

OCS APPLICATION CHECKLIST

<https://www.hrc.army.mil/OPMD/Officer%20Candidate%20School>

The documents listed below must be submitted in the order of this checklist. If this checklist differs from the current MILPER message, use the order noted in the MILPER. All documents must be scanned in .pdf format. **Packets must be uploaded into AKO as TWO separate scans: One scan for ALL documents listed in 1 – 25; one scan for items 26-27. DO NOT SUBMIT DOCUMENTS THAT ARE OLDER THAN 1 YEAR FROM DATE OF SELECTION PANEL. Documents requiring signature must be from current chain of command.**

FOR HRC INTERNAL USE ONLY

SMS UPDT ____	AD MONTHS _____	OLDEST APFT _____
REV COMP ____	AGE _____	NEWEST APFT _____
EMAIL _____	ON PCS/DEPL _____	HT _____ WT _____
PHYS SENT _____	EST RET DT _____	GT _____
ACCESS UPDT _____	UNIT ST/CTRY _____	GPA _____ HRS _____
IMREPR (AC) _____	BRANCHES _____, _____,	MILED LVL _____
AEA CODE (AC) ____	_____, _____, _____	RESTRICTED _____

UNIT ADDRESS AND PHONE _____

SCAN 1 PACKET CONTENTS (listed in order)

- ___ 1. Essay "Why I Want to be an Officer". No more than 2 pages, handwritten only.
- ___ 2. DA Form 6285. Three required; pages 1, 15 and 16 are only pages required. 2 CPTs, 1 MAJ minimum on interview board. May not be conducted below O6 command level or MPD/DHR (i.e. no BN boards). Each page 16 must have the signature block and date plus signature of each member.
- ___ 3. DA Photo. If not in DAPMIS. For deployed Soldiers a black and white photo in ACU.
- ___ 4. DA Form 61. Must have endorsement from first two COMMANDERS in chain of command on pg 4, Part II. AC required to select 10 basic branches as follows: AC males select 2 combat, 2 combat support, 2 combat service support (remaining 4 at applicant's discretion), 1 combat in top 3 choices. AC females may choose only 1 combat (not required in top 3), 2 combat service, 2 combat service support (remaining at applicant's discretion). No specialty branches may be selected. RC makes 1 choice (must correspond to unit vacancy).
- ___ 5. Personal info sheet (found on HRC OCS webpage).
- ___ 6. NCOER/OER, if applicable. Last 3 only
- ___ 7. DA Forms 1059 from NCOES/OES completed.
- ___ 8. Transcripts. – ALL transcripts must be submitted. No color transcripts. Transcripts must be certified by Education center (AC only) or unit commander (RC only).
- ___ 9. Education memo. Must certify degree, cumulative GPA and cumulative hours

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- ___ 10. Letters of recommendation (Optional) (4 maximum, no older than 1 year from date of Selection Panel).
- ___ 11. DA Form 5339 (use codes in form only)
- ___ 12. DA Form 4322 (AC Only).
- ___ 13. ERB/ORB (AC) or DA Form 2-1 (RC)
- ___ 14. DA Form 705.
- ___ 15. DA Form 5500/5501, if applicable. If applicant exceeds HT/WT on physical, appropriate form is required as part of the physical.
- ___ 16. DD form 214 for each period of active duty performed.
- ___ 17. DD Form 785, if applicable.
- ___ 18. Conscientious Objector affidavit, if applicable.
- ___ 19. DA Form 2A/C (RC only)
- ___ 20. SIFT test (min score 40), if applying for AV. AV applicants must also have a minimum GPA of 3.0
- ___ 21. Security Office verification of clearance or JPAS printout. Installation Security Office is the ONLY proof of interim. Units may not grant Interim Secret clearances. Secret or above clearance is required in order to be enrolled in OCS (if selected).
- ___ 22. Citizenship verification memo if foreign born and naturalization certificate is NOT in PERMS. Must state date and location citizenship was granted and certificate number. DO NOT SUBMIT COPIES OF THE NATURALIZATION DOCUMENT.
- ___ 23. Local board (structured interview) approval memo, signed by O6 commander or higher. Memo must state when, and where the interview was held, the level at which it was held (must be O6 command level or higher or MPD/DHR, BN boards are not authorized), the names of applicants and the names/ranks/races/gender of interviewers.
- ___ 24. Commander's clearance memo (found on HRC OCS web page).
- ___ 25. DA Form 3474 or 3475 (RC only).

SCAN 2, PHYSICAL DOCUMENTS - Must state type of physical and can be no older than 1 year prior to date of Selection Panel. All tests, lab work, hearing test must be submitted with the physical. Applicants that are deployed are exempt. Applicants that obtained the physical prior to deployment may not submit a physical dated before deployment. Use of alternate forms is not authorized. Soldiers that exceed HT/WT on physical must include a DA Form 5500/5501.

26. DD Form 2807-. Ensure form is dated and signed.

27. DD Form 2808- Ensure form is dated, physical type is "OCS" or COMMISSIONING" and MD or DO signs in appropriate block (81-84).