

**New Mexico Army National Guard
Officer Candidate School**

**Candidate
Application/Information Packet**

OCS Class # 60-17

"Molding Tomorrow's Leaders"

CONTACT INFORMATION

OSM (505) 271-7193

OCS CDR, (505) 474-1803

OCS NCOIC, (505) 474-1280

COMPLETE PACKETS SHOULD BE FORWARDED AS SOON AS POSSIBLE TO:

F Company (OCS)

Room 148

27A Bataan Boulevard

Santa Fe, NM 87508-4695

Packets can be hand delivered to room 148 building 27A Regional Training Institute (RTI)

NAME (LAST, FIRST, MI) _____ SSN _____ UNIT/STATE _____

EMERGENCY CONTACT INFORMATION SHEET **(TO BE COMPLETED AT OCS PHASE 0)**

APPLICATION FOR ADMISSION TO OCS (AND/OR ATRRS) (MUST HAVE CO CDR SIGNATURE ON PG 1 AND MUST HAVE BN BOARD SIGNATURES ON PAGE 2. FAILURE TO SUBMIT COMPLETE APPLICATION WITH SIGNATURES RESULTS IN NON-ENROLLMENT TO OCS)

LETTER OF RECOMMENDATION (FROM AN O3 AT MINIMUM. FAILURE TO SUBMIT RESULTS IN NON-ENROLLMENT TO OCS)

SSN CARD **(COPY)**

ETS DATE (MUST BE LATER THAN END OF COURSE) **(POR OR EXTENSION CONTRACT DA FORM 4836)**

ATTACHMENT ORDERS TO STATE TRAINING ORGANIZATION **(INITIATED BY F Company OCS S1/S3 COMPLETED by SM MACOM S1)**

PROMOTION ORDERS TO E-6 (IF E-4 OR BELOW) * PER AR 600-8-19 PARA 7-15b, (RAR) dtd 27 DEC 2011 **INITIATED BY F Company OCS S1/S3 COMPLETED by SM MACOM S1)**

BIRTH CERTIFICATE **(COPY)** DOB: _____ AGE AT COMMISSIONING _____ * (NOT TO EXCEED 41 YEARS AND 364 DAYS)

PROOF OF CITIZENSHIP **(IF APPLICABLE)**

NAME CHANGE DOCUMENT **(IF APPLICABLE)**

CHAPTER 2 COMMISSIONING PHYSICAL (DD 2808/2807-1) (DATE : _____) (MUST BE WITHIN 24 MONTHS OF COMMISSIONING) (PHA) ANNUAL PERIODIC HEALTH ASSESSMENT * (COMMISSION PHYSICALS WILL COUNT AS A PHA) * ALARACT 284/2007

TAG LETTER (90 DAY WAIVER) (EXCEPTION TO POLICY-CHAPTER 2 PHYSICAL) (IF APPLICABLE)

MEDICAL WAIVER (AS REQUIRED) DATE COUNSELED _____ DATE REQUESTED _____ DATE APPROVED _____

AMC DA FORM 7349-R (IF CHAPTER 2 PHYSICAL IS MORE THAN 1 YEAR OLD)

COLLEGE TRANSCRIPT: (MIN 90 SEM HOURS - BA DEGREE for AOCS) (MUST HAVE OFFICIAL TRANSCRIPT. ISSUED TO STUDENT IS OK, ORIGINAL SENT TO NMNG EDUCATION OFFICE. COLLEGE HOURS ARE NON-WAIVERABLE
OFFICIAL TRANSCRIPT _____ QTR HRS, _____ SEM HRS, _____, or DEGREE _____

GT SCORE (MIN 110) ANNOTATED ON DA FORM 2-1 OR ENLISTMENT CONTRACT / SCORE: _____ (NON-WAIVERABLE) (UNIT IS RESPONSIBLE FOR ANNOTATING ON DA FORM 2-1. ENLISTMENT CONTRACT IS ALSO ACCEPTABLE. FAILURE TO PROVE GT SCORE WITH ONE OF THESE TWO DOCUMENTS RESULTS IN NON-ENROLLMENT TO OCS)

