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Department of the Army
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*National Guard Regulation 351-5

Schools

STATE MILITARY ACADEMIES

Summary. This revision establishes responsibility for conducting major training programs by State military academies (SMA) into a single regulation; it spells out the SMA mission to include officer candidate programs available to Army National Guard (ARNG) members and the Reserve Component Noncommissioned Officers Education System (RCNCOES) programs available to ARNG members; identifies National Guard Bureau (NGB)-sanctioned courses considered to be part of the SMA mission; adds the State plans, operations and training officer (POTO) to the OCS academic board; deletes option for completing map reading/land navigation annex by correspondence; specifies civilian education requirements required for enrollment in and graduation from OCS; deletes the requirement for one year military membership before enrollment in ARNG OCS; specifies routing for requests for waiver; deletes appeal of relief from State OCS process from the student to the Adjutant General; provides detailed guidance for reenrollment or recycling of OCS candidates; and specifies APRT requirements.

Applicability. This regulation applies to all Army personnel, including personnel of the Army National Guard and the US Army Reserve, who manage, prepare, and distribute Army correspondence. During full mobilization, requirements of this regulation, except those imposed by Public Law, are exempt. Authority for authentication of correspondence should be delegated wherever possible.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Supplementation. Suplementation of this regulation is prohibited without prior approval from NGB-ARO-ME.

Interim changes. Interim changes are not official unless authenticated by the Executive, NGB. Interim changes will be destroyed on their expiration date unless sooner superseded or rescinded.

Suggested Improvements. Users of this regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-ARO-ME, Edgewood Area, Aberdeen Proving Ground, MD 21010-5420.

*This regulation supersedes NGR 351-5, 2 March 1981

Contents

Chapter 1

General

	Paragraph	Page
Purpose	1-1	1-1
State military academy mission	1-2	1-1
Course changes	1-3	1-1
Types of programs	1-4	1-1

Chapter 2
ARNG Officer Candidate Program

Section I
General

Establishment of ARNG OCS	2-1	2-1
Authority	2-2	2-1
Geographical location	2-3	2-1
Procedures to gain accreditation	2-4	2-1
Standards of accredidation	2-5	2-1
Program of instruction	2-6	2-2
Leadership training	2-7	2-2
Individual academic reports	2-8	2-2
Academic standards and requirements	2-9	2-3
Travel status	2-10	2-3
Distinguishing insignia	2-11	2-3
Clothing and equipment	2-12	2-3
Participation by members of other components	2-13	2-3
Annual evaluation	2-14	2-4
Required reports	2-15	2-4
Payroll procedures	2-16	2-4

Section II
Entrance Requirements

	Paragraph	Page
Eligibility	2-17	2-4
Medical	2-18	2-4
Physical fitness	2-19	2-5
Education	2-20	2-5
Moral requirements	2-21	2-5
Mental	2-22	2-5
Age	2-23	2-5
National Agency Check	2-24	2-5
Grade	2-25	2-5
Military traianing	2-26	2-5
Waivers	2-27	2-6

Section III
Relief and Retention of Candidates

General	2-28	2-6
Relief	2-29	2-6
Notification of relief from State OCS	2-30	2-6
Retention	2-31	2-6

Chapter 3
US Army Officer Candidate School

Section I
General

Eligibility	3-1	3-1
Status	3-2	3-1
Relief of candidates	3-2	3-1

Section II
Prerequisites

Entrance requirements	3-4	3-1
Medical	3-5	3-1
Physical fitness	3-6	3-1
Education	3-7	3-1
Moral requirements	3-8	3-1
Mental	3-9	3-1
Age	3-10	3-2
National Agency Check	3-11	3-2
Grade	3-12	3-2
Military training	3-13	3-2
Waivers	3-14	3-2

Section III
Application Procedures

Processing of application	3-15	3-2
Designation of TOE/TDA position vacancy	3-16	3-3
Orders	3-17	3-3
Orientation	3-18	3-3
Administrative instruction	3-19	3-3

	Paragraph	Page
Clothing and equipment..	3-20	3-4
Records.....	3-21	3-4

Chapter 4
Reserve Component Noncommissioned Officer Education System

General

General policies.....	4-1	4-1
Scope.....	4-2	4-1
Objectives.....	4-3	4-1
Responsibilities.....	4-4	4-1
Implementation.....	4-5	4-1

Chapter 5
Company Level Pre-Command Course

Course objective.....	5-1	5-1
Prerequisites.....	5-2	5-1
Program of instruction..	5-3	5-1

Chapter 6
Direct Appointment Orientation Course

Objective.....	6-1	6-1
Prerequisites.....	6-2	6-1
Program of instruction..	6-3	6-1

Chapter 7	Paragraph	Page
TAC Officer Course		
Objective.....	7-1	7-1
Prerequisites.....	7-2	7-1
Program of Instruction..	7-3	7-1

Chapter 8
Battalion Training Management System

Objective.....	8-1	8-1
Courses.....	8-2	8-1
Procedures.....	8-3	8-1

Chapter 9
Nonprior Service Personnel Training Course

Objective.....	9-1	9-1
Program of instruction..	9-2	9-1
Training status.....	9-3	9-2

Chapter 10
US Army OCS Orientation Course

Objective.....	10-1	10-1
Program of Instruction..	10-2	10-1
Completion of training statement.....	10-3	10-4

Chapter 1
General

1-1. Purpose
This regulation prescribes the criteria and administrative procedures governing the programs conducted by SMAs located in each State, the District of Columbia, Guam, Puerto Rico, and the US Virgin Islands.

