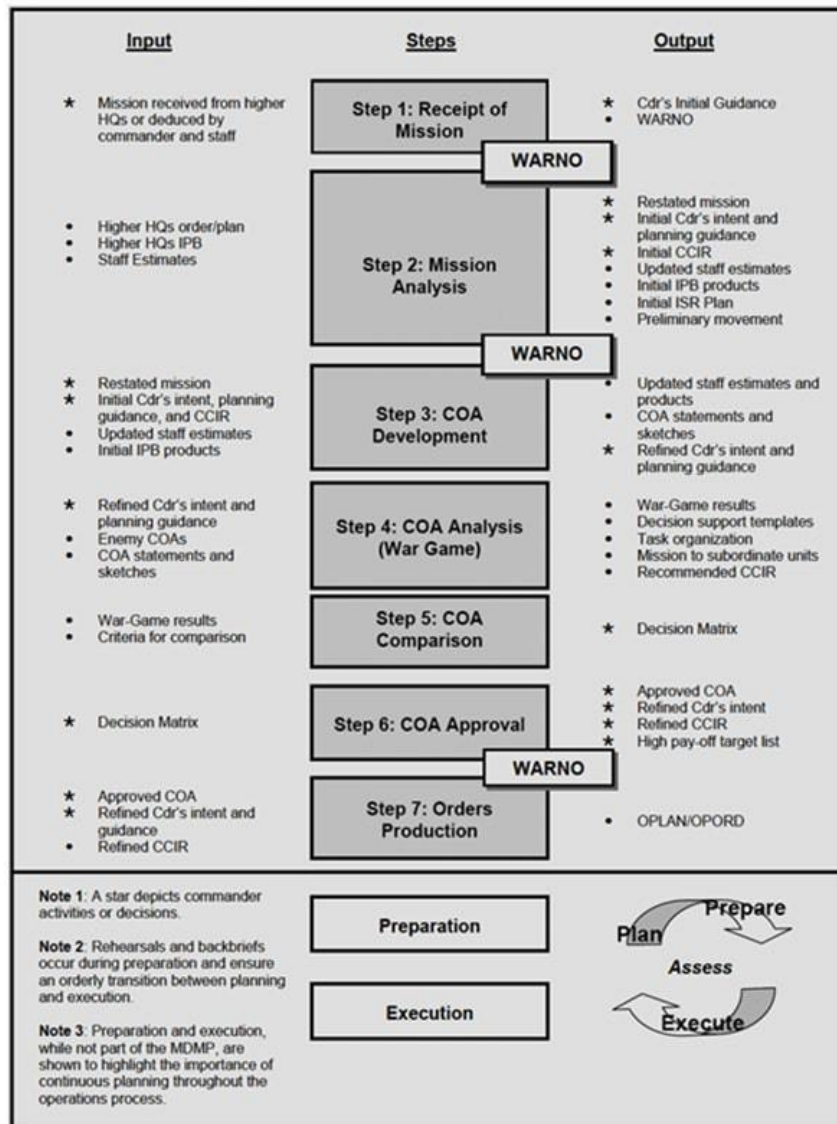
References: ATP 5-0.1 Commander and Staff Officer Guide, Chapter 5.
ADP 5-0 the Operations Process, Chapter 2.
ATP 3-21.8 Infantry Rifle Platoon and Squad, Chapter 2, Para 2-16

One of the most important tools in successful leadership is the understanding and application of the eight steps of the Troop Leading Procedures (TLP). Therefore, OCS stresses the use of the TLP to effectively accomplish the mission. The eight steps of the TLP are:

1. **Receive the Mission:** The leader obtains clarification on any portions of the higher headquarters plan as required, assesses the situation, and allocates the time available for planning and preparation.
2. **Issue the Warning Order:** As soon as leaders finish their initial assessment of the situation and available time, they issue the best WARNO possible with the information at hand and update it as needed with additional WARNOS.
3. **Make a Tentative Plan:** Once they have issued the initial WARNO, leaders conduct course of action (COA) analysis to develop a tentative plan.
4. **Initiate Movement:** Leaders conduct any movement directed by higher headquarters or deemed necessary to continue mission preparation or position the unit for execution.
5. **Conduct Reconnaissance:** A continual process during the TLP that is conducted to confirm or deny information that supports the tentative plan. Information gathered, when significant, can cause a change of plan or even the mission. Personally, observe the AO for the mission prior to execution.
6. **Complete the Plan:** Adjust the tentative plan to fill in the specific details of the mission mission-based on reconnaissance.
7. **Issue the Complete Order:** Issue an OPORD verbally or in writing supplemented with graphics and other control measures and check for understanding.
8. **Supervise:** Supervise subordinates and inspect their personnel and equipment.



B-12. MDMP Model:



B-13. Military Aspects of Terrain

- OACOK acronym
- Observations and fields of fire
- Avenues of approach
- Cover and concealment
- Obstacles
- Key terrain

B-14. Warfighting Functions/Elements of Combat Power

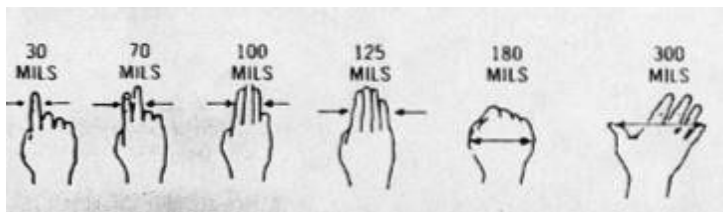


B-15. Call for Fire

References: GTA 17-02-015 (Call for Fire)
FM 6-30 (Observed Fire)

1. **Observer Identification:** Use callsigns
2. **Warning Order:**
 - a. Type of Mission.
 1. Adjust Fire.
 2. Fire for Effect.
 3. Suppress (Planned Target).
 4. Immediate Suppression.
 - b. Size of Element to Fire
 1. Omission indicates a request for one FA battery.
 2. Larger units by stating size desired.
 - c. Method of Target Location:
 1. Grid: No announcement.
 2. Polar Plot: Announce the word "POLAR".
 3. Shift from a Known Point: Announce the word "SHIFT" followed immediately by the designation (TGT Number) of the known point.
3. **Target Location:**
 - a. Grid: Two-character six-digit grid, i.e., NA123456.
 - b. Polar: Direction and distance to the target from the observer's position.
 - c. Shift: Direction to the target Lateral Shift (left/right) in meters.
Range Shift (add/drop) in meters.
Vertical Shift (up/down) in meters if significant.
3. **Target Description:** A word picture of the target (i.e., the number and type of vehicles/personnel observed).
4. **Method of Engagement:**
 - a. Type Engagement:
 1. Area Fire: Standard without request.
 2. Precision Fire: Used only with destruction or registration missions.
 - b. Danger Close: Announced when applicable.
 - c. Trajectory:
 1. Low Angle: Standard without request.
 2. High Angle: Upon request of observer or when required due to masking terrain.
 - d. Ammunition:
 1. Type projectile desired in Fire for Effect phase.
 2. Type of fuse action desired in Fire for Effect phase.

3. Volume of fire desired in Fire for Effect stated in rounds per howitzer.
4. Distribution: Type sheaf desired. Parallel is standard without request.
5. Method Of Fire and Control:
 - a. Method of Fire:
 1. Center Platoon/center section (one weapon) is standard for adjustment phase.
 2. Battery/platoon right/left on request.
 3. Time interval (5 seconds is standard when 2. above is used).
 - b. Method of Control:
 1. Fire when ready: Standard - no request required.
 2. At my command: Weapons fire at observer's command.
 3. Cannot observe: Fire will not be observed.
 4. Time on target: Rounds land at a specified time.
 5. Continuous illumination: FDC will determine when to fire.
 6. Coordinated illumination: Observer determines when illumination is fired.
 7. Cease loading: Used on missions with two or more rounds in effect. Causes the firing unit to stop loading rounds.
 8. Check fire: Temporary halt in firing.



Estimating angles in mils with the hand

B-16. 5 Principles of Patrolling

1. Planning
2. Reconnaissance
3. Security
4. Control
5. Common Sense

B-17. The Risk Management Process.

1. Identify hazards.
2. Assess hazards to determine risks.
3. Develop controls and make risk decisions.
4. Implement controls.
5. Supervise and evaluate.

B-18. 9-Line MEDEVAC Request

Line 1 - Location of pick-up site

Line 2 - Frequency, Call Sign

Line 3 - # of patients by precedence

A – URGENT (within 2-hours)

B – URGENT/SURGICAL (within 2-hours)

C – PRIORITY (within 4-hours)

D – ROUTINE (within 24-hours) – E – Convenience

Line 4 – Special equipment

A – NONE

B – HOIST

C – EXTRACTION EQUIPMENT

D – VENTILATOR

Line 5 - # of patients by type

L+ # (LITTER)

L+# (AMBULATORY)

Line 6 – Security of pick-up site

N – NO ENEMY

E – ENEMY IN AREA (PROCEED WITH CAUTION)

P – POSSIBLE ENEMY

X – ENEMY IN AREA (ARMED ESCORT REQUIRED)

Line 7 – Method of marking pick-up site

A – PANELS

B – PYROTECHNIC

C – SMOKE SIGNAL

D – NONE

E – OTHER

Line 8 – Patient nationality/status

A – US MILITARY

B – US CIVILIAN

C – NON-US MILITARY

D – NON-US CIVILIAN

E – ENEMY PRISON OF WAR (EPW)

Line 9 – NBC - N – NUCLEAR; B – BIOLOGICAL; C – CHEMICAL (If applicable)

TERRAIN DESCRIPTION or ALTITUDE (If applicable)

B-19. Soldier's Creed

I am an American Soldier.

