



How to Submit an
In-Service OCS
application through
Global Electronic
Approval and
Routing System
(GEARS) 6.0

Courtesy of the HRC OCS Team 2023

Incomplete application packets will be returned without action.

Any packet received by an applicant themselves, will be returned without action.

USAR OANCO must contact ARCG for submission instructions.

Please review packet content prior to submission.

The FY24-25 checklist is available on the HRC website as well as on the next slide/page.

- Packets are processed in the order received.
- Communication will be significantly between the packet point of contact (POC) and the applicant (as necessary) through email.
- The Army has different emails please ensure we have the correct one (ie: @army.mil; @health.mil)
 - Correspondence will **not** be done through personal emails or through any social media forums (is: gmail, yahoo, hotmail; Facebook, Twitter, Instagram messaging)

Questions can be directed to the OCS team box at:

usarmy.knox.hrc.mbx.fadd-ocs-acc-br@army.mil

OCS APPLICATION CHECKLIST FY 24-25

This is the checklist for in-service OCS for FY 24-25. **All items below are required.** Waiver criteria is subject to the applicant. Application must be provided in one pdf file (do not submit in portfolio as signatures are removed). One packet will contain up to four identified files (if applicable).

* **ANY SUBMISSION RECEIVED THAT IS MISSING REQUIRED DOCUMENTS, WILL BE RWOA.**
* **SUBMIT ALL IDENTIFIED PDF'S IN ONE GEARS PACKET. THERE WILL BE UP TO 4 FILES.**
Documents must be organized in the order outlined below.

(1.) Panel packet (2.) Medical packet (3.) Waiver (4.) Additional requirements.

ALL documents identified are required. Failure to provide any of the requirement documents will result in an incomplete application. The application will be returned without action and the applicant will need to reapply.

- (1.) **PANEL PACKET (ALL DOCUMENTS ARE REQUIRED in this order)**
 - a. Typed Essay "Why I Want to be an Officer."
 - b. DA Form 6285 "Structured Interview" **dated February 2023**. Pages 16 and 17 for each of the 3 interviewing officers must be provided and filled out entirely. Local board members must legibly print their name, rank, and date in the designated area at the top of page 16. There must be a Structured Interview Memo to accompany the DA form 6285. The memo template and the DA form 6285 will be provided to Brigade level commands (and above) upon request.
RA requests: usarmy.knox.hrc.mbx.fadd-ocs-acc-br@army.mil
USAR requests: usarmy.usarc.arcg.mbx.hq-ops-spcomsn-organizational-mailbox@army.mil
 - c. DA 61 (4 pages) (MUST BE RECOMMENDED BY FIRST TWO COMMANDERS IN THE CHAIN OF COMMAND)
 - d. Educational memo from the education center reflecting current credits or degree(s).
 - e. Security clearance Memo
 - f. Letters of recommendation (must be within 1 year and applicant can provide no more than 4).
 - g. DA 5500/5501 regardless of applicant current standards (**must not be before the date of the physical and on the newest version dated 6/2023**).

(2.) **MEDICAL PACKET (ALL DOCUMENTS ARE REQUIRED in this order)**

- i. (Completed no more than 10 months prior to panel date)
 - ii. Must reflect “Commissioning physical” or “Other-OCS.”
 - iii. Must reflect current PULHES.
 - iv. If there is a disqualifying medical diagnosis, it must be annotated thoroughly.
 - v. The DA form 2807-1 and 2808 must be hard copy forms. GENESIS produced forms will not be used to process through the HRC Command Surgeons office.
- a. DA form 2807-1 (Medical history) (must be digitally signed)
 - b. DA form 2808 (must be digitally signed)
 - c. DA 5500/5501 regardless of applicant current standards (must not be before the date of the physical and on the newest version dated 6/2023).
 - d. **ALL** lab test results and hearing conservation test.
 - e. Pre and post operative eye measurements (required if applicant has had corrective eye surgery)
 - f. SIFT results SIGNED (for AV applicants only)

(3.) **WAIVER(S)**

ALL waiver request must be submitted in memorandum format. Examples are available on the HRC OCS website [Officer Candidate School \(army.mil\)](https://www.army.mil) (CAC enabled)

- a. **MEDICAL**: minimum PULHES is 222221. Page 3 of 4 of the DD form 2808 will reflect “medically qualified” or “not medically qualified” along with any disqualifications. Waivers are required for any disqualification. Psychiatric above a “1” will require a waiver.
- b. **AGE**: Applicant must be between age 18 and 40 years of age at the time of the OCS panel dates. Refer to current milper.
- c. **DISENROLLMENT**
 - i. DD form 785 is required for the disenrollment waiver.
- d. **CIVIL/MORAL**
 - i. DD form 2823 and or MFR is required.
 - ii. All legal court documentation (civilian or military) is required.