DD 214 (Certificate of release or discharge active duty) / DD 220 (Active duty report) / NGB 22 (Report of separation and record of service) REFLECTING ALL NATIONAL GUARD, USAR & ACTIVE DUTY TOURS (MUST REFLECT COMPLETION OF BCT AND AIT) **(SM OR UNIT CAN OBTAIN FROM IPERMS)**

WAIVER FOR NON-COMPLETION OF AIT (IF REQUIRED) _____ / 1 YEAR SERVICE (IF REQUIRED) _____
DATE COUNSELED _____ DATE REQUESTED _____ DATE APPROVED _____

OCS STATE ENLISTMENT OPTION (COPY OF DD FORM 1966) **(MUST HAVE IF SM ENLISTED SPECIFICALLY FOR OCS)**

SECURITY CLEARANCE – SECURITY VERIFICATION LETTER / E-QIP / JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS) (UNIT SECURITY MANAGER IS RESPONSIBLE FOR ENSURING CLEARANCE IS INITIATED. FAILURE TO HAVE AT LEAST AN OPEN INVESTIGATION RESULTS IN NON-ENROLLMENT TO OCS)

MORAL / CIVIL CONVICTION WAIVERS AS OUTLINED IN NGR 600-100 (SM MUST REQUEST HIS/HER OWN CIVIL CONVICTION WAIVER IN MEMO FORMAT, See example. FAILURE TO HAVE WAIVER REQUEST AND COMMANDER’S MEMO RESULTS IN NON-ENROLLMENT TO OCS)
DATE COUNSELED _____ DATE REQUESTED _____ DATE APPROVED _____

NGB 62 DRAFTS **(COMPLETED AT OCS PHASE 0)**

ATTRS COMPLETION PRINTOUTS: PHASE I _____ PHASE II _____ PHASE III _____) MUST BE CODED “G” UNDER THE OUTPUT STATUS CODE FIELD FOR SUCCESSFUL GRADUATION OF EACH PHASE BEFORE PROCEEDING TO NEXT PHASE. MUST BE CODED “G” FOR ALL 3 PHASES TO COMMISSION.) **(COMPLETED BY OCS S1/S3)**

DA FORM 705 WITH PASSING APFT SCORE WITHIN 60 DAYS OF PHASE I **(DA FORM 705 FROM UNIT APFT MUST ACCOMPANY SM TO PHASE 0. OCS WILL ADMINISTER A RECORD APFT DURING PHASE 0 FOR ADMISSION TO PHASE I, COMPLY WITH THE 60 DAY RULE.)**

DA 5500-R OR DA 5501-R (AS REQUIRED) HT/WT _____ / _____ BODY COMPOSITION _____ % MAX ALLOWABLE _____ % **(DA FORM 5500/5501 FROM UNIT AWCP MUST BE IN THE APPLICATION. OCS WILL ADMINISTER RECORD HT/WT DURING PHASE 0 FOR ADMISSION TO PHASE I)**

REMARKS: _____

NOTE: Applicants requiring a waiver may attend PH 0 NMARNG State OCS Program pending approval of the waiver. The applicant must sign counseling statement accepting relief from the course without prejudice if the waiver is disapproved. A copy of the waiver request and the signed counseling statement is maintained in the applicant’s OCS Candidate record.