I am a Warrior and a member of a team.

I serve the people of the United States and live the Army Values.

I will always place the mission first.

I will never accept defeat.

I will never quit

I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained, and proficient in my warrior tasks and drills.

I always maintain my arms, my equipment and myself.

I am an expert, and I am a professional.

I stand ready to deploy, engage, and destroy the enemies of the United States of America

in close combat. I am a guardian of freedom and the American way of life.

I am an American Soldier.

B-20. The Army Song.

March along, sing our song, with the Army of the free.
Count the brave, count the true, who have fought to victory.
We're the Army and proud of our name!
We're the Army and proudly proclaim:

First Stanza

First to fight for the right,
and to build our nation's might, and the Army goes rolling
along. Proud of all we have done, fighting till the battle's
won, and the Army goes rolling along.

Chorus

Then it's Hi! Hi! Hey!
The Army's on its way.
Count off the cadence loud and strong! For where're we go,
You will always know
that the Army goes rolling along.

B-21. Schofield's Definition of Discipline.

The discipline which makes the soldiers of a free country reliable in battle is not to be gained by harsh or tyrannical treatment. On the contrary, such treatment is far more likely to destroy than to make an army. It is possible to impart instruction and to give commands in such manner and such a tone of voice to inspire in the soldier no feeling but an intense desire to obey, while the opposite manner and tone of voice cannot fail to excite strong resentment and a desire to disobey. The one mode or the other of dealing with subordinate's springs from a corresponding spirit in the breast of the Commander. "He who feels the respect which is due to others cannot fail to inspire in them regard for himself, while he who feels, and hence manifests, disrespect toward others, especially his subordinates, cannot fail to inspire hatred against himself."

-- Major General John M. Schofield's graduation address to the graduating Class of 1879 at West Point, August 11, 1879.

B-22. Marshall's Definition of Leadership.

You must lead men in war by bringing them along to endure and display qualities of fortitude that are beyond the average man's thought of what he / she should be expected to do. You must inspire them when they are hungry and exhausted and desperately uncomfortable and in great danger. Only a man of positive characteristics of leadership with the physical stamina that goes with it can function under those conditions.

- General George C. Marshall

B-23. Code of Conduct

I

I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.

II

I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.

III

If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.

IV

If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.

V

When questioned, should I become a prisoner of war, I am required to give name, rank, service number and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.

VI

I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.

B-24. OCS Alma Mater.

Whenever recited, all Officer Candidates who hear it must come to the position of attention and recite/sing in unison. Each schoolhouse will have a specific Alma Mater.

AMA Alma Mater

Among the hills of Alabama
Standing drab and gray
There's an old, abandoned barracks,
Home of AMA
Onward ever, backward never,
Our mission shall be done,
Follow me, oh gallant brother,
Till the battle's won.
Taught to lead,
Never surrender,
And hear our battle cry,
To the port of embarkation,
Follow me with pride.

Appendix C. UNIFORMS AND INSIGNIA

C-1. General.

- a. A Candidate's appearance makes a statement about the individual's personal organization, pride, and attention to detail.
- b. Candidates will maintain the highest standard of appearance through proper wear and care of their uniforms.
- c. Candidates wear their uniforms as prescribed in AR 670-1 except as noted in this appendix.
- d. Refer to AR 670-1 chapters 1, 4 and 19-20 for uniform guidance

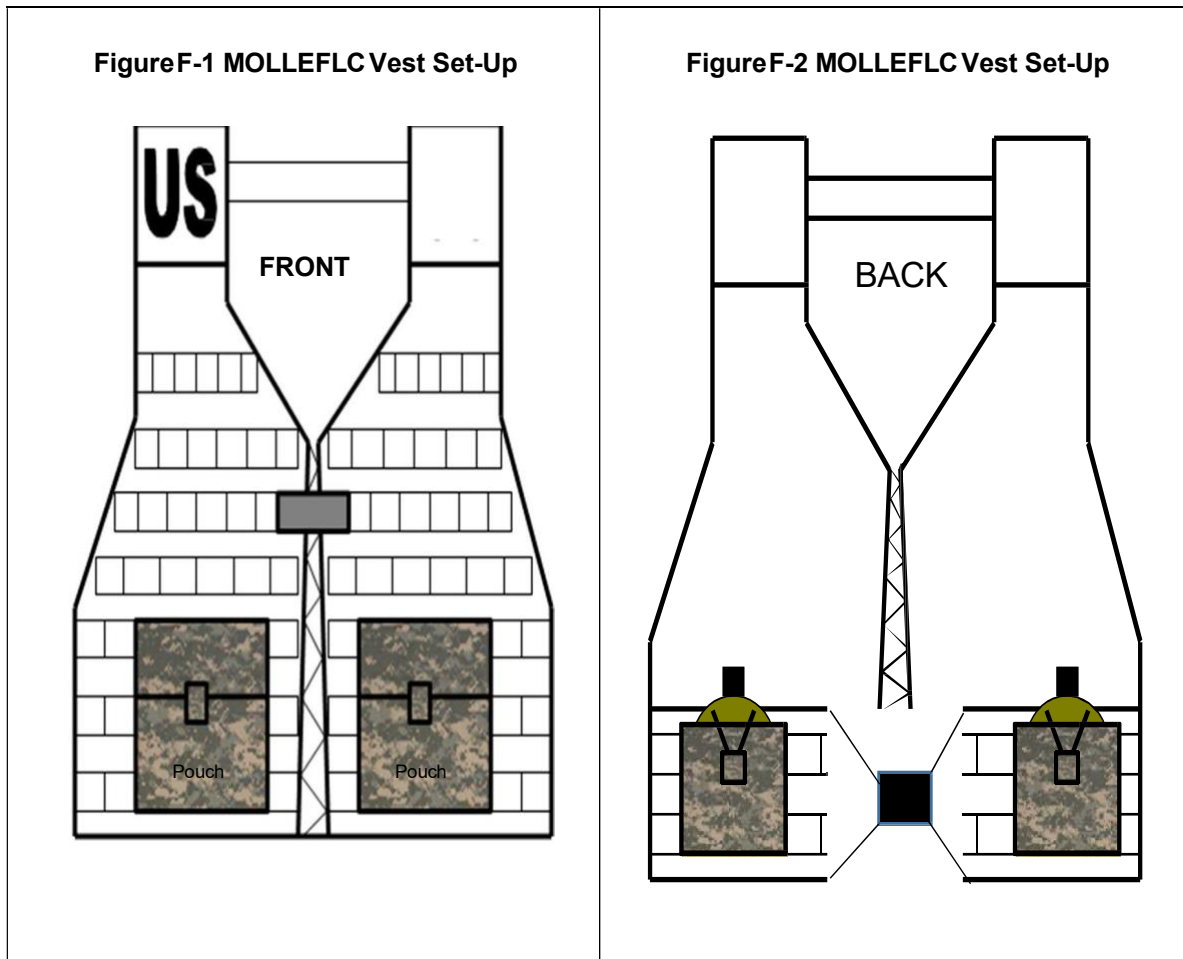
C-2. Duty Uniform.

1. The standard Army uniform is worn with patrol cap in garrison.
2. Uniforms will have on them the following items:
 - a. Name tape, embroidered.
 - b. US Army tape, embroidered.
3. Each schoolhouse will determine the wear of ascots. Wear the ascot with the crease centered and the ascot falling smoothly from the neck and tucked inside the OCP blouse. Do not crease the OCS patch on the ascot. The neckband with snaps or hook fastener is folded over twice or as appropriate to present a neat appearance.
4. Candidates will maintain two pairs of boots that are appropriate to the uniform.
5. Identification tags will be always worn around the neck.
6. Military identification card will be always carried in the right breast pocket.

C-3. MOLLE Fighting Load Carrier (FLC).

- a. Fighting Load Carrier Position both vest panels so they fit comfortably on the torso. The panels should fit close together on the front of the torso with approximately 1 ½" between them. To adjust the height of the vest, position the bottom of the vest no less than 2 inches above the wearer's hip bones to allow space for proper use. Adjust the webbing equally on the 4 metal buckles on the back of the vest. Roll excess straps under up toward the adjustment buckle in 1-inch rolls and secure with black plastic electrical tape. All attachments are in accordance with company SOP.

FLC/MOLLE Vest Set-Up. See Figure F-1



C-4. Army Physical Fitness Uniform (APFU).

- a. Clothing recommendations for PRT are listed below. Candidates should refer to cadre guidance for a final decision on the PRT uniform.

Endurance and Mobility				
	Temperature			
	60 or +	50 - 59	40 - 49	39 & below
Uniform Items				
S/S Shirt	X			
Shorts	X	X	X	X
L/S Shirt		X	X	X
Outer-garment Shirt			X	X
Outer-garment Pants				X
Gloves w/ Inserts				X
Watch Cap				X

Strength and Mobility				
	Temperature			
	60 or +	50 - 59	40 - 49	39 & below
Uniform Items				
S/S Shirt	X	X		
Shorts	X	X	X	X
L/S Shirt		X	X	X
Outer-garment Shirt			X	X
Outer-garment Pants			X	X
Gloves w/ Inserts				X
Watch Cap				X

Appendix D. ROOM

D-1. General.