(4.) ADDITIONAL REQUIREMENTS

- a. DA FORM 3575 (RC ONLY)
- b. Security clearance Verification
- c. Verification of GT score (must be 110 or higher)
- d. ECLT with verified score of 80 or over (if applicable)
- e. DA form 705: ACFT Scorecard. If member is on a P2 profile, it must be provided.
- f. Personal Information sheet (dated June 2023)

(5.) OMPF VERIFICATION-

By signing this form, you agree that the below records are available in your OMPF. These files are made available to panel members.

- a. Evaluations
- b. ALL DA form 1059's (Academic Evaluation Report)
- c. Transcripts (most significantly those that confer a degree(s))
- d. Proof of citizenship (naturalization or birth certificate to include transcribed birth certificates. A passport does **NOT** suffice).
- e. ALL enlistment or re-enlistment contract(s)
- f. SF86 (Security Clearance Application)

Step 1: Select "Create a Packet"

CUI

our organization is not listed within the GEARS 6 listing, please select the most appropriate organization level offered for packets while the process new organization requests. Please visit the Help page within GEARS and email our support box. We recommend reviewing all information within our Help page, including the GEARS 6.0 User Guide and new instructions on CUI and Incident Request processing procedures.



GEARS 6.0

My Dashboard **Create a Packet** About Metrics Help

CM

My Dashboard

i The data retention policy will delete packets 30 days after the routing has been completed or canceled (or 30 days after being created if they are never routed).

 My Actions

Completed **15** Overdue **4** My Pending Action **4** Upcoming **5**

Action Status

My Pending Action



GEARS 6.0! If your organization is not listed within the GEARS 6 listing, please select the most appropriate organization level offered for packets while we process issues, check out the Help page within GEARS and email our support box. We recommend reviewing all information within our Help page, including the GEARS 6 and Incident Request processing procedures.



GEARS 6.0

My Dashboard Create a Packet

Create a Packet

Basic Information

Packet Name

Organization
 Choose

Packet Type
 Choose

Step 2: Enter Packet Name Here

****Note: Use This Packet Naming convention format: (Examples Below)**
Component_last name, first name_last four of social security number (SSN)"

RA_Doe, Jane_4321
USAR_Smith, John_7890

GEARS 6.0! If your organization is not listed within the GEARS 6 listing, please select the most appropriate organization level offered for packets while we process issues, check out the Help page within GEARS and email our support box. We recommend reviewing all information within our Help page, including the GEARS and Incident Request processing procedures.



GEARS 6.0

[My Dashboard](#) [Create a Packet](#)

Create a Packet

i Basic Information 

Packet Name

Organization
 [Choose](#)

Packet Type
 [Choose](#)

Verify Packet Name. Make sure you are using the naming convention.

Step 3: Then Select a Packet Type



Basic Information

Packet Name
AC_Doe, Jane_4321 TEST

Organization
U.S. Army Human Resources Commi Choose

Packet Type
Click to select a Packet Type Choose

Step 3 cont.: Select "Other"



Select a Packet Type

Award	Cadet Action	CAPR	CIV Award
Community Relations	Congressional	Contract Requirements Package	DA 4187
Decision	ERB/ORB Updates	Evaluation	Flags
FOTE	Global Threat Mitigation Program	GPC	Hiring Actions
Leave/PTO	Meeting Minutes	Memorandum	MICP
MIPR	Monthly Report	NETCOM G6 CCB	Operation Order
Other	Other HR Actions	PMB	Policy
RFF	SAAR	Service Agreement	Signature
SOPs	Staff Summary Sheet	Stationing	Support Agreement
Table Qualification	TAC Request	Tasker	TDY
		Training Request	

GEARS 6.0! If your organization is not listed within the GEARS 6 listing, please select the most appropriate organization level offered for packets while we process issues, check out the Help page within GEARS and email our support box. We recommend reviewing all information within our Help page, including the GEARS and Incident Request processing procedures.