1-2. State Military Academy mission
In their respective States, SMAs are responsible for conducting courses listed below:

a. Officer candidate school (OCS).

b. Primary leadership development courses (PLDC).

c. Advance noncommissioned officer courses (ANCOC).

d. First sergeant courses (FSC).

e. Senior noncommissioned officer courses (SNCOC).

f. Company level pre-command courses (CLPCC).

g. Direct appointment orientation Courses (DAOC).

h. TAC officer Courses.

i. Battalion training management system (BTMS) sustainment courses.

j. Nonprior service (NPS) personnel training.

k. US Army OCS orientation courses.

1-3. Course changes
Courses listed in paragraphs 1-2b through e comprise the existing RCNCOES courses. This system is revised periodically resulting in courses being added or deleted. Courses which are added to the RCNOES will automatically become part of the SMA mission upon implementation.

1-4. Types of programs
a. Officer candidate programs that provide training enabling ARNG personnel to meet the minimum military education requirements for a commission as a second lieutenant in the ARNG are as follows:

(1) Army National Guard (ARNG) officer candidate school (OCS). This course is conducted by elements of the ARNG and lasts approximately one year. See chapter 2 for further details.

(2) Officer candidate course (OCC). This course is conducted by the US Army Infantry School (USAIS), Ft Benning, GA. The course is designed for active component personnel; however, Reserve component members may enroll in this 14-week program. See chapter 3 for further details.

b. RCNCOES. Designed to train students in leadership roles and responsibilities at different levels of command. Course graduates are considered to have met minimum military education requirements for various promotions or appointments commensurate with the course completed. The NCO school commandant is responsible for conducting courses in each SMA under the general supervision of the SMA commandant. See chapter 4 for further details on RCNCOES courses.

c. CLPCC. Designed for officers or warrant officers designated for command positions at detachment or company level. Provides a 32-hour or 64-hour POI. See chapter 5 for further details.

d. DAOC. Designed for officers or warrant officers who receive direct appointments. 40-hour POI. See chapter 6 for further details.

e. TAC officer course. Designed for officers assigned or detailed as SMA TAC officers. 24-hour POI. See chapter 7 for further details.

f. BTMS sustainment courses. Designed to sustain training management proficiency at the trainer's, Supervisor's, and platoon leader's level. 12 to 16-hour POI. See chapter 8 for further details.

g. NPS personnel training courses. Designed for nps personnel before they report for basic training. 36-hour POI. See chapter 9 for further details.

h. US Army OCS Orientation Course. Designed for personnel who have been selected to attend OCC. 21-hour POI. See chapter 10 for further details.

Chapter 2
ARNG Officer Candidate School

Section I
General

2-1. Establishment of ARNG OCS
Each State Adjutant General is authorized to establish on ARNG OCS. Branch schools may be established if prompted by geographical conditions; however, they will be supervised by the ARNG OCS commandant. No authority is required from the Chief, National Guard Bureau (CNGB) to establish branch schools.

2-2. Authority
Section 504 of title 32, United States Code.

2-3. Geographical location
Where geographical location of ARNG units determines that establishing of an interstate school would be more economical, such a school may be established. These interstate schools will be considered as one school without regard to the number of States involved. One of the States, in agreement with the others, will assume all the administrative responsibilities for the school.

2-4. Procedures to gain accreditation
a. Accreditation. ARNG OCS must be accredited by the Department of the Army.
b. Action by commandant of ARNG OCS.
(1) When a school has been established and is prepared for its accreditation evaluation, the commandant will notify the appropriate Army commander through the State Adjutant General.
(2) The Army commander in whose area the school is located will be requested to conduct an accreditation evaluation of the school. Commander, US Army, Alaska is responsible for the Alaska ARNG OCS accreditation evaluations; and Commander, US Army, Pacific, is responsible for the Hawaii ARNG OCS accreditation evaluations.
c. Action by Army commander. Upon receipt of a request, the Army commander concerned will appoint an accreditation evaluation officer to determine if the school meets these minimum standards. The Army commander who reviews the report of evaluation, will send one copy together with a recommendation as to accreditation of the school to CNGB. A copy of the evaluation report will also be sent to the State Adjutant General concerned.
d. Action by CNGB.
(1) When the initial accreditation evaluation has been completed, schools that meet the required standards will be issued a certificate of accreditation by CNGB. Certificates will not be issued for satisfactory annual evaluations, unless the school accreditation has been temporarily suspended or withdrawn.
(2) Schools failing to meet standards for accreditation will be notified of the reasons by CNGB. When deficiencies have been corrected, the commandant of the school may request a reevaluation.

2-5. Standards of accreditation
Recommendation of accreditation will be made when schools meet the following standards:
a. Facilities. Necessary facilities for conducting the school will include:
(1) Classrooms suitable for effective indoor instruction.
(2) Suitable facilities for storing TDA/CTA authorized supplies, equipment, and weapons.
(3) Adequate facilities or arrangements for messing.
(4) Administrative facilities to include adequate storage and safeguarding of publications, examinations, and instructional materials.
b. Organization.
(1) An academic board will be designated by the State Adjutant General and will consist of selected commanders of major organizations within the State, the State POTO, the OCS commandant, and the senior Army advisor with approval of the Army commander concerned.