NMARNG OFFICER CANDIDATE SCHOOL APPLICATION: CLASS #60-17

1. NAME (Last, First, Middle)		2. PAY GRADE	3. SSN	4. GENDER ____ MALE ____ FEMALE	
5. ORGANIZATION (Include Address & Zip Code)			6. UNIT PHONE		
7. HOME OF RECORD (Street, City, State & Zip Code)			8. HOME PHONE		
9. EMPLOYER (Include Address & Zip Code) E-MAIL ADDRESS: _____ (personal)			10. EMPLOYER PHONE		
11. DOB / AGE ____ / ____	12. ARE YOU A U. S. CITIZEN: ____ YES ____ NO		15. DO YOU HAVE A "SECRET" SECURITY CLEARANCE? YES ____ NO ____ IF NO, DATE SUBMITTED: _____ (ATTACH COPY OF EPSQ PRINTOUT)		
13. WAIVER(S) REQUIRED: YES ____ NO ____ IF YES, ATTACH COP (IES) (APPROVED)	14. DO YOU HAVE A CHAPTER 2 PHYSICAL WITHIN SIX MONTHS? (ORIGINAL) YES ____ NO ____				
16. COLLEGE DEGREE: ____ YES ____ NO		DEGREE TYPE: ____ AA ____ AS ____ BA ____ BS			
IF NO DEGREE, NUMBER OF COLLEGE CREDITS: _____		TYPE OF CREDITS: ____ SEMESTER (or) ____ QUARTER			
NAME OF COLLEGE: (Include Address, City, State & Zip Code)		FRESHMAN _____ SOPHOMORE _____ JUNIOR _____ SENIOR _____	Complete if BA not earned. SAT (850) MINIMUM ACT (19) MINIMUM		
17. MILITARY BACKGROUND PEBD: _____ PRIMARY MOS: _____ HIGHEST LEVEL OF MILITARY EDUCATION: _____ GT SCORE (110 MINIMUM): _____		ETS DATE: (Must be 24 months from 7 June 2016) _____ DATE OF NMARNG ENLISTMENT: _____ TOTAL YEARS OF MILITARY SERVICE: _____			
18. LAST APFT SCORE: PU ____ SU ____ RUN ____ TOTAL: _____ DATE OF TEST: _____ LAST SEMI-ANNUAL WEIGH-IN: HEIGHT IN INCHES _____ WEIGHT _____ DATE _____ PASSED SCREENING WEIGHT: ____ YES ____ NO IF OVER SCREENING WEIGHT, PERCENT OF BODY FAT _____ % (Attach DA Form 5500 for males, DA Form 5501 for females)					
19. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE OR APPOINTMENT AS AN OFFICER? ____ YES ____ NO HAVE YOU EVER BEEN COURT-MARTIALED? ____ YES ____ NO DID A CIVIL COURT FOR OTHER THAN MINOR TRAFFIC VIOLATIONS EVER CONVICT YOU? ____ YES ____ NO (If YES, attach APPROVED waiver(s) and statements of circumstances)					
20. UNIT COMMANDER'S STATEMENT OF APPLICANT'S LEADERSHIP POTENTIAL: _____ _____ _____					
<p><i>IN SIGNING THIS APPLICATION THE APPLICANT UNDERSTANDS THE HE/SHE IS NO LONGER ELIGIBLE FOR A DIRECT COMMISSION UPON INPROCESSING AT PHASE ZERO OF OCS. THE UNDERSIGNED UNIT COMMANDER HAS THOROUGHLY REVIEWED THIS APPLICATION AND THE ENTIRE PACKET FOR COMPLETION AND QUALITY. THIS IS A COMPLETE APPLICATION PACKET: NO WAIVERS ARE PENDING; ONLY APPROVED WAIVERS ARE SUBMITTED TO THE BATTALION SELECTION BOARD AND OCS. AN ORIGINAL CHAPTER 2 COMMISSIONING PHYSICAL AND PROOF THAT A SECURITY CLEARANCE IS GRANTED OR REQUESTED IS INCLUDED IN THE PACKET.</i></p>					
_____ SIGNATURE OF APPLICANT		_____ (DATE)		_____ SIGNATURE OF UNIT COMMANDER	
_____ NM-RTI Form 351a, 10 SEP 13 (NMRTI) All previous editions of OCS Applications are SUPERCEDED.		_____ PRINTED NAME OF COMMANDER		_____ (DATE)	

OCS INTERVIEW QUESTIONNAIRE

Interviewing OCS applicants is vital to the selection process. The following are intended as open-ended questions to disclose issues or challenges that may hinder an applicant from successfully completing OCS. OCS is deliberately very challenging, time consuming, and stressful. NM OCS applicants, as future officers, are held accountable to high standards. Some major difficulties for OCS attendees are listed below and should be discussed with the applicant. These questions are intended to assist the interviewer in informing the candidates of these challenges and should be communicated or expanded based upon the maturity and military experience of the prospect.