All Items brought to OCS must be clean, clearly labeled and in working condition. This annex outlines the SOP on labeling and displaying these items.

- a. Room displays promote self-discipline and attention to detail. Display items are intended for everyday use (i.e., toothbrush, toothpaste, footwear, etc.) Displays will not be static. The room will be inspection ready at all times. You are not authorized to place any items on the walls. Coordinate with student S4 to replace burned out light bulbs and to submit work orders on broken equipment.
- b. Extra clothing. Place civilian clothing, equipment, and extra uniform items (i.e., extra socks, t-shirts, long underwear, snivel gear) in a suitcase or other container and locked and secured IAW student developed SOP. Inventory all items and turn in an inventory sheet to the Platoon Trainer.
- c. Cleanliness: All rooms will be dust free with clean floors, mirrors, sinks, toilets, and showers. Laundry bags will not be more than half full to maintain an odor free environment. All display items will be clean and serviceable, (i.e., shoes clean of dirt). Personal item drawers will be kept in a neat order, (i.e., not stuffed with items).

D-2. Displays.

The approval authority for this SOP is the Company Commander. This SOP should be changed/revised by Candidates only once and approved This SOP will be used by students and trainers to verify compliance to the standard established by the student leadership. The approval authority for this SOP is the Company Commander. Specific guidance on room set-up, displays and labeling of items in each company may be directed by the Cadre Chain of Command.

D-3. Displaying Clothing and Equipment.

Furniture. All references to furniture are as facing the furniture. The right side of the wall locker is the right side as you face it.

- a. Personal drawer must be locked during inspection, or when not attended, unless otherwise directed.
- b. Hygiene drawer. The bottom of the drawer will be lined with a towel. One additional white/brown towel will be rolled and placed according to the diagram. Shower/shaving kit-black, clean, and closed with the tongue of the zipper to the front of the drawer. Belt rolled and secured with a pin, placed centered per illustration with the roll clockwise and buckle on the left side.
- c. Clothing drawer: The bottom of the drawer will be lined with a towel. 3 pair issue socks black or green, rolled individually-smiles down. 2 pair black socks rolled individually-smiles down. 4 sand or coyote T-shirts, and 2 pairs of white, black, brown, sand or coyote underwear. 1 PT shirt rolled the same as the T-shirts. 1 pair PT shorts rolled the same as the shirt. Handkerchief folded per illustration.
- d. Duffel Bag will store all field equipment and extra military items unless being displayed. Handle and pocketfacing out, top folded, secured, and locked. Civilian attire will also be stored in the Duffel Bag.
- e. Hanging Display. When facing the open wall locker, from the right, the field Jacket or Gortex jacket, OCPs (minimum 1 set) all sleeves down, zipped and velcroid as if being worn, legs folded to the right over the hanger, fly to the front of the locker with buttons secured, blouses facing the center, cold weather APFU top and bottoms hanging same as the OCPs, long sleeve APFU shirt, and short sleeve APFU shirt. Hangers spaced approximately 3" apart. From the left of the wall locker the towel and washcloth, both folded in half-length hanging on copper hanger with the open side to the rear of the locker, approximately 3" from left wall. (Refer to diagram for placement)
- f. Top Shelf. When facing the open wall locker, from the right, the ACH with FLC (when not

- g. displayed with field equipment), OCP cap, and Black fleece cap and glove shells with inserts below. All flush to the front edge of the shelf. Both gloves and inserts palm-to-palm with thumbs against the side walls.
- h. Assault Pack. When facing the open wall locker, all issued manuals and TMs will be stacked and flush with front left corner of drawers. Assault Pack will be empty, standing at the rear of the drawer, facing outward.
- i. Foot gear: One pair of clean desert boots, running shoes and shower shoes will be displayed in that order starting with the boots next to the bed post. Laces will be tied and tucked inside. Both top and bottom bunks will display at the end closest to aisle. (The head of the bottom bunk should be at the end closest to the wall locker)
- j. Field equipment. All displayed equipment must be clean and serviceable. All potentially reflective surfaces must be taped or painted. Display on bunk (Junk on the Bunk) according to Figure D-5.
- k. Laundry Bag will not be full when on display.