(2) An ARNG OCS school commandant will be assigned to direct the operation of the school.

(3) Each ARNG OCS must have an administrative officer, test control officer, and a supply officer. These functions may be combined and performed by one officer.

(4) The senior Army advisor will detail at least one Army officer advisor as a member of the faculty in addition to other duties. With approval of the appropriate Army commander, additional Army officers may be detailed as instructors.

(5) Sufficient qualified officers must be available for assingment as instructors and TAC (teach, advise, and counsel) officers.

c. Selection of applicants. The method of interviewing, screening, and selecting applicants will be determined by the academic board and must include the requirement that each applicant appear before an OCS selection board appointed by the State Adjutant General or major subordinate commander. A Federal recognition board may act as an OCS selection board. As a minimum, each applicant will be interviewed and screened in the areas of leadership potential, appearance, military bearing, oral expression, and motivation to become an officer. When prospective female candidates are to be considered by the board, a female officer, if available, will be a member of the board. When minorities are considered, a minority officer, if available, will be a member of the board.

2-6. Program of instruction (POI)

a. The Commandant, USAIS will prepare, publish, and distribute the prescribed ARNG OCS POI. Prior to publication, the POI will be approved by the Commander, US Army Training and Doctrine Command (TRADOC) and CNGB. The POI will contain the designated number of hours of military instruction and will closely parallel the resident OCC POI conducted at the USAIS. All academic subjects are mandatory unless otherwise identified, and must be conducted at each ARNG OCS.

b. Recommended changes to the POI may be submitted to CNGB for approval.

c. Necessary military education material to support the approved POI, except DA publications, will be prepared, reproduced, and distributed by the USAIS using funds by CNGB.

d. The Commandant, USAIS, or representative, is requested to perform liaison visits to ANRG SMA conferences and related activities to determine if the POI and accompanying military educational material prepared by the USAIS is adequate in accomplishing its functions.

2-7. Leadership training

a. The primary emphasis of the ARNG OCS program will be placed on developing desirable leadership traits and abilities of each candidate. Methods of leadership development include discipline, high standards of deportment and conduct, exacting manner of performance, frequent and effective counseling, continuous observation, correction, and evaluation.

b. A system will be maintained to evaluate the leadership ability of each candidate. Students who fail to show leadership proficiency or sufficient progress in the development of leadership traits will be relieved from the program.

2-8. Individual academic reports

a. Each OCS class student who is a member of the class on the first day of the first AT period or who becomes a member of the class later in the course will have a DA Form 1059 (Service School Academic Evaluation Report) completed upon course completion or when terminated from the class, whichever occurs first. DA Form 1059 will be distributed as follows:

(1) Original: Member's copy.
(2) 1st copy: 201 file copy.
(3) 2d copy: TAG file copy.
(4) 3d copy: SMA file copy.

b. An appropriate diploma will be awarded to each student who successfully completes the ARNG OCS course of instruction.

2-9. Academic standards and requirements

a. Each student must successfully complete the minimum number of formal military education instruction hours.

b. The passing grade for each written examination will be a minimum score of 70 out of a possible 100. In subjects where students must also demonstrate proficiency by individual student practical work; e.g., map reading/land navigation, a passing grade in the written examination will not be considered as satisfactory completion of the subject, unless the candidate also receives a rating of satisfactory or higher in the performance of such practical work.

c. A candidate who, after completing a minimum of four examinations, fails to maintain a minimum academic average of 70 will be considered for dismissal from the program. Students are required to receive formal academic counseling after each test failure to assist the individual as the course progresses.

d. All examinations included in the POI published by the USAIS will be graded at the USAIS, and appropriate records will be maintained at that installation. Answer cards, arranged alphabetically, will be forwarded to the USAIS for grading and will be accompanied by two copies of an alphabetical student roster. Rosters may be prepared at the beginning of each class, with names lined out as personnel depart. Authorized absentees will be indicated by placing the letter "A" in the grade column and drawing a line through the student's name. The USAIS will return one copy of the posted roster with the student's examination grade.

e. Students failing the map reading/land navigation examination will be required to take a formal retest examination. Maximum grade to be credited on this retest examination is 70, even if a higher grade is attained. Failure to successfully complete this course will result in dismissal from the program.

f. For an authorized absence, a makeup examination is authorized. Separate student rosters will be prepared in forwarding makeup examinations. Regular examination and makeup examination answer sheets with accompanying student rosters will be forwarded to the USAIS not later than 48 hours after the examination is administered.

g. Unless specifically indicated in written instructions accompanying an annex, students will not be authorized to use any reference or notes during an examination other than to ensure that the candidate has a legible copy of the examination.

h. Instructors will review examinations before presenting the subject material and will certify validity to the test control officer. However, they will avoid "teaching examinations" or placing undue emphasis on examination questions, particularly during review periods of instruction.

2-10. Travel status

Students attending an SMA are entitled to travel and per diem allowances in an IDT TDY status, as long as they are not attached to the school. Members are authorized entitlements for travel between their unit location and the training duty station.