1. Have you incurred any physical injuries since your last medical examination? If so, has a military physician evaluated them? Do you have a current, qualifying, chapter 2 physical? Is it an Original?
2. For female applicants only. Are you pregnant? If so, under AR 40-501, you are medically disqualified from OCS training.
3. Your immediate family will play a major supporting role during your tenure at OCS. Elaborate on the support and any health problems that you expect you or your family members have that will interfere with your performance at OCS? Are you the sole custodian or guardian of a dependent? If yes, who will take care of your dependents during your two-week AT/ADT training periods?
4. Have you discussed the strenuous requirements you will be under while attending OCS with your immediate family? Are they supportive?
5. NM OCS Candidates are no longer authorized graduation with an Interim Secret Clearance. Derogatory background investigations accounts for more than twenty-five percent of candidates not receiving their commission. What are your personal, legal, or financial issues that will interfere with your performance or prevent you from receiving a Final Secret Clearance? (Especially: Previous Bankruptcy, DUI, civilian convictions, inability to show responsibility for financial liabilities)
6. How are you prepared to accept all aspects of your training, including those you may not like or immediately understand? How many hours of personal time between drills working on OCS and unit-related projects are you willing to do?
7. OCS requires numerous forced Road Marches of up to 10 miles as graded events. What is your Physical Fitness Regime? Describe your current level of physical fitness.
8. How many college hours do you have completed today? If less than 90, then:
Do you have a plan to complete the remaining hours while you are attending OCS?
Do you understand that OCS Candidates have priority for tuition assistance?
9. Most prospects drop out of OCS in PHASE Zero, due to personal and financial hardships. What are your current hardships?
10. Are you on AGR/ADSW/Technician status? (If so, the AGR Management Office must approve the student's application.)
11. Are you prepared to attend a Basic Officer course following OCS graduation that lasts an average of 17 straight weeks away from home?
12. Why do you want to become an officer?

NM OCS, historically experiences more than 50% attrition of its class on the first IDT weekend via Drop on Request (DOR). The most common DOR is that candidates did not realize the time, dedication, and commitment necessary to complete the OCS program. The Senior Officer may wish to elaborate on his/her expectations of the officer candidate and current junior officers.

FREQUENTLY ASKED QUESTIONS (FAQ) BY OCS APPLICANTS

Q) What will my rank be while attending the Officer Candidate School?

A) You will be promoted to the rank of Officer Candidate, E-6, if you are currently below that rank, and will be paid as an E-6 while you are in OCS. If a SFC becomes a Candidate, then that soldier will continue at the pay grade of E-7. If an AGR soldier becomes a Candidate, then the pay grade depends on the slot to which assigned. An AGR Candidate in an E-6 slot will continue at the pay grade of E-6. While enrolled in OCS, you will wear OCS insignia in place of your enlisted rank and will be referred to as "Candidate." (Note: *During Phase 0 you will be paid at your current rank. Promotions are submitted just prior to attending Phase 1, usually during the month of June.* All soldiers enrolled in OCS, regardless of prior rank and duty status will be administratively promoted to the rank and MOS of "Candidate").

Q) What are the requirements for age?

A) You may not be any younger than 18 Years old in order to apply for a commission, and no older than 41 years old and 364 days at time of commissioning. Age waivers are not required.

Q) If my GT Score is below 110 can it be waived?

A) No, if your GT Score is below 110 you must retest to bring up your GT score before reporting to OCS.

Q) Do I have to attend monthly training assemblies ("Drill" or "IDTs") with my own unit?

