

State of Kansas, Military Division
 The Adjutant General's Department
 Topeka, Kansas, 14 March 1986

TRAINING

KANSAS ARNG OFFICER CANDIDATE SCHOOL

THIS REGULATION ESTABLISHES POLICY OF THE ADJUTANT GENERAL PERTAINING TO THE OPERATION OF THE KANSAS ARMY NATIONAL GUARD OFFICER CANDIDATE SCHOOL AND CONFORMS TO CURRENT REQUIREMENTS FOR FEDERAL RECOGNITION AND UPDATES THOSE AREAS WHICH RELATE TO NGR 351-1 AND NGR 37-104-2.

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*This regulation supersedes KNGR 351-5 dated 29 Aug 84.

SECTION I - GENERAL

1. Purpose. This regulation is the official State source of information concerning the operation of the Kansas Army National Guard Officer Candidate School at the Kansas Military Academy. The Officer Candidate School is State established, accredited by the Chief, National Guard Bureau, and is operated under the direction of The Adjutant General of Kansas. This regulation provides the administrative and operational policies of the State of Kansas.

2. References. The provisions of the following regulations are applicable to the Kansas Army National Guard, as clarified herein.

- a. NGR 351-5
- b. NGR 600-100
- c. NGR 600-200
- d. KNGR 600-100
- e. AR 40-501
- f. NGR 40-501

3. Address. The official address for correspondence pertaining to the school is as follows:

The Adjutant General's Department
ATTN: AGKS-ARO-A
P.O. Box C-300
Topeka, KS 66601-0300

SECTION II - OFFICER CANDIDATE SCHOOL

4. Objective. The objective of the Kansas ARNG Officer Candidate School is three-fold:

- a. To provide an effective means of instructing selected enlisted personnel and warrant officers of the Kansas Army National Guard, and other components, basic military subjects contained in the Army Officer Candidate courses together with the supplementary subjects believed to be invaluable to newly commissioned officers.
- b. To develop the individual's capacity for leadership and command at the company/battery/troop level.
- c. To qualify graduates for commissioning as Second Lieutenants in the National Guard of the United States and U.S. Army Reserve insofar as technical requirements for appointment are concerned.

d. A candidate who successfully completes the course of instruction may, if otherwise eligible and a vacancy exists, be appointed in the grade of Second Lieutenant in the Kansas National Guard and Reserve of the U.S. Army.

5. Program of Instruction.

a. The program of instruction of approximately 470 hours is accomplished on weekends and during annual training. It consists of specified hours of academic instruction as required by ARNG State OCS Program of Instruction, as published by the U.S. Army Infantry School and Chief, National Guard Bureau, and approximately 200 hours of additional instruction as required by The Adjutant General of Kansas.

b. The training will include two (2) annual training periods of fifteen (15) days each and thirteen (13) MUTA-4s, scheduled one (1) each month.

c. Emphasis is placed upon the development of leadership through constant constructive evaluation and by close supervision of candidates in their performance of assigned duties.

d. Instructional materials for the required program of instruction, to include instructor lesson plans, student sets and training aids, are provided by the Extension Training Management Branch of the Department of Training, U.S. Army Infantry School, Fort Benning, GA 31905-5470. This material, together with the Department of the Army and National Guard Bureau publications required for candidates' use, is furnished by the Kansas Military Academy.

e. Emphasis by the Military Academy is placed upon the development of desirable leadership traits as prescribed in NGR 351-5.

6. Entrance Requirements. ARNG enlisted personnel and warrant officers who are applicants for officer candidate training must meet the qualifications for federal recognition as prescribed in NGR 600-100. Applicants from other services must meet requirements established by their service. KSARNG applicants must possess the following qualifications:

a. Medical. Medical examinations accompanying NGB Form 62 for appointment must be current within one year of the scheduled graduate date. Medical examinations accompanying applications for OCS must be current within one year of the scheduled class start date. Both examinations will be outlined for initial appointment as a commissioned officer in Appendix A, NGR 40-501. Weight must be IAW AR 600-9 standards. Individuals applying for appointment in Armor, Artillery, Infantry, Corps of Engineers, Military Intelligence, Military Police Corps and Signal Corps branches must meet the requirements of paragraphs 7-19 and 7-19.1, AR 40-501.