GEARS 6.0

[My Dashboard](#) [Create a Packet](#)

Create a Packet

Basic Information

Packet Name
RA_Doe, Jane_4321

Organization
U.S. Army Human Resources Comm: [Choose](#)

Packet Type
Other [Choose](#)

Step 4: Select "Save Draft"



Create a Packet

Packet # 136124
Created On: 09/08/2023 12:52:48 PM EDT

Packet Name
RA_Doe, Jane_4321

Organization
U.S. Army Human Resources Comm Choose

Packet Type
Other Choose

Packet Creator
AM

Owner/Point of Contact Person Group
Enter Point of Contact (Optional)

Packet Observers
Enter Packet Observers (Optional)
Click to select a Group Select

Discussion/Instructions
Enter Discussion and/or Instructions

Recommendation
Enter Recommendation (Optional)

Deadline
2023-09-09

Route Click to select a Predefined Route

Phase 1 Max Duration in Days 1

Assignee Person Group
Click to select a Group Select

Action Requested
▼

Insert a Phase

Packet Files

Signature Supporting

Signature Files Support Files

Step 5: Fill in these blocks as appropriate:
Owner/Point of Contact – Insert POC(s) by querying their name
Packet Observers – Insert Observers by querying their name
Discussion/Instructions – Type-in important info or circumstances
Recommendation – Type-in recommendation (at your discretion)
Deadline – from the date of packet creation, add 5 months.

* Respectfully, We cannot respond to 200 incoming packets in 48hrs. We will download a file and respond through GEARS that the packet was received. The packet can then be "completed" by the initial packet creator. This does not mean that the packet has been fully worked. Any additional correspondence will be done through email.

Create a Packet

Packet # 136124
Created On: 09/08/2023 12:52:48 PM EDT

Packet Name
RA_Doe, Jane_4321

Organization
U.S. Army Human Resources Comm Choose

Packet Type
Other Choose

Packet Creator
AM

Owner/Point of Contact
this may be anyone other than yourself

Packet Observers
Enter Packet Observers (Optional)
Click to select a Group Select

Discussion/Instructions
Enter Discussion and/or Instructions

Recommendation
Enter Recommendation (Optional)

Deadline
2024-05-05

Packet Files

Signature Supporting

Signature Files

Support Files

Route

Phase 1 Max Duration in Days 1

Assignee Person Group
HRC AC-OCS Select

Approve / Disapprove

Decision / Signature
Review for Corrections

Step 6: Type the receiving team IAW the FY Milper:
***RA GEARS Group Name: HRC AC-OCS.**
***USAR OANCO must contact ARCG for submission instructions.**

Step 7: Select Action requested
Select Approve/Disapprove

Step 8: Save as Draft

Save Draft

Create a Packet

Packet # 136124
Created On: 09/08/2023 12:52:48 PM EDT

Packet Name
RA_Doe, Jane_4321

Organization
U.S. Army Human Resources Comm Choose

Packet Type
Other Choose

Packet Creator
MA

Owner/Point of Contact
MA

Packet Observers
Enter Packet Observers (Optional)
Click to select a Group Select

Discussion/Instructions
Enter Discussion and/or Instructions

Recommendation
Enter Recommendation (Optional)