A) No, you will attend drill (IDT) at OTC, Santa Fe, NM.

Q) What type of commission will I receive?

A) You will be commissioned into the New Mexico Army National Guard and will also receive Federal Recognition in the form of a concurrent commission in the U.S. Army Reserve (USAR).

Q) Will I have to go on active duty when I graduate?

A) No. You will serve in the Army National Guard. However, you must attend (BOLC B) Basic Officer Leader Course, for your designated branch within 12 months of commissioning (one Twelve-month extension may be granted). BOLC B is from 4 to 18 months in duration depending on branch.

Q) May I request to serve on active duty?

A) Yes, provided you are released by NM TAG, applied and accepted by the U.S Army. Contact the NM OSM and Active Duty US Army recruiters in your area after you receive a commission.

Q) In what branch would I be commissioned?

A) Your designated branch will depend on the unit and position that you are assigned to upon graduation. You will be assigned to a branch and unit based upon the needs of the state, your stated preferences, and geographical considerations.

Q) What happens to me if I drop out or fail out of OCS?

A) You will return to your original status and rank with your unit. You will be counseled by several members of the chain of command, return all items issued by OCS, and contact your parent unit chain of command. Simultaneously, OCS will initiate a memorandum for record through the OCS Commandant to the General Officer in your Chain of Command to your parent unit chain of command. Reapplying for subsequent OCS classes will be handled on a case by case basis and a new application packet boarded by your battalion will also be required. *Soldiers who have not attended AIT (09S contracts) will be given the option of remaining enlisted and attending an MOS producing school or be discharged. This is at the discretion of the soldiers Company Commander.*

Q) What happens if I have to miss training?

A) OCS requires that you attend all training assemblies. If you cannot make training events on time, you should reconsider applying for OCS.

Q) How much time is required for preparation?

A) If you study as much as one-half hour for every hour of training, you should pass without any difficulty. However, you must plan to study. You will also be required to prepare yourself, your equipment, and communicate with your candidate chain of command and project teams prior to drills.

Q) Why is OCS demanding and stressful?

A) The purpose of OCS is to develop and assess potential future commissioned officers. The OCS staff must assess the leadership potential of the candidates in a stressful yet professional environment. This includes physical and mental stress in garrison and field situations. While OCS is demanding, any candidate who applies the Army Values to every aspect of this transformation process has an excellent chance to graduate and receive a commission. Experience has shown that the vast majority of the candidates who do not complete the program withdraw voluntarily due to personal reasons that are not related to the OCS curriculum.

Q) What are the general demographics of an OCS class?

A) A class is typically made up of an equalized mixture of prior-service National Guard/ Army/ Navy/ Marine/ Air Force, non-prior-service BCT/AIT graduates, 18-40 year-old, males and females. Each class varies in areas of strength and improvements and usually develops its own personality. Individual candidates come to the program for different and personal reasons, but soon after OCS begins, all are united as one team with the same goal and standards in mind.

Q) What is my service obligation after commissioning?

A) Eight years. Six years in a unit and two years in the Control Group.

PREPARING THE OCS STUDENT AUTOBIOGRAPHY

SUBJECT AREA: Written Communication.

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

ASSIGNMENT INFORMATION:

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

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

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

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

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

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

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

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

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

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

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

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

e. Acknowledgements: Most writers benefit from various kinds of assistance. Most texts are read in draft form by trusted readers who offer suggestions for improving the text. Also, many writers use proofreaders and typists. Many colleges have tutorial services or writing centers where students can get individual assistance in writing. All writers have an ethical obligation to acknowledge all such forms of assistance. If you need or want assistance in writing your autobiography, do not hesitate in obtaining it. However, you must understand that the substance and content of your autobiography must be your own work. If you receive help in preparing your autobiography, then you must acknowledge it on your cover sheet as such:

_____ (Name/Title) _____ read an early draft of my autobiography and offered recommendations.

_____ (Name/Title) _____ proofread my final draft and/or the final text.

_____ (Name/Title) _____ typed or word-processed my final text.

If you received no assistance, simply write "none" below the acknowledgements entry on the cover sheet.