b. Aptitude. Applicants must achieve a GT score of 110 or higher on ACB or ASVAB and attain a score of 90 or higher on subtest 2, Officer Selection Battery (OSB) exam. The OSB will be administered to all applicants.

c. Educational. Civilian education requirements for entering OCS are:

(1) Applicants must be high school graduates or have equivalent credit (GED). In addition, applicants must meet the following civilian education standards:

<u>OCS Class #</u>	<u>Year of OCS Graduation</u>	<u>College Semester Hours Required to Enroll</u>	<u>College Semester Hours Required for Commission</u>
30	1986	0	30
31	1987	10	40
32	1988	20	50
33 and beyond	1989 and beyond	30	60

(2) A demonstrated understanding and proficiency in the English language is a prerequisite for OCS. Personnel whose native language is other than English will be carefully interviewed to ensure that they will be able to understand the technical information that will be presented to them, both oral and written, and that they will be able to present such information to others.

d. Grade. KSARNG applicants will be in pay grade of E-6 or higher to attend OCS. Enlisted personnel below this grade will be promoted to pay grade E-6 under the provisions of NGR 600-200. Individuals who fail to complete the course satisfactorily will be administratively reduced to the grade held prior to attendance at OCS.

e. Age.

(1) The minimum age is 18 for appointment as an officer upon graduation.

(2) The maximum age is the age that will enable the applicant to complete the appropriate Officer Candidate Course, be considered by a Federal Recognition Board and be appointed prior to attaining 30 years of age. A waiver not to exceed 32 years and 6 months of age at the time of commissioning may be granted by The Adjutant General of Kansas, for applicants who possess exceptional military and/or civilian qualifications.

f. Military training.

(1) To be eligible for OCS, applicants must have completed basic training (BT) and advanced individual training (AIT) or their equivalents.

(2) Individuals enlisted to participate in the ARNG College Student Officer Program (CSOP) may enroll in OCS upon completion of prerequisite training.

g. National Agency Check. Proper evidence of a favorable National Agency Check (NAC) is a prerequisite for Federal Recognition as a commissioned officer. If DA Form 873 is not available, a request for secret clearance, to include DD Form 398-2 and FD Form 258, will be submitted with the application for OCS.

h. Waivers. Under exceptional circumstances, waivers of certain requirements may be granted when specifically approved by the Chief, National Guard Bureau or TAG Kansas, in accordance with applicable regulations. See Appendix C for discussion and examples.

7. Applications.

a. All warrant officers and enlisted personnel who meet the requirements as prescribed in this regulation may apply for admission to the Kansas ARNG OCS with authorization of their unit commander. Applications for each class will be accepted starting 1 January each calendar year and close 30 days prior to the start date of the course applied for.

b. Applications will be prepared as outlined in Appendix A.

c. Endorsements will be completed by appropriate commanders prior to forwarding to AGO for screening by the OCS Screening Board, as defined in para 7d below.

d. An OCS Screening Board will be appointed by TAG Kansas and will screen each applicant at the Kansas Military Academy during the month prior to the beginning date of the class. Applicants will be authorized to attend in a split assembly status.

8. Branch Qualifications. National Guard regulations require that all OCS graduates who are commissioned complete their branch basic officer course within eighteen (18) months of commissioning. Candidates will be required to sign a statement to the effect that they understand and will comply with this requirement, prior to attendance at the first annual training period.