2-11. Distinguishing insignia

Candidates are authorized to wear distinguishing State-approved insignia. They are also entitled to wear the OCS metal insignia prescribed in AR 670-1.

2-12. Clothing and equipment

Candidates enrolled in the ARNG OCS program are authorized additional sets of uniforms as prescribed in CTA 50-900.

2-13. Participation by members of other components

a. Army Reserve (USAR) personnel may participate as students in the ARNG OCS program IAW AR 140-50 when authorized by the State Adjutant General and the appropriate Army commander.

b. Active Army personnel may attend ARNG OCS programs as students when auth-

orized by the State Adjutant General and their unit commander, as long as they are qualified IAW of NGRs 351-5 and 600-100.

c. Personnel of other components and services may participate in ARNG OCS programs when authorized by the State Adjutant General and the appropriate commander, and they should meet the commissioning criteria of their respective component or service.

d. ARNG OCS commandants are not required to enroll students from other than the ARNG whose enrollment would cause total enrollment to exceed class capacity.

2-14. Annual evaluation

Army commanders will conduct an annual evaluation of each ARNG OCS within their Army area to ensure the minimum standards for establishment are maintained and to evaluate the effectiveness of training conducted. This evaluation will normally be conducted during the annual training (AT) phase. In cases where two or more State OCS consolidate during an AT period, and a complete evaluation cannot be accomplished at the AT site, a supplemental evaluation of the inactive duty training should be accomplished before rendering a final annual report. The evaluation report will be forwarded to CNGB, with information copies forwarded to the State Adjutant General, United States Army Forces Command (FORSCOM), and TRADOC. Schools failing to maintain minimum standards and not recommended for continued accreditation by the Army commander will be placed on probation by CNGB until existing deficiencies have been corrected and a reevaluation conducted.

2-15. Required reports

a. The commandant of each ARNG OCS will submit an initial enrollment report and a monthly report by OCS class on NGB Form 36R (copy at figure 2-1) to NGB-ARO-ME, ARNG Operating Activity Center, Edgewood Area, Aberdeen Proving Ground, MD 21010-5420, with an information copy to the Commandant, US Army Infantry School, ATTN: ATSH-SE-TSD, Ft Benning, GA 31905-5470.

b. NGB Form 36R may be completed by preprinting nonchanging items onto the form at the beginning of the class year. Items 1, 6, and 8 are considered as items not likely to change, although other items; e.g., 2 & 3, may also fall into this category.

c. Item 6 (initial enrollment statistics) will be completed by entering the required data as of the first day of the first AT period. NGB Forms 36R covering OCS multiple unit training assembly (MUTA) conducted prior to the first AT period; e.g., orientation weekends, are not required. Monthly reports will be submitted within 10 days after completion of each MUTA and AT periods.

2-16. Payroll procedures

Students who graduate and are commissioned during AT should be paid as commissioned officers from the effective date of commissioning shown in their temporary Federal recognition papers.

Section II
Entrance Requirements

2-17. Eligibility

Enlisted members and warrant officers who are applicants for officer candidate training must meet the qualifications for Federal recognition as prescribed in NGR 600-100. In addition, applicants must possess the qualifications listed in paragraph 2-18 through 2-27 of this regulation.

2-18. Medical

Medical standards prescribed for appointment as a commissioned officer in the ARNG are outlined in chapter 2, AR 40-501. Weight standards for ARNG OCS applicants are established in AR 600-9. Applicants for ARNG OCS will undergo a medical examination within one year before graduating from ARNG OCS. If applicant's medical records are more than one year old at time of enrollment in ARNG OCS, a current medical examination should be accomplished. Medical records less than one year old should be screened

prior to the applicant's being enrolled in ARNG OCS.

2-19. Physical fitness
ARNG OCS students must successfully pass the Army Physical Readiness Test (APRT) before graduation. Applicants must attain a minimum score of 60 on each APRT event as prescribed by FM 21-20. Individuals who cannot pass the APRT before graduation will not be declared graduates.

2-20. Education
a. Applicants must be high school graduates or have equivalent credit. In addition, applicants must meet the following civilian education standards:

Year of OCS Graduation	College Semester Hours Required to Enroll	College Semester Hours Required for Commission
1984	0	10
1985	0	20
1986	0	30
1987	0	40
1988	10	50
1989 and after	20	60
	30	

b. 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.

2-21. Moral requirements
Applicants must be of good moral character.

Mental
a. Achieve a GT score of 110 or higher on the Army Classification Battery (ACB) or the Armed Services Vocational Aptitude Battery (ASVAB).
b. Attain a score of 90 or higher on subtest 2 of the Officer Selection Battery (OSB). Individuals who took the Officer Candidate Test (OCT) and Officer Qualification Inventory (OQI) tests prior to 1 Apr 83 and received a minimum score of 115 on the OCT with a minimum composite OCT/OQI score of 200 meet the mental standards for enrollment in ARNG OCS.

2-23. Age
a. The minimum age is 18 years where State law permits appointment as an officer at that age.
b. The maximum age is the age that will enable the applicant to complete the occ be considered by a Federal recognition board, and be appointed before attaining age 30. A waiver for the applicant who possesses exceptional qualifications and who will have attained an age not to exceed 32 years and 6 months of age at time of commissioning may be granted by the State Adjutant General.

