

Items required for MACOM Direct Select OCS Packets NAME: \_\_\_\_\_

- CG OCS Approval Memorandum
- Current official photograph. Soldier must be in uniform. Soldiers in combat zones may submit photo wearing DCU's.
- MSC Commander Letter of Endorsement
- Letters of recommendation (originals or copies). Do not exceed 4 letters and not over 1-year old at time of application. Do not exceed 1-page each. These letters are optional.
- DA Form 61. Original required. Do not submit copies. In Item 41, Remarks, indicate any leadership positions held in civilian life (Captain of football/baseball/soccer teams, etc) or awards (PLDC honor graduate/soldier of the month/quarter/years) See NOTES below for branch choices. EMAIL address: Soldiers who have an Email address should list it in item 17 or 19 of the DA Form 61. Make sure you enter the appropriate check for items 24, 25, & 26.
  - Letter(s) of endorsement. Current Company and Battalion Commanders must use the DA Form 61, Part II, for endorsements. All other endorsements should be in memorandum format on a separate sheet of paper.
  - Soldiers must be between 18 and 42 years of age.
  - For this program Division Commanders may recommend waiver of civil or military offenses. These waivers must be approved by endorsement by MACOM or Installation Commanders.
  - ARNG or USAR soldiers are not eligible for this program. A separate program is being developed by the DCS, G-1, for the reserve component Soldiers.
  - Soldiers selected for this program are not to be deployed or reassigned from their current unit.

Notes:

1. The following branches are not considered accession branches and should not be selected on the DA Form 61 as branch choices: CA, SS, AN, CH, DE, JA, MC, SP, VC.
2. Male Soldiers will list a combat arms branch among their first three choices provided they are medically qualified. The following branches are combat arms: AD, AR, FA, IN, & EN.
3. AV - Enlisted soldiers who desire to be considered for flight training must include a copy of a physical bearing the approval stamp of the Army Aeromedical Center at Ft Rucker. Also the results of an AFAST (Minimum passing score is 90). A baccalaureate degree is desired by the branch. Soldiers must be under 32 years of age.
4. MS - Soldier must have a baccalaureate degree and should list MS as first branch choice.
5. Soldiers who have a baccalaureate degree can volunteer for the branch detail program.

- DA Form 4187 (Chain of Command endorsement) – Required for waivers only. All waivers submitted on a DA Form 4187 signed by Soldier and immediate CDR. Multiple waiver requests may be consolidated on one DA Form 4187. All waiver requests must be submitted on a DA Form 4187 signed by the soldier and his/her immediate commander. Multiple waiver requests may be consolidated on one DA Form 4187 (Sample waiver requests are in AR 350-51).

Notes:

1. AGE – Be between the ages of 18 – 42
2. TIME IN SERVICE – Soldiers with 10 or more years active federal service must request a TIS waiver. The following must be stated: "I request a waiver of TIS in order to be considered for OCS. I understand that I may be required to retire after completing 20 years active Federal service and that I may not retire as a commissioned officer unless I have completed 10 years active Federal commissioned service."
3. OFFENSES - Soldiers who have had civil or military offenses must request a waiver. A simple statement such as "I request a waiver of the following offense(s) in order to be considered for OCS:" Indicate the offense, date and place it occurred and the punishment imposed. The applicant must submit a paragraph explaining circumstances of offense.

- Copies of college transcripts. OCS requires a minimum of 90 NONDUPLICATE semester hours of college credits from accredited colleges. **This minimum is not waiveable.** Have your education center verify your courses. Soldiers who do not have a baccalaureate degree or who have attended more that one college or university must also attach a statement from their education advisor certifying the total number of semester hours of college training completed and the overall grade point average. Soldiers who receive college credits for military training must have that training annotated on their college transcript. A statement must be attached for those applicants who have received the Medal of Honor or the Distinguished Service Cross.
  - If completed baccalaureate degree. Submit all transcripts. The transcript for the college that awarded the baccalaureate degree must state that the degree was awarded.
  - ACE, CLEP, DAN TES. These must be reflected on a college transcript to ensure college acceptability.

- If NO baccalaureate degree – Submit ALL transcripts and a statement from the installation education center that the transcripts have been reviewed, total number of nonduplicate semester hours completed and overall GPA (if available). The Soldier must also include the following statement in Item 41, DA Form 61: “I understand that in order to be promoted to the grade of captain I must possess a baccalaureate degree from an accredited institution.”
- ACT/SAT not required IAW MILPER MSG 05-129.
- DA Form 5339, with certification of applicant’s height and weight. Completed DA Form 5339 (Commanders Evaluation). Ensure your company commander describes your duties in detail. Statement of height and weight should also be annotated.
- DA Form 705. Copy of DA Form 705 with at least 2 PT results recorded. Latest test should not be over 4-months old.
- DA Form 5500-R. Body Fat Content Worksheet (Male), if necessary.  
or
- DA Form 5501-R. Body Fat Content Worksheet (Female), if necessary.
- Minimum GT Score of 110. No waivers.
- Copy of ERB, ORB. (Personnel Qualification Record, Part I – Warrant Officer – Peacetime) (for warrant officer personnel). These forms must be procured from the unit s1 and cannot be self produced. Enlisted record brief or officer record brief (warrant officers). ERB must reflect GT score. A current color photo on the ERB will be sufficient to meet the photo requirement; however, regardless if the ERB has a photo, if a hard copy of a photo is available, submit it also.
- Completed DA Form 4255-R
- Conscientious objector affidavit. Applicants who were previously conscientious objectors will attach an affidavit to the DA Form 61, stating abandonment of such beliefs and principles. This statement will show that the person is willing to bear arms and give full and unqualified service to the United States. If the person has demonstrated a change of views by later military service, the affidavit should so state. (see DA Form 61, item 24.)
- Documented evidence of birth or statement of citizenship for applicants not born in the United States. An application who is not a United States citizen by birth will submit the proper statement shown in AR 135-100, figure 2-1. A signed statement from the commander or personnel officer that naturalization statement has been seen with the date and place of naturalization and naturalization number.
- Statement of final SECRET security clearance or statement that clearance has been initiated - A minimum interim secret clearance based on a NACLIC investigation is required for selects under this program. An original, signed, verification statement of INTERIM SECRET based on a NACLIC investigation or FINAL SECRET clearance and type investigation based on. Or a copy of DA Form 873.
- DD Form 785, (Record of Disenrollment from Officer Candidate-Type Training) if required.
- DA Form 4322
- Copy of DD Form 2808, with signature and title of reviewing authority.
  - A qualifying physical is valid for 2-years.
  - Selects cannot require medical waivers or have a permanent profile that would prohibit them from running, doing sit-ups and push-ups are not eligible for OCS. The alternate PT test is not given at OCS.
  - Copy of DD Form 2808 stating soldier is qualified for OCS/appointment UP Chapter 2, AR 40-501. DO NOT send X-Rays of teeth, blood work or any other forms.
  - Soldiers who have taken a physical and who have NO profile/physical restrictions, may submit a DA Form 3081 (Periodic Medical Examination) in lieu of the DA Form 2808.
- Class 1 flight physical report of medical examination bearing the review stamp of the Army Aeromedical Center and AFAST score, if necessary.
- MSC delivers completed packet to Eighth Army ACofS, G1, EAGA-HRP
- Eighth Army G1 mails packet to: HQDA (AHRC-OPD-A), 200 Stovall Street, Alexandria, VA 22332-0413

**IF THE DOCUMENT IS NOT LISTED ABOVE, DO NOT SUBMIT.**

Current as of 3 November 2006