<u>9. FORMS REQUIRED</u>	<u>FORM NO.</u>	<u>SUBMIT IN</u>
Application for OCS	AGO Kan Form 110	Duplicate
Certificate of Test Scores	Appendix B	Duplicate
Medical examination	SF 88, SF 93	Duplicate
Birth Certificate (Copy)	Birth Certificate	Duplicate
High School Diploma (Copy)	Diploma	Duplicate
College Transcript	Transcript	Original and 1 copy
SSN Card (Copy)	SSN Card	Duplicate
DA Form 873, or completed DD Form 398-2 and FD 258 Waivers, if applicable	as indicated NGB Form 62	Duplicate Original and 1 Copy
Copy DA Form 2-1	DA Form 2-1	Single

10. Travel Provisions for Students.

a. Students of the KSARNG Military Academy will be authorized to travel by military vehicle, when available, to and from the Kansas Military Academy for weekend MUTA-4s. When possible, a minimum of three (3) candidates will travel together in military vehicles.

b. If military transportation is not available, students are authorized to travel by private conveyance, pooling transportation where possible. In these instances, the driver will be authorized the current mileage rate from home of record to KMA and return, to be paid by the State of Kansas. Orders and vouchers will be processed by the Kansas Military Academy and student concerned.

11. Weekend Assemblies.

a. Officer candidates enrolled at the Kansas Military Academy will be authorized a MUTA-4 for each weekend assembly. Students will be attached to KMA for administration, pay and training, except for AGR personnel.

b. Officer candidates unable to participate in scheduled training at a regularly scheduled MUTA-4 will be required to make up the missed assemblies at the Kansas Military Academy.

12. Authorized Additional.

a. Authorized additional clothing is the responsibility of each candidates unit of assignment. Individual's supply records will be maintained by his/her parent unit.

b. All clothing, "TA-50", LBE, wet weather clothing and other equipment required will be issued to the student prior to the first AT. Specific items required are contained in the OCS Student SOP provided to each student.

THE PROPONENT OF THIS REGULATION IS THE OFFICE OF THE ADJUTANT GENERAL OF KANSAS. USERS ARE INVITED TO SEND COMMENTS AND SUGGESTED IMPROVEMENTS TO THE ADJUTANT GENERAL OF KANSAS, ATTN: AGKS-ARO-A, P.O. BOX C-300, TOPEKA, KANSAS 66601-0300.

BY ORDER OF THE GOVERNOR:

OFFICIAL:


GLEN D. ALEXANDER
COL, GS, KSARNG
Chief of Staff

RALPH T. TICE
MG, KSARNG
The Adjutant General

DISTRIBUTION:

A

THE ADJUTANT GENERAL'S OFFICE
KANSAS NATIONAL GUARD
Application for Kansas ARNG Officer Candidate School

FULL NAME					SSAN		UNIT (Full address including Zip)		
RANK	SEX	RACE	HOME ADDRESS, INCLUDING ZIP CODE			HOME PHONE			
ETS DATE		DUTY MOS AND JOB TITLE			DATE OF BIRTH		AGE		
CIVILIAN OCCUPATION			NAME & ADDRESS OF EMPLOYER/SCHOOL				BUSINESS PHONE		
TOTAL MILITARY SERVICE (Yrs & Months):									
ARNG:				ACTIVE ARMY:			OTHER:		
MARRIED: ----- SINGLE: -----				TOTAL NUMBER DEPENDENTS		HEIGHT	WEIGHT		
NAME OF SPOUSE:						DA FORM 4700 ATTACHED YES/NO			
OCS COURSE REQUESTED CLASS:			START DATE:			CLOSING DATE:			
EDUCATIONAL QUALIFICATIONS									
High School Graduate: Yes/No/GED College Degree/Semester Hours:									
QUALIFICATION TEST SCORES:									
GT SCORE:					OSB SCORE:				
<p>I (have)(have never) been convicted of a felony or any offense resulting in confinement or any traffic violation resulting in a fine exceeding \$300.00. (If answer is yes, a request for waiver must be attached.</p> <p>I certify that if I am accepted as an Officer Candidate, I will pursue the course to its completion and will not voluntarily request release except for the most cogent reason.</p>									
----- Date					----- Signature of Applicant				
1st End									
Unit:									
TO:									
I have personally interviewed the above named applicant. In my opinion, he/she has the qualifications and motivation necessary to complete Officer Candidate School. He/she is of good morale character and would upon graduation be acceptable to me as an officer in my command.									
----- Date					----- Commander's Signature				

1st End (Continued)

9 Encl:

1. Copy indiv DA Form 2-1
2. Certificate of OSB and GT Score (dupe)
3. Medical exam (not over 12 months old)
4. Copy of Birth Certificate (dupe)
5. Copy of HS Diploma or GED Certificate (dupe)
6. College transcript or Diploma (Orig + 1 copy)
7. DA Form 873 or copy of completed DD Form 398-2 (dupe) and FD Form 258
8. Copy of SSN Card (dupe)
9. Waiver(s), if applicable

2d End

HQ:

THRU:

THRU:

TO: President of OCS Screening Board, KMA, 1844 Jumper Road, Salina, KS 67401-8123

Request applicant be screened to determine his/her acceptability for OCS training.