2-24. National Agency Check (NAC)
Proper evidence of a favorable NAC is a prerequisite for Federal recognition as a commissioned officer. A request for NAC will be forwarded to the appropriate Army commander at least 9 months before the applicant's graduation date. If an unfavorable NAC is received, the student will immediately be terminated from the course.

2-25. Grade
Personnel must be in pay grade E-6 or higher before attending an ARNG OCS. Enlisted personnel below this grade will be promoted to pay grade E-6 under the provisions of NGR 600-200. Personnel promoted to a higher enlisted grade to attend OCS will be immediately reduced to the grade from which promoted when they cease to participate in the program for any reason or if a commission is not accepted within one month after graduation.

2-26. Military training
a. To be eligible for ARNG OCS, ap-

plicants must have completed basic training (BT) and advanced individual training (AIT) or their equivalents.

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

2-27. Waivers

a. Under exceptional circumstances, waivers of requirements may be granted by CNGB. Requests for waivers of convictions for military or civil offenses and education or medical requirements will be considered IAW NGR 600-100 and will be forwarded to NGB-ARP-O. Requests for waiver of military training will be forwarded to NGB-ARO-ME.

b. 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.

Section III
General

2-28. Relief and Retention of Candidates

Candidates who do not demonstrate fitness for retention in OCS will be relieved. Standards used for determining the basis for relief will be as prescribed by the State Adjutant General, but they will be predicated upon an estimate of the candidate's potential to perform reasonably as a commissioned officer.

2-29. Relief

State adjutants general or their designated representatives are authorized to relieve candidates for:

a. Disciplinary reasons.
b. Leadership deficiencies.
c. Security reasons.
d. Lack of motivation.
e. Falsification or intentional omission of facts on application.
f. Lack of adaptability.
g. Honor code violations.
h. Misconduct.
i. Disqualifying physical defects.
j. Compassionate or hardship reasons.
k. Candidate's personal reasons.

2-30. Notification of relief from State OCS

When it has been determined that a candidate will be relieved for any of the reasons in paragraph 2-29 or for failure to fulfill other requirements of the applicable regulations, a detailed statement of reasons for relief, listing the specific cause or deficiency that resulted in relief, will be forwarded to the individual.

2-31. Retention

a. Candidates who fail to complete the OCS program through no fault of their own, or failed but whose records indicate they can reasonably be expected to overcome their deficiencies, may be allowed to enroll in a later class.

b. Candidates authorized to enroll in a subsequent OCS class are normally required to complete the entire course of instruction.

c. Candidates may be recycled from an ongoing OCS class into a subsequent ongoing OCS class subject to CNGB approval. For example, a phase II candidate is not doing satisfactory in leadership, and phase I students for the next class are in training. The phase II student may be recycled into the phase I class in session, continue training with that class, and graduate the following year, provided he/she successfully completes the training. Requests for authority to recycle candidates will be submitted in writing to NGB-ARO-ME. Requests will include information pertaining to circumstances and justification for the request.

Chapter 3

US Army Officer Candidate School

Section I
General

3-1. Eligibility
ARNG warrant officers and enlisted members may be authorized to attend the OCC conducted at the USAIS.

3-2. Status
Personnel will attend OCC in a full-time training duty status under Title 32, U.S.C. section 505 and, upon graduation, will return to their respective States as second lieutenants. Personnel will not attend OCC to obtain a certificate of eligibility.

3-3. Relief of candidates
The Commandant, USAIS, will relieve candidates who fail to meet the standards of OCC. The commandant will notify CNGB of the failure of the course within 15 days of relief, indicating the specific cause or deficiency that resulted in relief.

Section II
Prerequisites

3-4. Entrance requirements
Applicants for officer candidate training must meet the qualifications for Federal recognition as prescribed in NGR 600-100. In addition, these applicants must possess the qualifications listed in paragraph 3-5 through 3-13 of this regulation.

3-5. Medical
Medical standards prescribed for appointment as a commissioned officer in the ARNG are outlined in chapter 2, AR 40-501. Medical examinations must be current within one year before scheduled date of graduation from the OCC. Weight standards for OCC applicants are established in AR 600-9.

3-6. Physical fitness
OCC applicants must undergo an APRT within one month before appearing before the OCS selection board. Applicants must attain a minimum score of 60 on each event as prescribed by FM 21-10. Record of date of test and score attained will be made a part of the application when forwarded tO CNGB. Individuals who cannot meet the physical requirements of the course will be denied entrance to the OCC program.

3-7. Education
a. Applicants must meet the following civilian education standards:

Calendar Year in Which OCC Starts	College Semester Hours Required to Enroll in OCC
1984	10
1985	20
1986	30
1987	40
1988	50
1989	60

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

3-8. Moral requirements
Applicants must be of good moral character.

3-9. Mental
Applicants must-

a. Achieve a GT score of 110 or higher on the ACB or the ASVAB.

b. Attain a score of 90 or higher on subtest 2 of the OSB. Individuals who took the OCT/OQI score of 200 meet the mental standards for enrollment in OCC.

3-10. Age

a. The minimum age is 18 years where State law will permit appointment as an officer at that age.

b. The maximum age is the age that will enable the applicant to complete the officer candidate course, be considered by a Federal recognition board, and be appointed before attaining age 30. A waiver for the applicant who possesses exceptional qualifications and who will have attained an age not to exceed 32 years and 6 months at time of commissioning may be granted by the State Adjutant General.