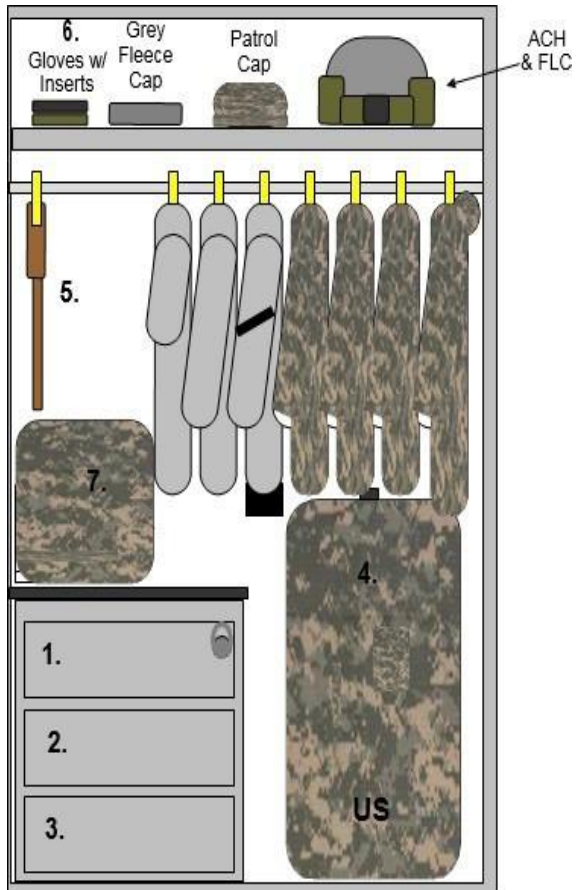


Figure D-1 Wall Locker

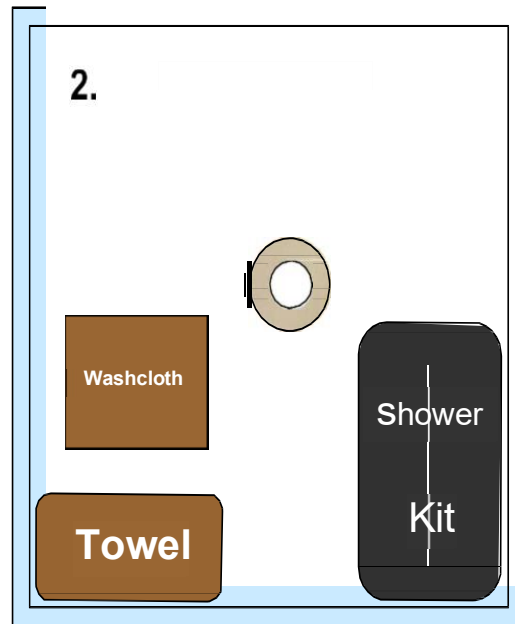


Figure D-2 Drawer #2 Hygiene Drawer

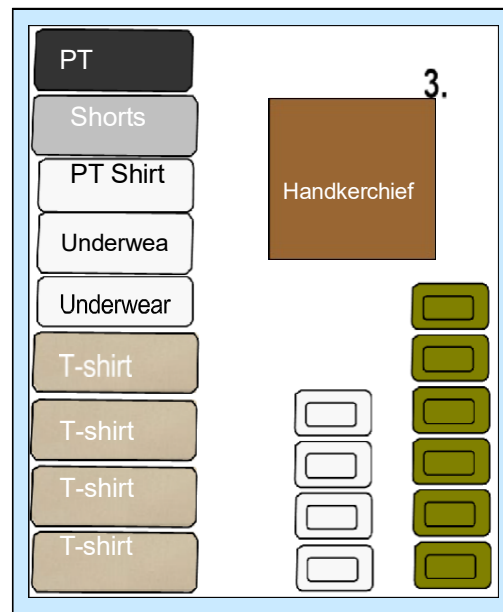


Figure D-3 Drawer #3 Clothing

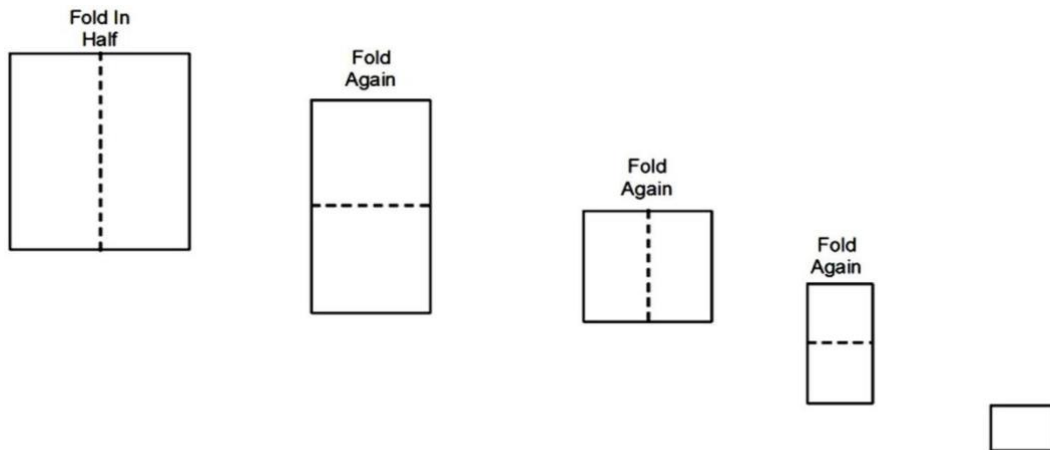
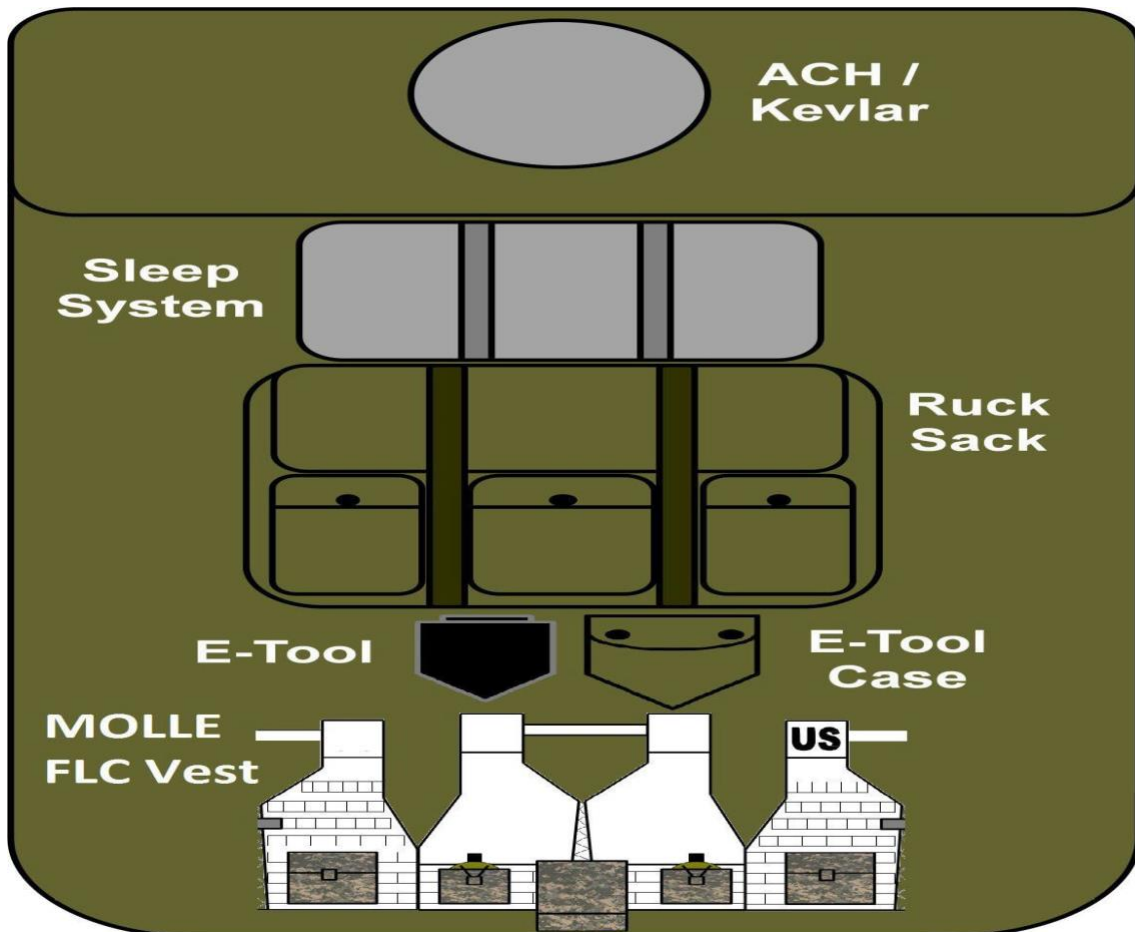


Figure D-4
Handkerchief Fold

Figure D-5 Junk on the Bunk - Equipment Display



Note: The poncho is no longer a requirement at OCS and will not be attached to the FLC.

D-4. Labeling Clothing and Equipment. Labels for military footgear and ACH will be made of 1" white cloth tape with a fine tip black permanent marker. Cut the tape 2". Use your initials and last four numbers of your social security number.

A B C 6789

Figure D-7 Annotated White Cloth Tape

- a. Footgear. Boots and low quarters, both right and left, are labeled on the inner right side just below the lacing. Running shoes will not use a label but the information will be written on the shoe at the same location. Shower shoes will be labeled on the heel as indicated.
- b. ACH / MICH / ACH Helmets will be labeled at the center in the inside back just below the sweatband.
- c. Clothing. OCPs, field jacket, Gortex, OCP caps, APFU shorts, APFU shirts, APFU Jacket, and APFU pants will have the information written across the top of the sewn-in tag unless the tag is missing in which case a tape label will be placed where the tag would be. If the garment has two tags, the tag in the collar or waistband will be labeled. Underwear, T-shirts, and towels will be labeled where marking cannot be seen when worn or displayed.

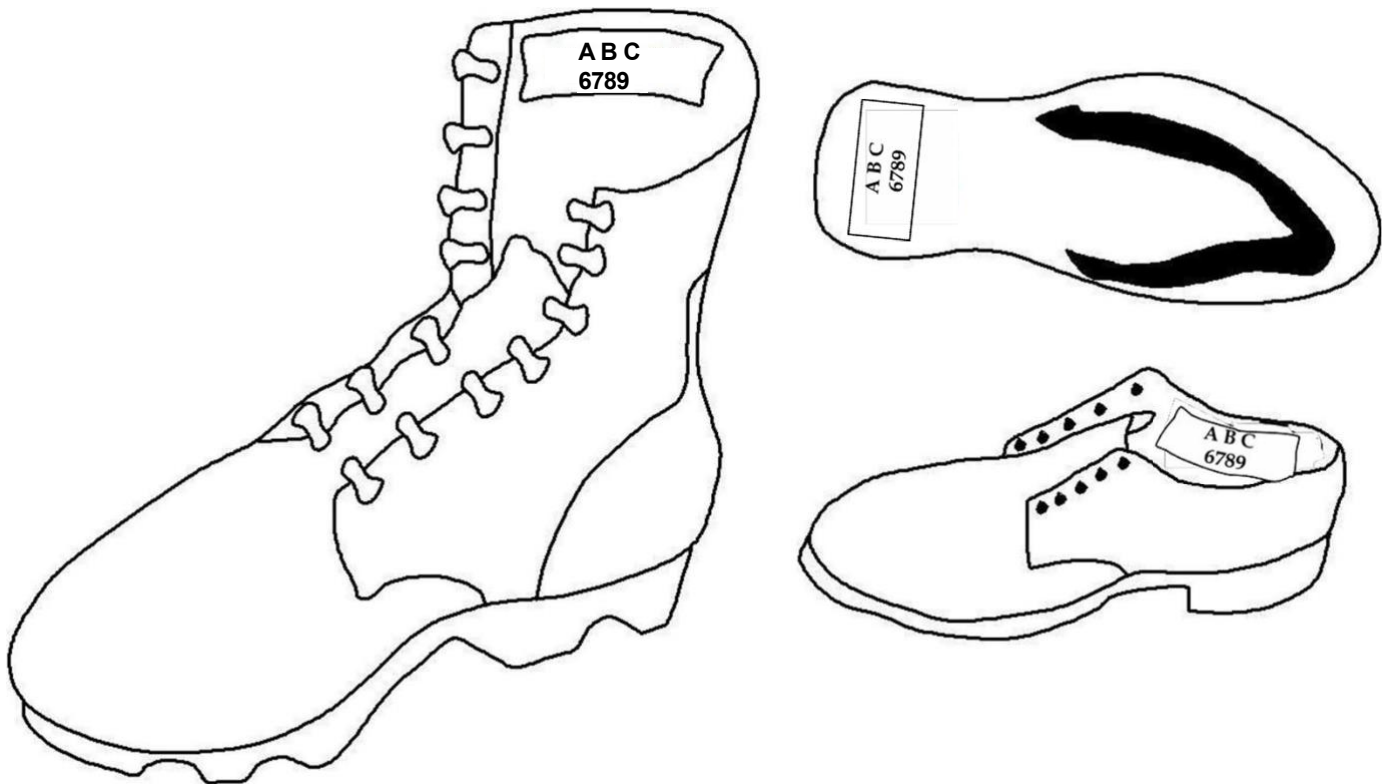


Figure D-8 Footgear Marking

Figure D-9 Annotated OD Green Cloth Tape

- Field Equipment: The following field gear will be marked with 2" x 4" piece of Tape, Cloth, OD in Color (100 Mile/Hour tape). The tape will be marked with a black permanent marker. ACH will be marked according to Figure D-9. Rest of the Field Equipment (Figure D-10 thru Figure D-18) will be marked with Candidate initials and last four digits of their social security number. **With exception of the entrenching tool and laundry bag, do not mark directly on your gear.**