Commander

Encl
nc

____ End

President OCS Screening Board, KMA, 1844 Jumper Road, Salina, KS 67401-8123

TO: Commandant, Kansas Military Academy, 1844 Jumper Road, Salina, KS 67401-8123

Recommend applicant (be) (not be) accepted for OCS training. (If not recommended, state reasons).

President, Screening Board

NOTE: Upon acceptance of candidate by Commandant, Kansas Military Academy, an acceptance letter will be forwarded through channels to unit concerned.
If individual is not accepted, complete application will be returned to unit.

INSTRUCTIONS FOR OCS APPLICATIONS

- APPLICATION FOR ENROLLMENT - To be prepared under the supervision of the unit commander and submitted through channels to the President, OCS Screening Board, c/o Commandant, Kansas ARNG Military Academy, NBTC, Salina, KS 6740-8123.
- UNIT - KSARNG or US Army Reserve unit designation and location, including zip code.
- RANK - Rank at time of application.
- MAILING ADDRESS - Actual complete address where you will receive mail w/zip.
- HOME TELEPHONE - Home Phone number including area code.
- DATE OF BIRTH - Show by day, mo & year (i.e., 10 Oct 62).
- MILITARY SERVICE - (Yrs & Mos) if other than National Guard, show total months.
- ETS DATE - Show ETS of present enlistment. If present enlistment does not include sufficient time through graduation of requested class, individual must complete extension.
- MARITAL STATUS - Self-explanatory. Show first name, middle initial, maiden name and last name of spouse. If single, no entry required.
- NUMBER OF DEPENDENTS - Number of dependents, other than self.
- OCCUPATION - Civilian occupation (i.e., carpenter, farmer, UA, etc.).
- NAME AND ADDRESS OF EMPLOYER/SCHOOL - Complete name and mailing address of applicable employer or school.
- EDUCATION - Self-explanatory. Show complete name of high school and college.
- OCS CLASS - Obtain from UA or Kansas Military Academy.
- COMMENCING DATE - Obtain from UA or Kansas Military Academy.
- CURRENT WEIGHT & HEIGHT - List current weight & height at time of application.
- QUALIFICATION TEST SCORES - Verified by certificate enclosed with application (see Appendix B).

(Unit Heading)

(Date)

SUBJECT: Certificate of Test Scores

Commandant
Kansas Military Academy
1844 Jumper Road
Salina, KS 67401-8123

1. The following individual, _____,
(Last Name, First Name, MI)
_____, a member of this organization, was tested on _____
(Rank) (Date)
to determine his/her eligibility to attend the Kansas National Guard Officer
Candidate School.

2. Results are as follows:

- a. Applicant's GT Score:
- b. Applicant's OSB Score:

(Signature)

(Rank & Title)

ARNG OCS WAIVER

1. References: NGR 351-5 and NGR 600-100.

2. Types of Waivers. Under exceptional circumstances, waivers for civil convictions, medical conditions and military training may be granted by Chief, National Guard Bureau. The Adjutant General may grant age waivers.

a. Age waivers. Waivers of age, up to a maximum of thirty-two years and six months at time of graduation/commissioning, will be considered if the individual is singularly outstanding and possesses unusual skills or technical qualifications. See Encl 1, Appendix C.

b. Conviction waivers. When an applicant has been convicted of a military or civil offense, a waiver must be requested. Waivers are not required for minor traffic violations which resulted in fines of \$300 or less. The applicant's conduct and character must be above reproach and attested to by the endorsements. See Encl 2, Appendix C..

c. Medical waivers. Requests for medical waiver will include an evaluation by an appropriate medical specialist. The evaluation will include a review of the history, establish a diagnosis and prognosis, state that the condition is stabilized and that there is no underlying pathology, review the proposed duties and description of the environment that they will be performed in, and state that proposed duties and the anticipated environment will not cause further aggravation of the medical condition. The entire request for medical waiver will be reviewed by the State Surgeon for comment.