3-11. National Agency Check

A favorable NAC is a prerequisite for Federal recognition as a commissioned officer. Applicants must submit either a copy of DA Form 873 (Certificate of Clearance and/or Security Determination) or documentary evidence that a request for an NAC has been submitted. If an unfavorable NAC is received, the student will immediately be terminated from the course.

3-12. Grade

ARNG personnel must be in pay grade E-5 or higher before attending OCC. Enlisted personnel below this grade will be promoted to pay grade E-5 under the provisions of NGR 600-200. Personnel promoted to a higher enlisted grade to attend OCC will be immediately reduced to the grade from which promoted when they cease to participate in the program for any reason or if a commission is not accepted within one month after graduation.

3-13. Military training

Before entering OCS training, the applicant must complete BT and AIT or their equivalents.

3-14. Waivers

See paragraph 2-27.

Section III
Application Procedures

3-15. Processing of application

An individual will be processed for attendance at OCC as follows:

a. Applicant will submit NGB Form 64 (Application for Training) and NGB Form 62 (Application for Federal Recognition) with allied papers as prescribed in NGR 600-100 and NGR 351-5 through the unit commander to the State Adjutant General.

b. After examination of an individual's application, the State Adjutant General will forward it to the president of a Federal recognition board appointed under NGR 600-100. This board will also act as an OCS selection board and will determine both eligibility for attendance at OCC and for Federal recognition contingent upon graduation from OCC. The State Adjutant General will direct the applicant to appear before the board.

c. A copy of a request for NAC or documentary evidence of completion of a favorable NAC prior to projected date of appointment will accompany the individual's NGB Form 62.

d. After examination by the board, the president will return all papers to the State Adjutant General with the findings of the board. If the applicant successfully completed the board examination, NGB Form 89 will be prepared in duplicate and will include the following remarks: "This board acted in the dual capacity of Federal Recognition Board and an Officer Candidate Selection Board. Applicant is extended temporary Federal recognition, as provided by NGR 600-100, to be effective from date of graduation from OCC."

e. If the applicant is found eligible for Federal recognition and for attendance at OCC, the State Adjutant General will complete the last endorsement on the NGB Form 62. The NGB Form 64, with the NGB Form 62 and allied papers as supporting documents, will be forwarded to NGB-ARO-ME.

f. CNGB will review the application and allied papers and make final determination of eligibility for Federal rec-

ognition contingent upon successful completion of OCS. If the applicant is eligible, a letter of authority will be issued by CNGB to the State. If the applicant is not eligible, all papers will be returned to the State with the reasons stated.

g. Not later than 30 days before OCC graduation, the USAIS commandant will provide CNGB with a roster of students expected to graduate from their respective course.

h. CNGB will hold all papers until notification from the USAIS commandant that the applicant is expected to graduate. CNGB will then notify the State Adjutant General who will have orders prepared to discharge the individual from enlisted or warrant officer status, as applicable, one day before graduation and appointed a second lieutenant with assignment to an MTOE/TDA vacancy effective on the date of graduation. The State Adjutant General will forward these orders to NGB-ARP-CE.

i. CNGB will forward copies of State appointment orders and NGB Form 337 (Oath of Office) in duplicate to the USAIS commandant. Upon graduation, the officer candidate will be administered oaths on NGB Form 337, which will be completed in duplicate and returned to NGB-ARP-CE by the school commandant together with evidence that the candidate has successfully completed the officer candidate course. Upon execution of the oath of office, the graduate will be extended temporary Federal recognition as a second lieutenant in the ARNG.

j. Upon receipt of the NGB Form 337, CNGB will forward the completed duplicate copy to the State concerned. CNGB will publish appropriate orders extending permanent Federal recognition to the individual.

3-16. Designation of TOE/TDA position vacancy.

Each applicant for OCC must be designated for a specific TOE/TDA vacancy or one that will become vacant within 6 months after graduation. This vacancy will be indicated on the NGB Form 62, and will be reserved for the applicant by the State Adjutant General and CNGB.

3-17. Orders

Individual will attend OCC in an enlisted or warrant officer status. An amended order will be required to provide for the individual's return to home station in a commissioned status. This regulation will be cited as authority to amend orders. The amended orders will be effective on the date of appointment. Orders will include fund citations for enlisted and commissioned status, for two fiscal years if appropriate, and authorize round trip travel. Separate transportation requests will be issued for each individual using them. Meal tickets may be provided to enlisted personnel for the period they are enroute to the school.

3-18. Orientation

Before departure for attendance at OCC, candidates will be thoroughly oriented concerning the rigid standards of military courtesy, discipline, appearance, and physical conditioning. During this orientation, candidates will be briefed regarding expenses that may be incurred during the first part of the course as outlined in paragraph 3-19. The orientation may be accomplished in an IDT status by applicants attending one or more regularly scheduled multiple unit training assemblies (MUTA) of the ARNG OCS. Individuals should be administered the APRT as part of the physical conditioning orientation, all records should be screened, and clothing issue should be checked against CTA 50-900 and the recommended quantities listed in the OCS welcome letter published by the USAIS.