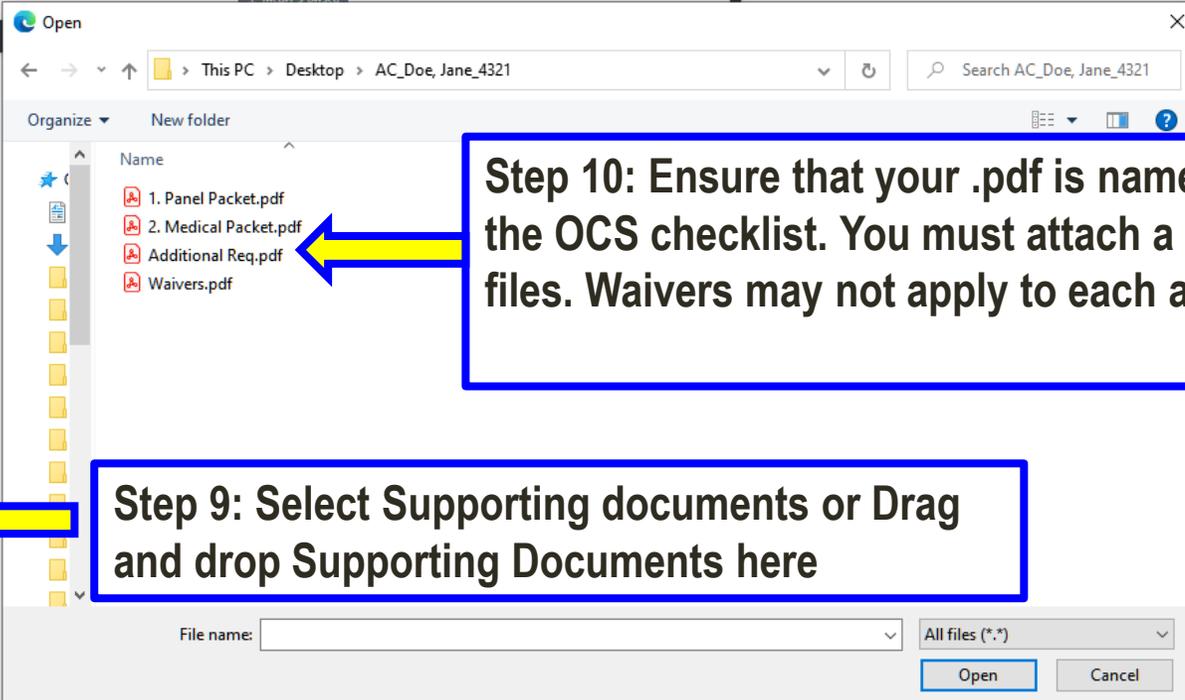
Deadline
2024-05-05

Route

Phase 1 Max Duration in Days 1

Assignee
HRC AC-OCS Select

Action Requested
Concur / Nonconcur



Step 10: Ensure that your .pdf is named IAW with the OCS checklist. You must attach a minimum of 3 files. Waivers may not apply to each applicant.

Packet Files

Signature Supporting

Signature Files

Support Files

Step 9: Select Supporting documents or Drag and drop Supporting Documents here

Create a Packet

Packet # 136124
Created On: 09/08/2023 12:52:48 PM EDT

Packet Name
RA_Doe, Jane_4321

Organization
U.S. Army Human Resources Comm **Choose**

Packet Type
Other **Choose**

Packet Creator
MA

Owner/Point of Contact Person Group
MA

Packet Observers
Enter Packet Observers (Optional)
Click to select a Group **Select**

Discussion/Instructions
OCS application packet test 2028

Recommendation
Enter Recommendation (Optional)

Deadline
2024-05-05

Route **Click to select a Predefined Route**

Phase 1 **Max Duration in Days** 1

Assignee Person Group
HRC AC-OCS **Select**

Action Requested
Concur / Nonconcur

Insert a Phase

Step 11: Your loaded files will reflect under Supporting files

Packet Files

Signature **Supporting**

Support Files

- Additional Req.pdf
- 2. Medical Packet.pdf
- Waivers.pdf
- 1. Panel Packet.pdf

Step 12: Submit Packet

Submit Packet

The HRC OCS Team or the ARCG team will receive an automated email from GEARS providing the packet #
Packet Type and the Due date.

Workflow Started on "RA_Doe, Jane_4321 TEST"



gears@c2.5g.army.mil
To 



Your workflow has started on packet "RA_Doe, Jane_4321 TEST"

Packet #: 136124
Packet Type: Other
Due By: 05/05/2024

Click the link below to access the packet:

My Dashboard

The data retention policy will delete packets 30 days after the routing has been completed or canceled (or 30 days after being created if they are never routed).

My Actions

Completed 0 Overdue 0 My Pending Action 0 Upcoming 0

Packets Created by me / for me

In Progress 1 Total 1

Packet/Route Status All

Show 10 entries

Search:

Packet #	Packet Name	Packet Type	Packet Due Date	Assigned To	Assigned Due Date
136124	RA_Doe, Jane_4321	Other	2024-05-05	HRC AC-OCS	2023-09-09

Showing 1 to 1 of 1 entries

Previous 1 Next

Packets in Draft

Total 0

Packets that I'm Observing

Pending 0 Total 0