3. Responsibilities for Preparation. The responsibility for preparing the request for a waiver rests with the applicant's unit commander. The commander must fully justify the request. (See para 5a(4) below)

4. When to Request a Waiver. Requests for waivers must be prepared at the same time as the OCS application and early enough in the year to ensure approval prior to the beginning of the OCS class.

5. General Procedures for Requesting Waivers. A letter is prepared stating the reason for the request and the justification. It must be signed by the unit commander. The letter is addressed and forwarded to The Adjutant General, Kansas, ATTN: AGKS-ARP-0, P.O. Box C-300, Topeka, KS 66601-0300. Each commander in the chain of command must recommend approval in narrative form. Initialled and forwarding endorsements only are not sufficient. An information copy will be attached to the OCS application.

APPENDIX C, KNGR 351-5

a. The letter request must include the following:

- (1) Summary of civilian employment.
- (2) Summary of education background with attention to special educational qualifications or achievements.
- (3) Scores on GT and OSB.
- (4) Complete justification for the request.

b. An NGB Form 62 (original only) is prepared, leaving paragraph 1 and the endorsement blank.

c. Requests for waiver of civil or military convictions must be supported by documentary evidence citing the offense, court action and judgment rendered, (e.g., court record, Division of Motor Vehicles record). A statement of circumstances from the applicant is also required.

6. Format for Requesting Waivers. Since age and civil conviction are the most commonly required, sample letters of request for these waivers have been included as Enclosures 1 and 2.

Enclosures:

- 1 - Sample letter request for age waiver.
- 2 - Sample letter request for conviction waiver.

(Unit Heading)

(Date)

SUBJECT: Request for Waiver of Maximum Age to Enter ARNG OCS

The Adjutant General, Kansas
ATTN: AGKS-ARP-0
P.O. Box C-300
Topeka, KS 66601-0300

1. Request waiver for maximum age be granted _____ (Rank, Name & SSN)
to enter _____ KSARNG OCS Class (#) _____ (Rank & Name) was born
on _____ (DOB) and would graduate on approximately _____ (Date).

He/she will be _____ years and _____ months old by graduation.

2. The following is pertinent information on this applicant.

a. (Summary of civilian employment)

b. (Summary of educational background with attention to special educational qualifications or achievements).

c. Test scores: GT _____ OSB _____.

3. (Use this paragraph to justify the request for waiver. Describe the qualities of disposition, character and abilities which you feel warrant the granting of a waiver to this individual).

JOHN M. GRAND
CPT, MP, KSARNG
Commanding

1 Encl:
NGB Form 62

(Unit Heading)

(Date)

SUBJECT: Request for Waiver of Civil Conviction(s) to Enter ARNG OCS

The Adjutant General, Kansas
ATTN: AGKS-ARP-0
P.O. Box C-300
Topeka, KS 66601-0300

1. Request waiver of civil conviction(s) for (Rank, Name & SSN) to enter Kansas ARNG OCS. He has explained the conviction(s) in the attached statement of circumstances . On interviewing him, the undersigned finds no reason to doubt the validity of his explanation.
2. The following background information on this applicant is submitted:
 - a. (Summary of civilian employment).
 - b. (Summary of educational background with attention to special educational qualifications or achievements).
 - c. Test scores: GT _____ OSB _____.
3. (Use this paragraph to fully justify the request, and if deemed necessary, to further explain the conviction(s). Include a statement of the applicant's conduct and reputation during the period you have known him/her.

JOHN M. GRAND
CPT, MP, KSARNG
Commanding

- 3 Encl:
- 1 - NGB Form 62
 - 2 - Statement of Circumstances
 - 3 - Court record (or other documentary evidence; e.g., DMV Record)