COVER SHEET FORMAT

<p>OCS Student Autobiography by NAME: <i>(Last, First, Middle)</i> OCS Program <i>(State)</i> OCS Class Number Date Prepared Acknowledgements: </p>



**DEPARTMENT OF THE ARMY
NEW MEXICO ARMY NATIONAL GUARD**

(Your Unit Name)
Unit Address
Unit Zip Code-XXXX

(Office Symbol)

D Mmmmm YYYY

MEMORANDUM FOR Commander, Foxtrot Company (OCS), 2nd Battalion (GS), 515th Regiment (RTI),
27A Bataan Boulevard, Santa Fe, New Mexico, 87508-4695

SUBJECT: Commander's Certification of (Soldier Name and last four) GT Score

1. The purpose of this memorandum is to certify that (Rank First MI Last, Last four), attained a General Technical (GT), Score of XXX on the Armed Services Vocational Aptitude Battery (ASVAB), on or about DD/MM/YYYY.
2. POC for this memorandum is the undersigned at (505)123-4567, or via email at first.last@us.army.mil.

FIRST M LAST
CPT, BRANCH
Commanding

EXAMPLE

Ensure that a memorandum similar to this one is completed by your Commander and forwarded with your packet



DEPARTMENT OF THE ARMY
NEW MEXICO ARMY NATIONAL GUARD

Your Unit Name
Unit Address
Unit Zip Code -XXXX

(Office Symbol)

D Mmmmm YYYY

MEMORANDUM FOR Commander, Foxtrot Company (OCS), 2nd Battalion (GS), 515th Regiment (RTI),
27A Bataan Boulevard, Santa Fe, New Mexico, 87508-4695

SUBJECT: Height and Weight Verification

1. The following individual was verified for height and weight on (DD MMM YYYY) in accordance with AR 600-9 and OCS Procedures for OCS Class 55-12.

- a. Name: (Last, First, MI)
- b. Rank: (Rank)
- c. SSN: (123-45-67890)
- d. Height: ??” INCHES
- e. Age: ?? YEAR OLD
- f. Weight: ??? POUNDS
- g. Max Weight: ???
- h. Body Fat %: ??.?? %
- i. Max Allowed BF %: ?? %

2. I certify that this Soldier is in accordance with AR 600-9.

3. POC for this memorandum is the undersigned at (505)123-4567, or via email at first.last@us.army.mil.

FIRST M LAST
CPT, BRANCH
Commanding

EXAMPLE

Ensure that a memorandum similar to this one is completed by your Commander and forwarded with your packet



DEPARTMENT OF THE ARMY
NEW MEXICO ARMY NATIONAL GUARD

Your Unit Name
Unit Address
Unit Zip Code -XXXX

(Office Symbol)

D Mmmmm YYYY

MEMORANDUM FOR The Adjutant General of New Mexico, ATTN: JFNM-PSO, 47A Bataan Boulevard,
Santa Fe, New Mexico, 87508-4695

SUBJECT: Request for Waiver of Civil Conviction for OCS Enrollment

1. OC (First MI Last), (Social Security Number), (Unit), was convicted of a civil offense per the attached court documents. Rank (Last) complied with the court’s final judgment by (Your Punishment). His/her background is now clear and awaiting disposition of his/her security clearance. Request a waiver of this civil conviction for appointment as a Second Lieutenant upon completion of the Officer Candidate School (OCS) program.
2. (Give a 3-5 sentence summary of the Soldier’s military accomplishments and leadership abilities)
3. There is no record of indebtedness, questionable character traits, non-judicial punishment, problems with civilian employment, or lack of substantive support by the chain of command. His/her military experience, leadership abilities, and professional qualifications uniquely suit him/her to make a significant contribution as a commissioned officer and leader of Soldiers upon completion of OCS.
4. Please forward one copy of the approval/disapproval to the OCS Office and one to my office. POC for this request in the undersigned at (phone number), or via email at (email@us.army.mil).