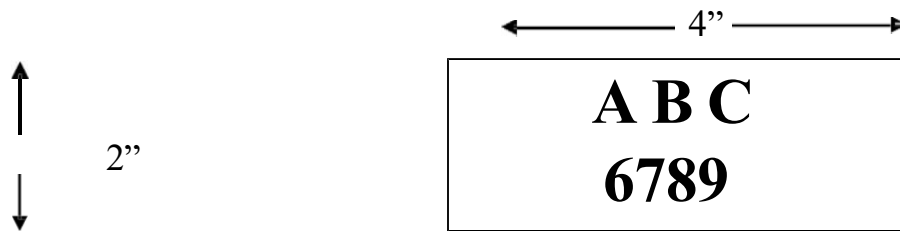


Figure D-9 Annotated OD Green Cloth Tape

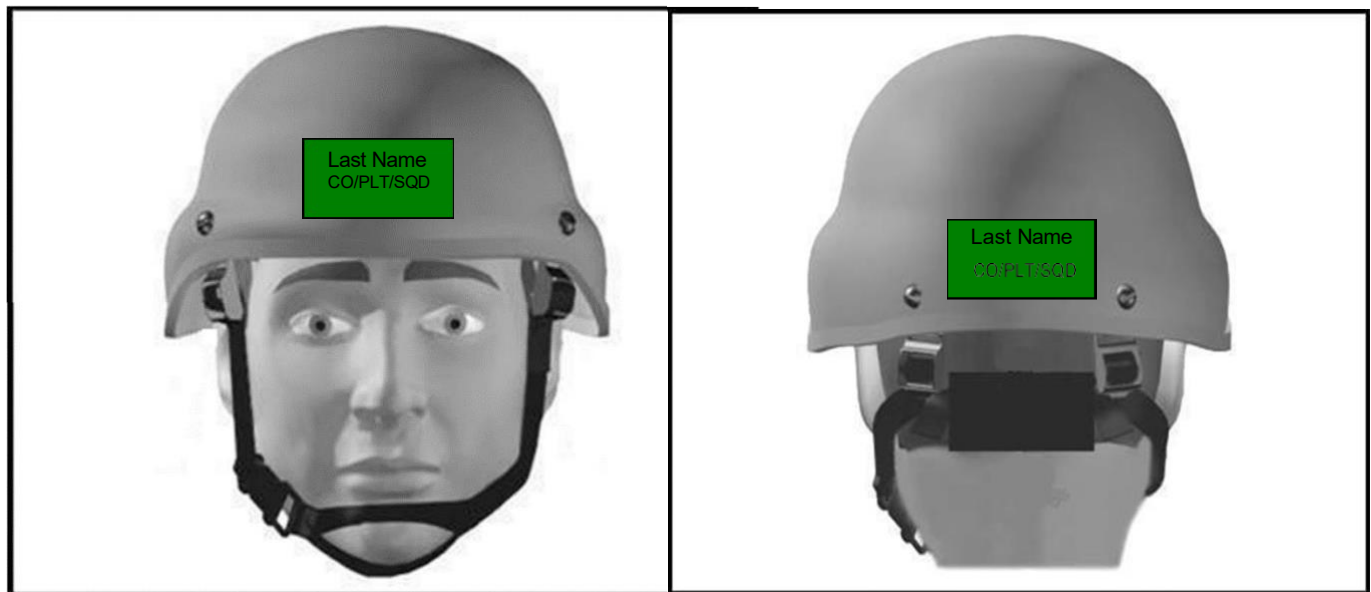


Figure D-9 ACH/ACH Marking

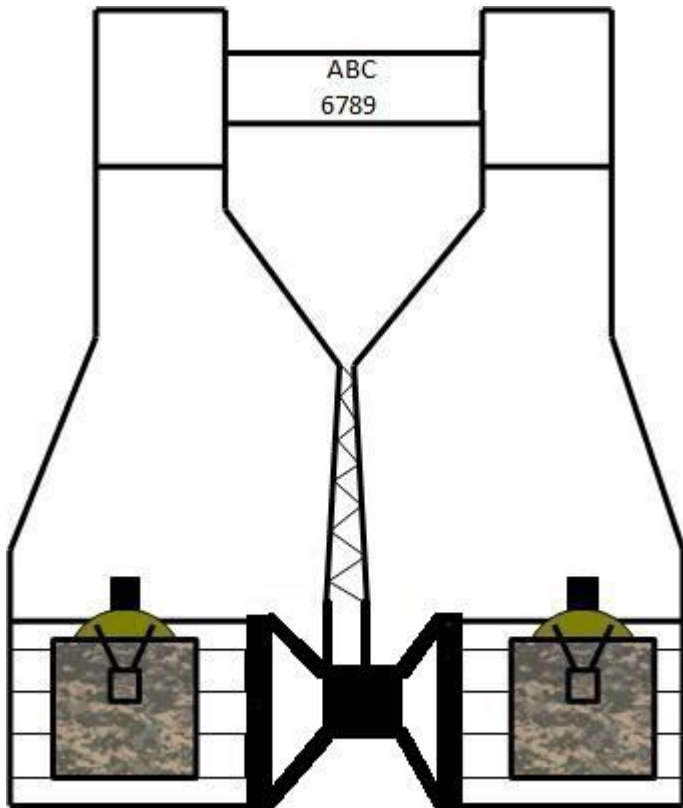


Figure D-10 FLLC/V Marking

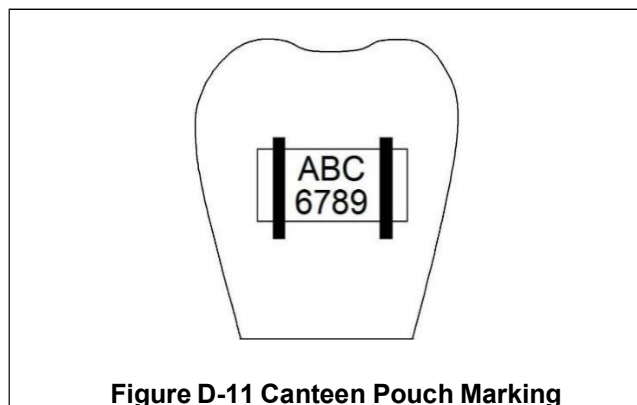


Figure D-11 Canteen Pouch Marking

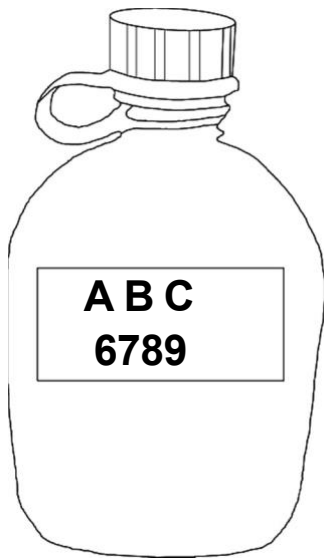


Figure D-12 Canteen Marking

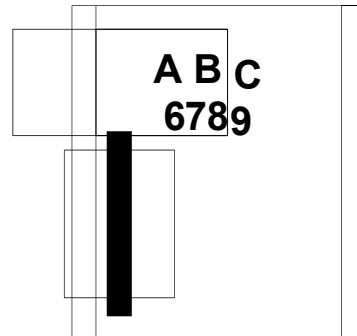


Figure D-13 Grenade Pouch

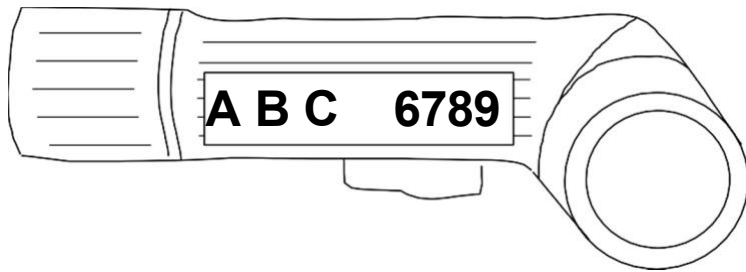


Figure D-14 Angle
Flashlight Marking

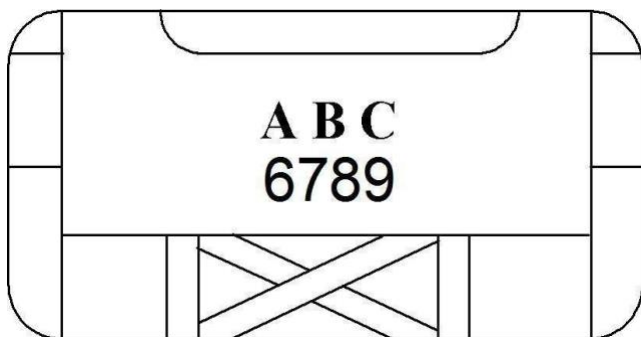


Figure D-15
A.L.I.C.E. Pack Marking

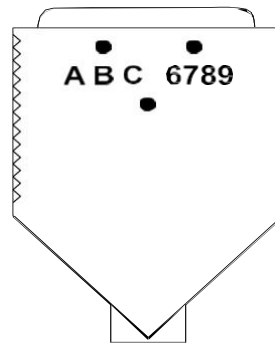
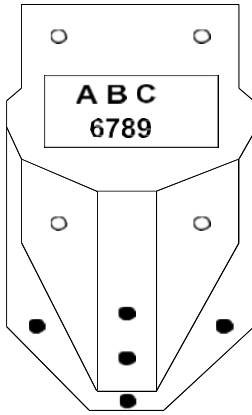


**Figure D-16
E-Tool and Carrier Marking**

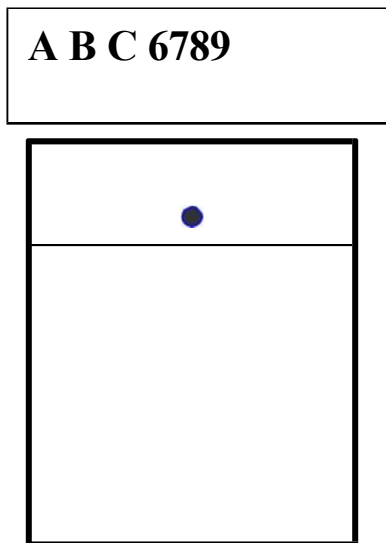


**Figure D-17 Duffel Bag Marking
(Blacken in "US")**

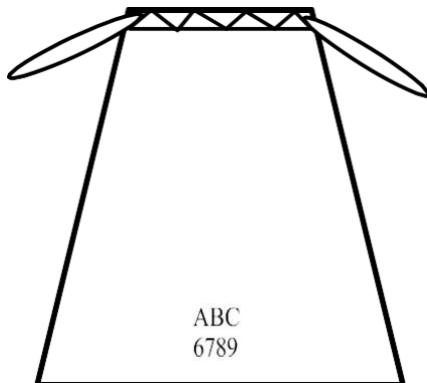


Figure D-18 Laundry Bag Marking

Appendix E. SAFETY AND RISK MANAGEMENT

E-1. Purpose:

The purpose of risk management is to identify risk and take reasonable measures to reduce or eliminate hazards. Risk management is an integral and routine part of planning and executing missions.

