Part I

COURSE SUMMARY SECTION

- OCS Student Enrollment Checklist (Annex F)
- Emergency Contact Information sheet
- OCS Application / Enrollment Form (local form or ATRRS print out)
- Letter of Recommendation
- Social Security Card (Copy)
- ETS date (Must be after graduation date) (Copy of PQR or Extension Contract DA Form 4836)
- TDY / Travel Orders

OCS Prerequisites

- Attachment Orders
- Promotion Orders- to E-5 (if applicable)
- Birth Certificate (Copy)
  - Age (Not to exceed 41 years and 364 days at commission)
- Proof of U.S. Citizenship – Required if not born in US
- Name Change Documents (if applicable)
- Chapter II Commission Physical (DD 2808/2807-1) (Must be within 24 months of commissioning)
  - Medical NGB Waiver Request / Approval (if required)
  - TAG (90 day waiver if no physical in file)
- DA Form 7349-R (AMC) (Required if Chapter II physical is more than one year old)
- Official College Transcript (min. 60 semester hours/ 90 quarter hours - Traditional) / (90 semester hours – AOCS)
- Proof of GT Score / Minimum 110 (DA Form 2-1)
- DD Form 214/ DD Form 220/NGB 22/ Military Training (AIT/1 year service waiver)
- Warrior Transition Course for PS Non-OCS Enlistment Soldiers
- OCS State Enlistment option copy (if applicable DD Form 1966)
- Moral/Civil Conviction Waiver Request / Approval
- Request for any Other Waivers (if applicable), with Developmental Counseling Statement to support that student is aware of waiver process.
- NGB 62 - Draft
Part II

GENERAL INFORMATION

- Candidate Profile Summary
  - OC Photo
  - OC Autobiography

- Academic Section
  - *Developmental Counseling Forms - for academic deficiency of exam failure.
  - Academic Class Standings
  - Score Sheets (WTBD Phase I)
  - All writing assignments, book reports, class assignments, essays

- Disciplinary Section
  - Class Action Memorandums
  - *Board Action Results
  - *Developmental Counseling Forms - Documenting Relief, Recycle, or Removal
  - *Relief, Recycle, Removal, or Retention Documents - to include notification to student in writing of recommendation for relief and the reason(s), IAW TRADOC REG 351-18.
  - *Notification of Relief (DD Form 785) - Record of disenrollment from a Phase of OCS Training).
  - *Letter to 1st General Officer in OC’s chain of command from the OCS Battalion Commander.
  - *Appeal Notification to Student

- Miscellaneous (as needed)
  - Other Documents
  - NO EXAM SCORE SHEETS!

* These are copies only. The original information is filed separately by the RTI or Consolidated Training location and maintained for 2 years after the course is completed. A copy of the End of Course Summary is included.
Part III

COMMAND RATING

- End of Course Summary (Filed On Top Of This Page) (Form in Annex F of CMP)
- Summary of Candidate’s Performance
- LAP Documentation
  - Chronological Order with most recent on top
  - Complete LER Packet consist of
    - LER In-Brief (Light Blue Card)
    - Officer Candidate Self-Assessment (Yellow Card)
    - All LORs (SPOT Reports) for the period (Green Card)
    - Completed LER (white bond)

- FLER (used for LRC/FLX’s, in-brief, self assessment LOR & LER not needed with the FLER documentation)
Part IV

CHRONOLOGICAL REPORTS OF COUNSELING

- Counseling Checklist
- All documented Counseling (other than LAP Counseling)
- Examples of Required Counseling on DA Form 4856 or specific memorandum found in Annex F
  - Prerequisite / In-processing Counseling (NLT Day 1, Phase 1)
  - Initial Counseling (NLT 72 hours, Phase 1 & includes Student Evaluation Plan from consolidation site)
- End of Phase Counseling, Phase I
- Mid-Cycle Counseling, Phase II
- End of Phase Counseling, Phase II
- End of Phase Counseling, Phase III
- Peer Evaluations (if not included in other counseling's)
- Poor Performance
- Missing Documentation (see below examples)
  - Commissioning Physical
  - Medical Waiver
  - Security Clearance
  - College Credit Requirements
  - Citizenship Waiver
  - AIT/ 1 year Service Waiver
Part V

PEER EVALUATIONS

- Peer Evaluation Leadership Assessment Forms
  - End of Phase 1 ratings and analysis
  - Prior to Mid-Cycle of Phase II ratings and analysis
  - End of Phase II ratings and analysis

Counseling's are filed in Section IV and can be conducted as an independent counseling or combined with the end of phase and/or mid-cycle counseling's.
Part VI

PHYSICAL ABILITY SECTION

- DA Form 705 APFT Score card
- DA Form 5500 / 5501-R Body Fat Computation Worksheet (attach General Counseling form for not meeting standards IAW AR 600-9)
- Sick Slips (if needed)
- Temporary Profiles (if needed)
- Semi-Annual Weigh-In Documentation (as required)
- DA Form 4856 Counseling – monthly for candidates enrolled in the Army Weight Control Program