4 Encls

1. SM Court Documents
2. SM Statement of Circumstances
3. NGB Form 62-E
4. SM Request

FIRST M LAST
CPT, BRANCH
Commanding

EXAMPLE

- *The Unit Commander will write this request*
- *Forward this memorandum, the court documents, Statement of Circumstances, SM’s Request Memo, and NGB 62-E to OCS with the SM’s packet.*
- *Ensure this offense is annotated on the NGB Form 62E.*

CIVIL CONVICTION WAIVERS ARE REQUIRED FOR ANY CIVIL CONVICTION TO INCLUDE CONVICTIONS THAT WERE DEFERRED, OR ADJUDICATED.



DEPARTMENT OF THE ARMY
NEW MEXICO ARMY NATIONAL GUARD

Your Unit Name
Unit Address
Unit Zip Code -XXXX

(Office Symbol)

D Mmmmm YYYYY

MEMORANDUM FOR Commander, Foxtrot Company (OCS), 2nd Battalion (GS), 515th Regiment (RTI),
27A Bataan Boulevard, Santa Fe, New Mexico, 87508-4695

SUBJECT: Soldier's Request for Waiver of Civil Conviction for OCS Enrollment

1. I, OC (First MI Last), (Your Social Security Number), (Your Unit), was convicted of a civil offense per the attached court documents. I complied with the court's final judgment by (Your Punishment). My background is now clear and awaiting disposition of my security clearance. I request a waiver of this civil conviction for appointment as a Second Lieutenant upon completion of the Officer Candidate School (OCS) program.
2. (Give a 3-5 sentence summary of your military accomplishments and leadership abilities)
3. I attached copies of all related court documents and a memorandum for record stating the circumstances that caused the incident, resulted in charges, and led to the resolution of the incident. In my Statement of Circumstances I also included what I learned from the incident.
4. POC for this request in the undersigned at (your phone number) or via email at (your.email@us.army.mil).

3 Encls

1. Court Documents
2. Statement of Circumstances
3. NGB Form 62-E

JOHN D. DOE
RNK, NMARNG
Title or Job

EXAMPLE

- Ensure that a memorandum similar to this one is completed by you and not your Commander.
- Forward this memorandum, the court documents, and the Statement of Circumstances to your Company Commander. Your Company Commander will write another memorandum that is similar and states that you are of good moral character and should be commissioned as an officer in the NMARNG.
- You must also annotate this offense on your NGB Form 62E.

CIVIL CONVICTION WAIVERS ARE REQUIRED FOR ANY CIVIL CONVICTION TO INCLUDE CONVICTIONS THAT WERE DEFERRED, OR ADJUDICATED.

UNAUTHORIZED

- ❖ Aerosol articles of any type (only exception is shaving cream)
- ❖ No over the counter medications (**prescription medications can be brought but they will be turned over to the medical staff for your consumption per labeled directions**)
- ❖ No weapons of any type (This include knives)
- ❖ No personal listening devices (i.e. portable /CD players)
- ❖ No cellular phones
- ❖ No Computers or PDA's
- ❖ Personal/private firearms
- ❖ Ammunition
- ❖ Pyrotechnics
- ❖ Any dietary supplement
- ❖ Cosmetics, perfumes, colognes, fragranced lotions, soaps, and hair care products are not authorized for wear or use until Senior Phase privileges are granted. All items not listed are hindrances. If there are items in question that may be authorized but not listed; they can be purchased locally once the list is approved by your commander.
- ❖ Tobacco products of any type
- ❖ Civilian GPS
- ❖ Contact Lenses
- ❖ Filled in Operations Order, FRAGO or ANNEX Formats,
- ❖ Nonmilitary or Modified issue Boot Soles
- ❖ Spandex type Athletic Wear/Underwear
- ❖ NO PERSONAL TA 50
- ❖ CASH OVER \$100

PHYSICAL FITNESS

<http://apftscore.com/index.php?a=score>

You need to be scoring at least a 240 on the APFT. This will ensure that even on your worst day that you can still pass with a 180. Every year, the OCS is forced to drop students during Phase 0 and Phase 2 who cannot pass the APFT.