E-2. Risk Mitigation at OCS.

1. **Safety Briefs.** Safety briefs are conducted prior to the any of the training events. The safety briefs cover recent trends, risks / hazards, and the controls to mitigate risk.
2. **Risk Management.** Risk is managed for each training event using the Army's Risk Management Program. The risk management process is conducted during both planning and execution of all training events IAW AR 385-10.
3. **Climate.** Candidates are not all at the same level of fitness or acclimatization when reporting for the course. OCS implements policies and SOPs commensurate with the risk and time of year. Ice sheets, warming tents and blankets are two means of mitigating the risk posed by warm and cold weather. Candidates will receive classes to help identify symptoms of hot and cold weather injuries.
4. **Buddy Teams / Peer Management.** Every Candidate will have a battle buddy. This peer will look out for their buddy's wellbeing. They will monitor each other for signs / symptoms of hot or cold weather injuries. The first line of prevention and treatment other than self is the battle buddy program. The battle buddy program will be used on and off duty.

E-3. Medical Alert Markings.

1. The following tapes/colors will be used to indicate a medical alert to Cadre and fellow Candidates. Candidates will use all tapes that apply.
 - a. Red tape - previous hot weather injury.
 - b. Blue tape - previous cold weather injury.
 - c. White tape – taking any type of medication or is under the supervision of a medical or mental health professional.
 - d. Yellow tape – Allergic reaction history (e.g., bees, ants, penicillin, etc.).

FURTHER INFORMATION DEVELOPED LOCALLY.

Appendix F. UNAUTHORIZED ITEMS

F-1. Unauthorized items. The following items are considered contraband and will be secured IAW local SOP.

1. Tobacco products.
2. Alcohol.
3. Any supplements, vitamins, electrolyte/dehydration relief powder/liquid or any over-the-counter medication/supplement taken to enhance performance.
4. Medications not prescribed by a Physician.
5. Icy Hot or any other brand of muscle rub.
6. Contact lenses.
7. Heattabs.
8. Cosmetics.
9. Hair nets & curlers.
10. Perfumes, colognes.
11. Body sprays.
12. Global positioning devices to include watch type.
13. Civilian clothes. (Authorized 1 set for travel purposes only to and from OCS)
14. Magazines and Newspapers.
15. Bayonets, fixed-blade knives, or knives over 3".
16. Any lotion other than non-scented.
17. Any handheld electronic devices (i.e., video game players, palm pilot, organizers).
18. Adult material of any kind.

- a. Regarding items 1-4: These items could cause severe physical harm if they are used under the strenuous conditions placed on the Candidate throughout the course.
- b. This list is not all-inclusive. Items that are not listed above are subject to Cadre discretion. If you have questions concerning a particular item, ask your Platoon Trainer for additional guidance.
- c. Students will receive a copy of the packing list and unauthorized items list. Once the inventory has been completed, Candidates will be held accountable for violations of this list. If any unauthorized items are found in a Candidate's possession, he/she may be recycled /eliminated from the course.

Appendix G. SOCIAL GUIDELINES

During OCS and your career as an Officer you will attend social events and activities. Social events in the military serve several purposes: build teams, relieve stress, and celebrate history and tradition.

Regardless of the event, common sense, tact and ordinary courtesy are the fundamentals of social success. You never get a second chance to make a good first impression.

G-1. How to Dress

Formal – Gentlemen wear tuxedos, and ladies wear evening gowns. The military equivalent is the blue, mess.

Informal – Gentlemen wear business suits, and ladies wear suits or dressy cocktail attire. The military equivalent is the class A/ASU uniform. Casual – Males- collared shirt and slacks. Females - Simple dress, blouse/skirt, or pantsuit. No Sneakers. The military equivalent is the Class B uniform or OCP.

*Do not use social functions as an opportunity to express yourself by wearing faddish or scandalous clothes.

G-2. Be on time - Promptness and responsibility go hand in hand. As lieutenants being on time is essential.

G-3. Introductions –

- a. When introducing yourself to superiors, subordinates, or military personnel of unknown rank, introduce yourself as Officer Candidate, first name, last name.
- b. When introducing yourself to peers, introduce yourself as first name, last name.
- c. When introducing your wife/ female guest to any male (except chiefs and some high-ranking church officials): “Mary, this is Colonel Brown.”
- d. When introducing your husband to another man; “Colonel Brown, may I present my husband, Jack” or “Jack, this is Lieutenant Black.” (The correct order is to introduce the junior to the senior or the younger to the older, as noted below.)
- e. Introducing one lady to another: “Mrs. Jones, may I present Mrs. Green”, or “Mary, this is Mrs. Green.”
- f. Introducing one Officer to another: “Major Smith, this is Captain Miller.”

G-4. The right words – Social functions are designed to be a pleasant experience for all who attend. Avoid controversial topics, vulgar language, slang, and excessive use of acronyms. When talking to seniors, address their rank or say “sir / ma am”

G-5. Courage – Make a point to speak to superior Officers, and senior NCOs. Social events are a great opportunity for informal development. You have nothing to be afraid of as long as you are respectful and sincere.

G-6. Eating/Drinking- Ensure you eat and drink responsibly and do not become impaired.

G-7. Uniform downgrade- Once the formal portion of an evening is over, you may take off your ASU jacket.

G-8. Receiving Line – A formal way for a host or hostess to greet guests and to introduce dignitaries in the line. It is very important to be punctual to a receiving line, for many times a unit will all go through together. It also allows participants in the line to have time to enjoy the informal portion of the event.

- No food, drinks, or cigarettes in the line.
- The lady always precedes the gentleman. Even if the couple is dual military, ladies first.
- Give your name to the Aide or Adjutant at the beginning of the line, but do not shake his / her/her hand.
- Many times you will find the aide has his / her hands behind their back to avoid confusion.
- If you happen to be in the receiving line, try to keep names in mind. If you did not hear a name, or maybe have trouble pronouncing the name, it is appropriate to ask the person to repeat their name, it is appropriate to ask the person to repeat their name.

- Your name will be passed on down the line but be sure to reintroduce yourself if there is a problem. A simple cordial greeting is appropriate.

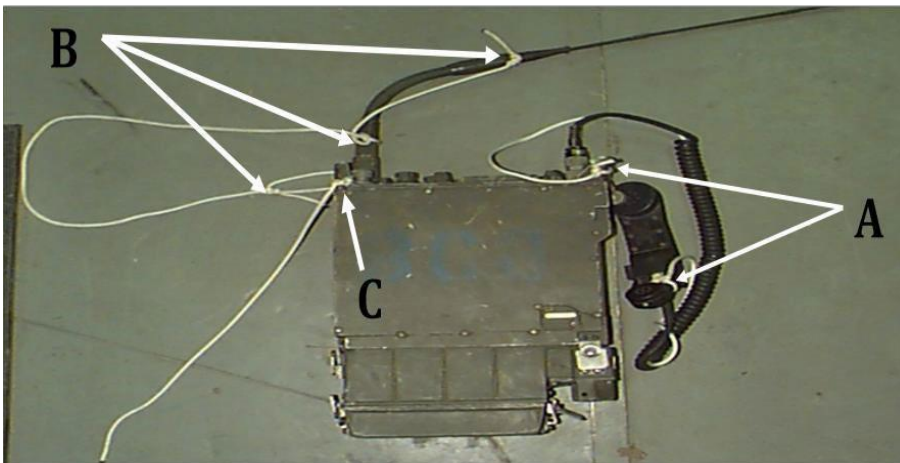
Appendix H. SENSITIVE ITEM TIE-DOWN PROCEDURES

1. NVGs with Mount



- a. Tie a square knot to the front of monocular under battery case.
- b. Take free running end and tie a second square knot to the rear of the monocular under the battery case.
- c. Take shorter free running end and tie a clove hitch with an overhand knot to the swing arm and finish with a bowline to helmet mount.
- d. The longer free running end will be secured to the student 's equipment with a bowline and overhand knot.