3-19. Administrative instructions

Attendance of personnel will be supported from Federal funds (ARNG appropriations in the same manner as provided for the training of other ARNG personnel at Army service schools). Each candidate for these programs must take sufficient personal funds to defray expenses of laundry haircuts, cleaning, tailoring, etc., until the first payday at the school. Experience shows that $400.00 is a conserv-

ative estimate of the amount an individual should take.

3-20. Clothing and equipment

Unit commanders are responsible for carefully checking each individual before departure to ensure that they have sufficient serviceable clothing and equipment as listed in CTA 50-900. State adjutants general are responsible for ensuring the USPFO issues to the candidate individual clothing and equipment in the prescribed quantities. Items of individual and organization clothing and equipment will be issued by the USAIS, if not accomplished by the State.

3-21. Records

Military personnel records, including personal financial records, medical/dental records, and clothing records, together with 25 copies of orders directing attendance at school, will be hand-carried by individual when reporting to the school.

Chapter 4
Reserve Component Noncommissioned Officer Education System (RCNCOES)

4-1. General policies
This chapter outlines the general policies and procedures for conducting the RCNCOES by the ARNG. See NGR 351-3 for details.

4-2. Scope
The RCNCOES is a career development program for enlisted members of the Reserve Components of the Army consisting of training at the entry, intermediate, and senior levels.

4-3. Objectives
Provide career development instruction to actual and potential noncommissioned officers (NCO) of the ARNG by instilling in them the following items.

a. A thorough understanding and willingness to assume their responsibilities.

b. Self-confidence to apply their technical knowledge.

c. Leadership techniques that apply to their duties.

d. A thorough knowledge of NCO responsibilities of taking care of and leading soldiers.

e. High personal and professional standards that must be maintained in the NCO corps.

4-4. Responsibilities
State adjutants general are responsible for conducting the RCNCOES.

4-5. Implementation
As of 1 Oct 85, RCNCOES courses include PLDC, ANCOC, FSC, and SNCOC. Implementation instructions for new courses will be published concurrently with distribution of the course.

Chapter 5
Company Level Pre-Command Course

5-1. Course objective
To develop managarial and leadership skills and techniques that are essential to successfully command a company-size unit. Applicable to command of a detachment-size unit.

5-2. Prerequisites
a. ARNG officers in grades 01 through 04 who are commanders or scheduled to assume command of a company- or detachment-size unit; warrant officers if in or scheduled for a command position.

b. Recommended by battalion or higher command.

c. Meet the weight standards of AR 600-9.

5-3. Program of instruction
a. There are two NGB-approved POI: a 32-hour and a 64-hour version. Both versions have been distributed to the States.

b. NGB conducts 3 iterations of the 64-hour POI each year at an ARNG training site. Details are announced annually in an all States letter.

Chapter 6
Direct Appointment Orientation Course

6-1. Objective
To provide the officer or warrant officer who has received a direct appointment with an orientation of basic principles and concepts of the United States Army system of operation.

6-2. Prerequisites
a. Must have received a direct appointment within 3 years prior to the course start date.

b. Should not have prior service before appointment.

c. Must meet the weight standards of AR 600-9.

6-3. Program of instruction
a. The NGB-approved POI is 40 hours long. The POI has been distributed to each State.

b. NGB conducts one course at an ARNG training site each year. Details are announced annually in an all States letter.

Chapter 7
Tac Officer Course

7-1. Objective
To qualify selected officer personnel to serve as TAC officers in the State OCS program.

7-2. Prerequisites
a. Be an ARNG commissioned officer assigned or detailed as a TAC officer in the State OCS or be selected for such assignment.

b. Be recommended by the OCS commandant.

c. Meet the weight standards of AR 600-9.

7-3. Program of instruction
a. The NGB-approved TAC officer POI is 24 hours long. The POI has been distributed to each State.

b. NGB conducts one TAC officer class at an ARNG training site each year. Details are announced annually in an all States letter.

Chapter 8
Battalion Training Management System

8-1. Objective
To train personnel identified as trainers at squad, platoon, and supervisory levels in the elements of conducting training at their respective levels, developing training plans and programs, developing training evaluation measures, and integrating all of these factors into effective training.

8-2. Courses
The following courses, when presented separately from integral elements of the OCS and RCNCOES courses,fall within these courses included as part of the SMA mission:

a. Trainers workshop (TW). Designed for first line supervisors; 12 to 16-hour POI.

b. Training supervisors workshop (TSW). Designed for first sergeants and sergeants major; 12 to 16-hour POI.

c. Platoon trainers workshop (PTW). Designed for platoon leaders and platoon sergeants; 12 to 16-hour POI.

8-3. Procedures
a. SMA personnel get initial training and support materials through AG Publications Center, Baltimore, MD. Supporting readiness groups (RG) provide continuing support as necessary for sustainment training.

b. SMA personnel provide sustainment training to State units as requested within available assets.

c. SMA personnel conduct course managers' qualification as necessary to maintain BTMS sustainment capability within assets.

Chapter 9
Nonprior Service (NPS) Personnel Training

9-1. Objective

This course is designed for NPS personnel who have not yet departed for basic training. It is intended to introduce them to the military environment and ease their adjustment to active duty and basic training.