"Don't be one of those students!"

SECURITY CLEARANCE INFORMATION

<http://www.opm.gov/e-qip/>

If you do not currently have a clearance you need to contact your unit's security manager. You must include your full name, any aliases, social security number, and date of birth, MOS, ETS date, your email address, and your phone number. This program is web based so you will need access to a computer and you must have an email address.

NOTE: This is the most difficult part of your packet and it takes the longest to complete with the exception of your college hours.

FORMS WEBLINKS

<http://www.ngbpc.ngb.army.mil/forms/ngbf62.htm>

<http://www.benefits.va.gov/INSURANCE/resources-forms.asp>

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2058.pdf>

<http://www.ssa.gov/deposit/1199a.pdf>

<http://www.archives.gov/isoo/security-forms/sf312.pdf>

Double click on each form, fill out, print and sign as necessary.

**SECURITY CLEARANCE STATEMENT OF
UNDERSTANDING**

- A) I understand that prior to my commissioning in the New Mexico Army National Guard that I will be required to obtain a **Final Secret Clearance**.
- B) If the results of the investigation are unfavorable, I will be subject to discharge if found to be ineligible to hold an appointment.
- C) I comprehend that waivers of this requirement will not be granted.

<hr style="width: 80%; margin: 0 auto;"/> Signature of Applicant
<hr style="width: 80%; margin: 0 auto;"/> Printed Name

<hr style="width: 80%; margin: 0 auto;"/> Signature of Witness
<hr style="width: 80%; margin: 0 auto;"/> Printed Name

NM OCS BASIC COURSE CONTRACT

I understand that if I am accepted to attend the New Mexico Officer Candidate School that I will be:

1. Required to complete the Basic Officer Leader Course (BOLC B) within Twelve months from the date of my appointment.
2. Can apply for an additional Twelve months extension upon reaching the initial Twelve months.
3. If I fail to complete BOLC B in the specified time, I will be separated from the ARNG and transferred to the IRR.

_____ Signature of Applicant
_____ Printed Name

_____ Signature of Witness
_____ Printed Name



EMERGENCY DATA Officer Candidate School

I

GENERAL INFORMATION

NAME: _____ RANK/GRADE: _____ / _____

SSN: _____ / _____ / _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

DATE OF BIRTH: _____ AGE: _____

HOME PHONE: () _____ CELL: () _____ WORK: () _____

AKO EMAIL: _____ @us.army.mil PERSONAL: _____ @ _____

SPOUSE NAME: _____ SPOUSE CONTACT: () _____

CHILDREN: _____

IN CASE OF EMERGENCY NOTIFY:

NAME: _____ PHONE: () _____

RELATIONSHIP: _____

NAME: _____ PHONE: () _____

RELATIONSHIP: _____

MILITARY INFORMATION:

UNIT: _____

ADDRESS: _____

PHONE: _____ MOS: _____

MILITARY JOB: _____

MEDICAL INFORMATION

Past heat injury Y / N

Past cold injury Y / N

Bee sting allergy Y / N If Yes, then bring bee sting kit!

Other allergies Y / N If Yes, then list: _____

DIRECTIONS TO RTI

Arrive from the south: Take I-25 north from Albuquerque to exit 271. Take the east frontage road north to the NMARNG Headquarters. Report to the RTI at Building 27A.

Arrive from north: Take I-25 south from Santa Fe to exit 276. Go east under I-25 to the first right past the on and off ramps, which is the east frontage road. Go south on the east frontage road to the NMARNG Headquarters. Report to the RTI at Building 27A.

Hours of operation are 0700-1630. After hours – report to billeting at Building 27B (north side of RTI).