2. RT-1523E RADIO



- a. Secure the handset with a square knot and two overhand knots taped. Route the free running end through the handset leaving excess for stretching and tie an anchor bowline to the handle of the radio case secured with an overhand knot.
- b. Secure the antenna. Tie an end of the rope clove hitch (Figure 5) on the top section of the Antenna and tape. Continue with the same piece and tie clove hitch on the antenna base, then secure to the radio case handle with an anchor bowline secured with an overhand knot.

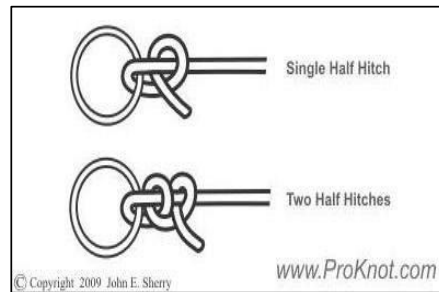
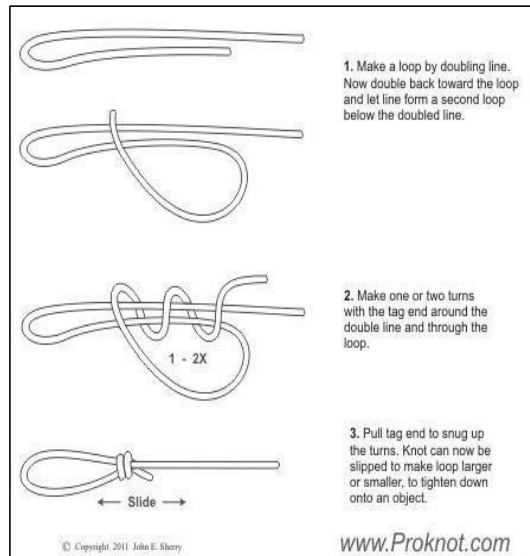
- c. Secure the radio with an anchor line bowline then secure it to the rucksack or assault pack with an end of the line bowline secured with an overhand knot.



- a. All tie downs on the antennas, batteries and handset will be a clove hitch and taped.
- b. All tie downs to the radio will be end of line bowline secured with an overhand knot.
- c. Tie down from radio to rucksack with end of line bowline secured with an overhand knot.

3. MBITR RADIO



Figure 5: Slip Knot**Figure 6: Half Hitch**

Appendix I. PACKING LIST

WINTER ACCELERATED PACKING LIST:

MINIMUM QUANTITY	ITEM DESCRIPTION	NOTES	PACKED
HOME STATE S-1/ADMIN ISSUED ITEMS			
1-each	Identification Card, Military	Must be valid through course end date	
1-pair	Dog tags, Personnel ID w/chain		
1-pair	Drivers license (MIL / CIV)		
5-each	Orders, Annual Training		
ISSUED CLOTHING			
2-each	Belt, Trousers		
2-each	Boots, Coyote (OCP)		
2-each	Cap, OCP	NAME TAPE MAY BE SEWN-ON	
1-each	Coat, Cold Weather, or Jacket, Gortex		
1-each	Jacket, Wet Weather or Gore-Tex		
1-each	Trousers, Wet Weather or Gore-Tex		
1-pair	Gloves, Shell, Black leather w/inserts		
4-each	Top, OCP w/Velcro name tapes	NAME TAPE MAY BE SEWN-ON	
4-pair	Trousers, OCP		
10-each	Undershirt, OCP Coyote		
1-each	Jacket, APFU		
1-each	Pants, APFU		
3-each	Shirt, Long Sleeve, APFU		
2-each	Shirt, Short Sleeve, APFU		
3-each	Shorts, black, APFU		
10-pair	Socks, Wool, Boot (Green or Black)		
2-each	Handkerchiefs (brown or white)		
2-each	Top, Underwear, Polypropylene or Black Silk		
2-each	Bottom, Underwear, Polypropylene or Black Silk		
INDIVIDUAL EQUIPMENT			
1-each	Bag, Duffel	2-DUFFEL BAGS MAXIMUM	
1-each	Bag, Sleeping MSS: Patrol w/waterproof Gore-Tex bivy cover	BRING COLD WEATHER PORTION	

1-each	Blanket, Wool	May be substituted by a coyote or black colored fleece blanket – Twin Size)	
2-each	Bag, Laundry		
2-each	Bag, Waterproof		
2-each	Canteen, Water, Plastic (1-qt)		
1-each	Grenade Pouch	For Lensatic Compass – Rifleman Set	
2-each	M-4/M16 Ammo Pouch – 2 mag	Rifleman Set	
1-each	Compass, Lensatic w/case & lanyard (FUNCTIONAL)		
2-each	MOLLE – 1 qt Canteen Cover		
1-each	Entrenching Tool w/Carrier		
1-each	Flashlight (w/all lenses & batteries)	May bring headlamp but DOES NOT REPLACE FLASHLIGHT	
1-each	Helmet, ACH		
1-each	Poncho (military)		
1-each	Reflective Belt, PT, yellow		
1-each	Liner, Poncho		
1-each	Mat, Sleeping		
1-each	Tent, Scorpion Individual Shelter	Optional but recommended	
1-each	Ruck, MOLLE, large w/frame w/2-Sustainment Pouches		
1-each	Fighting Load Carrier (FLC) or Tactical Assault Panel (TAP)	Rifleman Set	
1-each	FLC Set Assault Pack	Rifleman Set	
1-each	Clear Safety Goggles/Ballistic Glasses	NO TINTED LENSES	
HOME STATE ISSUED ITEMS			
1-each	Bee sting allergy kit (prescription)	If medically required	
5-each	Bag, ZipLock, Plastic (12x12)	Recommended	
5-each	Bag, Ziplock, Plastic (8x8)		
5-each	Bag, Ziplock, Plastic (6x6)		
1-pair	Plug, Ear w/case	Recommended	
10-each	Pen, Black, ball point	Recommended	
3-each	Marker, Sharpie, fine point, black	Recommended	
5-each	Highlighters	Any color	
1-each	Ruler, 12 inch	Optional	
1-each	Sewing Kit	Optional	
3-each	Notebook, Steno Type *8.5-in x 11-in – white	Recommended	
5-each	Book, Memo, 3.5-in x 4.5-in	Recommended	
3-packs	Index Cards, 3-in x 5-in, white, 100-per pack	Recommended	

1-set	Pens, Alcohol, super fine, red, blue, black, green	Recommended	
2-each	Pen, cleaning (alcohol)	Optional	
5-each	Pencil, Mechanical	Recommended	
3-each	Coordinate Scale & Protractor	Laser Cut	
1-each	Camouflage Compacter Stick or Compact	Optional	
1-each	Calamine Lotion	Optional	
1-each	Chigg Away	Recommended	
1-each	Foot Powder	Recommended	
2-each	Insect Repellant	Recommended	
3-each	Chapstick	Recommended	
1-each	Sunscreen SPF 30-50, 4 oz	Recommended	
1-each	Camelbak (OCP, Tan or Green)	Recommended	
1-each	Whistle, Plastic, Black or Dark Green	Recommended	
1-each	Athletic Supporter (male) w/cup	Optional	
5-each	Brassiere, Athletic/Sports Type (female)	Recommended	
1-pair	Shoes, Running (conservative in color)	Must lace-up – NO 5-FINGER SHOES	
1-pair	Shoes, Shower (conservative in color)	NO BRIGHT COLORS	
COMMON ITEMS			
2-pair	Laces, Combat Boots (spares)		
5-pair	Socks, Black, Running (no logos or stripes, length IAW AR 670-1)		
2-each	Tabs, Blousing (Velcro)		
3-each	Bath Towel, Brown or Black ONLY		
1-kit	Toilet Articles (as required): toothbrush, toothbrush case, toothpaste, soap dish, shampoo, body wash or bar soap, shaving gear, compact mirror, comb and/or brush, feminine hygiene products, dental floss, mouthwash, antiperspirant)	ALL TOILETRIES ARE TO BE UNSCENTED ALCOHOL-FREE MOUTHWASH	
1-each	Laundry Detergent (liquid, powder or pods)	Recommended	
4-each	Bungee Cord, Black or Dark Green	Optional	
4-each	Wash Cloth or Shower Cloth	Optional	
10-each	Underwear, White, Black Brown or Coyote – BOTH MALE AND FEMALE		
3-each	Padlock, COMBINATION (SERVICEABLE, must fit on duffle bag)	Required	

1-each	Watch, Wrist (BLACK ONLY) NO GPS WATCH	Recommended	
10-each	Hangers	NO PLASTIC OR COLORED HANGERS	
2-pair	Eyeglasses w/Strap (if required by prescription; NO CONTACTS)		
1-set	Civilian Clothes (worn in transit)	Recommended	
4-each	Battery, D Cell (2-in flashlight)	Optional	
1-set	Elbow/Knee Pads	Optional	
1-each	Terrain Model/Sand Table Kit	REQUIRED DURING PHASE 1 & PHASE 3	
1-each	Leatherman type multi-tool	Optional	
1-each	Tarp	Brown, Camouflage, or Green ONLY	
1-each	Roll of 550-Cord	Brown, Camouflage, or Green ONLY	
1-each	Ranger Handbook	REQUIRED	

SUMMER ACCELERATED PACKING LIST:

