

BATTALION ORDER OF ASSEMBLY
FOR OCS APPLICATION PACKETS (Annual Suspense: 15 Feb)
(LISTS ITEMS NEEDED FOR ENROLLMENT ONLY – ADDITIONAL ITEMS NEEDED FOR APPOINTMENT)

1. NGB Form 62 (Forwarded electronically, and on white paper complete w/signatures)(Must be signed by the Commander [for signatures are not authorized unless by the next higher commander])
2. DA Form 705 (APFT Scorecard)(Must show that the soldier passed the last regularly scheduled APFT)
3. A copy of DA form 2-1 (verifying GT Score of 110 or higher)
4. Civilian education (Official college transcripts – cannot be stamped “Issued to Student”) (ACT (19)/SAT(850) scores required for personnel without Bachelor’s Degree)(60 semester credits required for admission to OCS – 90 semester credits required for commission)
5. DD Form 2807 & 2808 (Chapter 2)(Must be administered at MEPS within two years prior to graduation date)
6. DA Form 5500, Body Fat Content Worksheet (when applicable)
7. Copy of SSN card (or statement in Fig 3-3, NGR 600-100)
8. Birth Certificate (And naturalization certification if applicable) (Must be a U.S. citizen)
9. Verification of security clearance(load into EPSQ if applicable)(statement completed at state)
10. IDARNG Form 93 (completed by soldier) (See IDARNG Reg 351-5, para 5-3b)
11. Requests for waivers (age, moral, physical, etc.) (when applicable)
12. Memorandum of Recommendation from the Unit Commander (must contain a statement attesting to the moral character, leadership potential, desire to have the candidate as a junior officer in his unit, and verifying DOB, education, citizenship, military service, and mental test scores) (See IDARNG Reg 351-5, para 5-3a)
13. Battalion Officer Selection Board results (recommendation for entrance into OCS) (See IDARNG Reg 351-5, para 5-4)
14. Copy of ATRRS sheet showing that soldier is loaded into OCS (Phase 1-3 for Accelerated Course and Phase 1-2 for Traditional Course).
15. DD Form 214(s), DD Form 220, and NGB Form 22(s)
16. Statement of understanding if unable to complete 20 years of service for retirement (Fig. 3-6, NGR 600-100)(when applicable)
17. Award orders and citations
18. Dependant Birth Certificates/Marriage Certificate/Divorce decree (for inclusion in 201 file)
19. RTI Form 351a
20. ATRRS Pre-execution Checklist.
21. Promotion and/or MOS orders will be completed by J1AR-O.

NOTE: Continue in succeeding order when a document is not applicable.