



DEPARTMENT OF THE ARMY
YOUR UNIT ADDRESS

OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: Commander's Clearance for Officer Candidate School (OCS)

1. **SPC Jones, Robert, last 4**, has not been alerted, verbally or in writing, for deployment or PCS.
2. **SPC Jones** understands that he/she may apply for only one commissioning program at a time.
3. **SPC Jones** is not flagged, barred or under investigation for any civilian or military issues. **He/she** has not received any Article 15s or letters/memos of reprimand, has not been arrested, summoned to court or detained for suspicion of illegal civilian or military actions regardless of outcome/disposition, and has fully disclosed all civil/moral issues as noted in AR 350-51, SF 86, and DA Form 61 question 26. If **SPC Jones** becomes ineligible for any of these reasons, the undersigned will request removal of the application packet or removal from selection IAW AR 350-51, para 4-9.
4. **SPC Jones** understands that if selected it is **his/her** responsibility to contact the OCS Program Office at U.S. Army Human Resources Command if alerted, verbally or in writing, of PCS or requires a deferment or curtailment. **SPC Jones** understands that **he/she** must remain completely eligible, qualified, and available for enrollment in OCS.
5. **SPC Jones** understands that if **he/she** reenlists and is guaranteed by contract, a future assignment, assignment location or bonus that **he/she** must waive those items in order to apply for OCS. If selected, **SPC Jones** further understands that **he/she** must remain completely eligible throughout the entire OCS application process up to and including graduation from OCS.
6. Point of contact is **S1 POC** at **phone number** or email:

COMMANDER'S NAME
RANK, BRANCH
Commanding