MINIMUM QUANTITY	ITEM DESCRIPTION	NOTES	PACKED
HOME STATE S-1/ADMIN ISSUED ITEMS			
1-each	Identification Card, Military	Must be valid through course end date	
1-pair	Dog tags, Personnel ID w/chain		
1-pair	Drivers license (MIL / CIV)		
5-each	Orders, Annual Training		
ISSUED CLOTHING			
2-each	Belt, Trousers		
2-each	Boots, Coyote (OCP)		
2-each	Cap, OCP	NAME TAPE MAY BE SEWN-ON	
1-each	Jacket, Wet Weather or Gore-Tex		
1-each	Trousers, Wet Weather or Gore-Tex		
1-pair	Gloves, Shell, Black leather w/inserts		
4-each	Top, OCP w/Velcro name tapes	NAME TAPE MAY BE SEWN-ON	
4-pair	Trousers, OCP		
10-each	Undershirt, OCP Coyote		
1-each	Jacket, APFU		
1-each	Pants, APFU		
3-each	Shirt, Short Sleeve, APFU		
3-each	Shorts, black, APFU		
10-pair	Socks, Wool, Boot (Green or Black)		
2-each	Handkerchiefs (brown or white)		

INDIVIDUAL EQUIPMENT			
1-each	Bag, Duffel	2-DUFFEL BAGS MAXIMUM	
1-each	Bag, Sleeping MSS: Patrol w/waterproof Gore-Tex bivy cover	Cold Weather portion of sleep system not required during Summer OCS	
1-each	Blanket, Wool	May be substituted by a coyote or black colored fleece blanket – Twin Size)	
2-each	Bag, Laundry		
2-each	Bag, Waterproof		
2-each	Canteen, Water, Plastic (1-qt)		
1-each	Grenade Pouch	For Lensatic Compass – Riflemen Set	
2-each	M-4/M16 Ammo Pouch – 2 mag	Riflemen Set	
1-each	Compass, Lensatic w/case & lanyard (FUNCTIONAL)		
2-each	MOLLE – 1 qt Canteen Cover		
1-each	Entrenching Tool w/Carrier		
1-each	Flashlight (w/all lenses & batteries)	May bring headlamp but DOES NOT REPLACE FLASHLIGHT	
1-each	Helmet, ACH		
1-each	Poncho (military)	Recommended	
1-each	Reflective Belt, PT, yellow		
1-each	Liner, Poncho		
1-each	Mat, Sleeping		
1-each	Tent, Scorpion Individual Shelter	Optional	
1-each	Ruck, MOLLE, large w/frame w/2-Sustainment Pouches		
1-each	Fighting Load Carrier (FLC) or Tactical Assault Panel (TAP)	Riflemen Set	
1-each	FLC Set Assault Pack	Riflemen Set	
1-each	Clear Safety Goggles/Ballistic Glasses	NO TINTED LENSES	
HOME STATE ISSUED ITEMS			
1-each	Bee sting allergy kit (prescription)	If medically required	
5-each	Bag, ZipLock, Plastic (12x12)		
5-each	Bag, Ziplock, Plastic (8x8)		
5-each	Bag, Ziplock, Plastic (6x6)		
1-pair	Plug, Ear w/case		
10-each	Pen, Black, ball point		
3-each	Marker, Sharpie, fine point, black		
5-each	Highlighters	Any color	
1-each	Ruler, 12 inch		

1-each	Sewing Kit		
3-each	Notebook, Steno Type *8.5-in x 11-in – white		
5-each	Book, Memo, 3.5-in x 4.5-in		
3-packs	Index Cards, 3-in x 5-in, white, 100-per pack		
1-set	Pens, Alcohol, super fine, red, blue, black, green		
2-each	Pen, cleaning (alcohol)		
5-each	Pencil, Mechanical		
3-each	Coordinate Scale & Protractor	Laser Cut	
1-each	Camouflage Compacter Stick or Compact		
1-each	Calamine Lotion		
1-each	Chigg Away		
1-each	Foot Powder		
2-each	Insect Repellant		
3-each	Chapstick		
1-each	Sunscreen SPF 30-50, 4 oz		
1-each	Camelbak (OCP, Tan or Green)		
1-each	Whistle, Plastic, Black or Dark Green		
1-each	Athletic Supporter (male) w/cup	Optional	
5-each	Brassiere, Athletic/Sports Type (female)		
1-pair	Shoes, Running (conservative in color)	Must lace-up – NO 5- FINGER SHOES	
1-pair	Shoes, Shower (conservative in color)	NO BRIGHT COLORS	
COMMON ITEMS			
2-pair	Laces, Combat Boots (spares)		
5-pair	Socks, Black, Running (no logos or stripes, length IAW AR 670-1)		
2-each	Tabs, Blousing (Velcro)		
3-each	Bath Towel, Brown or Black ONLY		
1-kit	Toilet Articles (as required): toothbrush, toothbrush case, toothpaste, soap dish, shampoo, body wash or bar soap, shaving gear, compact mirror, comb and/or brush, feminine hygiene products, dental floss, mouthwash, antiperspirant)	ALL TOILETRIES ARE TO BE UNSCENTED ALCOHOL-FREE MOUTHWASH	
1-each	Laundry Detergent (liquid, powder or pods)		
4-each	Bungee Cord, Black or Dark Green		
4-each	Wash Cloth or Shower Cloth		
10-each	Underwear, White, Black Brown or Coyote		

	– BOTH MALE AND FEMALE		
3-each	Padlock, COMBINATION (SERVICEABLE, must fit on duffle bag)		
1-each	Watch, Wrist (BLACK ONLY) NO GPS WATCH		
2-pair	Eyeglasses w/Strap (if required by prescription; NO CONTACTS)		
1-set	Civilian Clothes (worn in transit)		
4-each	Battery, D Cell (2-in flashlight)		
1-set	Elbow/Knee Pads		
1-each	Terrain Model/Sand Table Kit	REQUIRED DURING PHASE 1 & PHASE 3	
1-each	Leatherman type multi-tool		
1-each	Tarp	Brown, Camouflage, or Green ONLY	
1-each	Roll of 550-Cord	Brown, Camouflage, or Green ONLY	
1-each	Ranger Handbook		

SUMMER:

Keep in mind that you will have 1-LOCKER in which to store your equipment.

During summer months you WILL NOT NEED YOUR WINTER GEAR i.e. (all 3-layers of your sleeping system, poly pros or coats).

WINTER:

Keep in mind that you will have 1-wall locker in which to store your equipment.

IT GETS COLD IN ALABAMA during the winter especially during Phases 1 & 2.

While at Alabama OCS students WILL wear full "Kit" while in the field. **This means Gloves, Eye-pro, FLC, and ACH.**

PX/Resupply on personal end items will be conducted every 2 weeks if mission permits. You should bring enough cash for emergencies, haircuts (\$15) and Staff ride.

NOTE:

In lieu of having only 1-wall locker in which to store your equipment, regardless of what phase(s) you attend at Alabama OCS, please pack accordingly.

"Storage Lockers" are NOT PERMITTED in any of the bays at any time.

All Candidates will have an opportunity prior to the start of OCS to store any extra equipment/hygiene in the basement.

Access to the basement will be limited and will be coordinated with OCS Cadre, as needed.

Be familiar with the proper way of packing and different techniques to maximize space.

Appendix J: CANDIDATE AUTOBIOGRAPHY

PREPARING THE OCS STUDENT AUTOBIOGRAPHY

J-1. SUBJECT AREA: Written Communication.

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

J-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 who 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 (OCP) 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 basis 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 you used the proper format? Is your text neat, and free of smudges and wrinkles?

Candidate Photo

Last Name, First Name
Class Number
Date

J-4. Cover Sheet Format

Appendix K: Senior Status

- a. For an OC to complete the OCS program the OC must obtain Senior Status. The following are factors that are considered to promote a Candidate to Senior Status: Leadership Evaluations, Academic Average, APFT score, and Peer Evaluations.
- b. While the OCS environment encourages teamwork and team building, Senior Status is an individual and not a collective achievement and will therefore be awarded on an individual basis. The determination of when Officer Candidates are eligible for Senior Status is at the discretion of the Senior Platoon Trainer.
- c. Senior Officer Candidates are expected to uphold the highest standards. While granted more privileges, Senior Officer Candidates are expected to maintain the high level of discipline that the OCS program demands.
- d. Senior Status is not permanent. Senior Status can be removed by recommendation of the Platoon Trainer and Platoon NCOs.

K-2. Senior Officer Candidate Uniform.

- a. Headgear. Senior Officer Candidates will wear the patrol cap with the OCS insignia (insignia may be waived For AOCS).
- b. Ascot. Senior Officer Candidates will wear the white ascot with the black and gold OCS patch centered (Maybe waived for AOCS).
- c. Rubber duck M16. Senior Officer Candidates will not carry the rubber duck M16s unless required for training. FLC/Assault Pack. Senior Officer Candidates will continue to wear the FLC and Assault Pack with required material.

K-3. Senior Officer Candidate Privileges.

- a. Marching. If time permits, Senior Officer Candidates will separate from the company and march at quick time while the rest of the company is at double time. If time permits, Senior Officer Candidates will walk when moving from point to point.
- b. DFAC Procedures. Senior Officer Candidates will participate in all DFAC procedures except the sit-ups, pull-ups, and hand release push-ups. Senior Officer Candidates will move to the front of the line at the DFAC. Senior Officer Candidates will sit at separate tables from the other Candidates and are allowed to speak quietly.
- c. Other privileges assigned by the Platoon Trainers.
- d. Senior Officer Candidates will continue to follow all other OCSOP procedures.