9-2. Program of instruction

A 36-hour POI is outlined below. It is designed to be presented on 3 weekends by scheduling 12 hours of instruction on each MUTA-4. Maximum use of practical exercises and application should be made so that students are not subjected to excessive classroom training.

SUBJECT	HOURS
Achievements and traditions of the Army and the National Guard	2
Military courtesy and customs	2
Military justice, State and Federal	2
Troop information	1
The role and purpose of the National Guard as a State Militia	2
Drill and ceremonies	10
First aid	2
Field hygiene and sanitation	1
Interior Guard	2
Recruiting and retention	1
Physical secruity of weapons and sensitive items	1
Maintenance, supply economy, and cost consciousness	2
Mechnical training with individual weapons	3
Physical fitness training	3
Identification and wearing of military uniforms	1
Commanders time	1

9-3. Training status
Student will attend this training in an IDT status.

Chapter 10
US Army OCS Orientation Course

10-1. Objective

To orient the candidate on the rigid standards of military courtesy, discipline, appearance, and physical conditioning to expect at OCC and to emphasize personal affairs matters that should be accomplished prior to departing for officer candidate training at Fort Benning.

10-2. Program of instruction

a. A recommended 21-hour POI is outlined below. Recommended times are indicated; however, training is task-oriented rather than time-oriented, and SMAs are authorized to adjust times accordingly.

SUBJECT	HOURS	TASK
Orientation on OCC	2	Military courtesy standards
		Discipline standards
		Appearance standards
		What to expect during first 5 days
		What to expect after the course start date
OSB testing	2	Administer and score OSB tests
		Identify eligible OCS students based on OSB test scores
PT conditioning	2	Familiarization with the Army conditioning exercise program
		Motivate students to be active in an exercise program
APRT	2	Administer and score diagnostic APRT
		Identify eligible OCS students based on diagnostic APRT scores
		Learn proper APRT procedures
Drill & ceremonies review	2	Dismounted drill (standing, facing and marching movements)
		Manual of arms for M-16 rifle
Map reading/land Navigation review	3	Marginal information, map and topographical symbols
		Plot, measure, and determine distance and direction
		Land navigation
Verification of clothing issue	2	Ensure minimum issue IAW CTA 50-900 and OCS welcome letter
		Ensure servicability of issue
		Check fit of clothing
		Advise student that patches, name tags, etc, will be affixed at the training site

Personal affairs	2	Expenses incurred during inprocessing (laundry, haircuts, sewing patchs, etc)
		Method of troop payment
		Dependent privileges
		Financial affairs
		Reemployment rights
Personnel records review	2	Current and accurate NGB Form 62 completed and includes required documentation
		Records include MPRJ, clothing, medical, dental, and financial and will be hand-carried
		Individual will hand-carry 25 copies of orders
Military courtesy and customs review	2	Procedures upon arrival at training site
		Military justice
OCS welcome letter review	1	Ensure familiarity with contents
		Ensure recommendations are followed

b. Candidates should be allowed to observe the ARNG OCS candidates in training. States may increase the orientation POI in order to better prepare the students for participation at the US Army OCS course.

10-3. Completion of training statement

A statement that the candidate has satisfactorily completed the US Army OCS Orientation Course will be forwarded to NGB-ARO-ME with the individual's application for OCC training (NGB Form 64). Format for the statement is at figure 10-1.

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
-ARO-ME	US Army OCS Orientation Course

TO	FROM	DATE	CMT 1

Following named individual has satisfactorily completed the US Army OCS Orientation Course contained in Chapter 10, NGR 351-5.

NAME	RANK	SSN	DATE COMPLETED

SIGNATURE BLOCK

Figure 10-1

ARNG OFFICER CANDIDATE SCHOOL REPORT

REPORT CONTROL SYMBOL
ARNG-46

REPORT FOR MONTH OF:

TO: MILITARY EDUCATION BRANCH
ARNG OPERATING ACTIVITY CENTER
BLDG E6814, EDGEWOOD AREA
ABERDEEN PROVING GROUND, MD 21010-5420

1. FROM:

2. COMMANDANT (Name, Rank, Branch):

3. TRAINING ADMINISTRATOR (Name, Rank, Branch, TDA Assignment):

4. CURRENT ENROLLMENT:

ARNG		USAR		RA		
M	F	M	F	M	F	TOTAL

5. NUMBER OF ARNG MINORITY STUDENTS CURRENTLY ASSIGNED:

BLACK		SPANISH ORIGIN		PUERTO RICAN		ORIENTAL		FILIPINO		AMERICAN INDIAN		ESKIMO		ALEUTIAN		OTHER	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F

6. ARNG STUDENT DATA AS OF FIRST DAY OF FIRST AT PERIOD:

AVERAGE AGE		AVERAGE MIL SVC			AGE	UNDER WAIVER CONV	TNG	OTHER
M	F	M	F	Male				
				Female				

LEVEL OF CIVILIAN EDUCATION:

HIGH SCH GRAD		1 YR COLLEGE		2 YR COLLEGE		3 YR COLLEGE		4 YR COLLEGE		POST-COLLEGE	
M	F	M	F	M	F	M	F	M	F	M	F

7. REMARKS (Include comments to clarify class progress):

8. SCHEDULED DATES OF MUTA BETWEEN FIRST AND LAST AT (Enter month and date by branch):

BRANCH												

9. COMPLETE FOR GRADUATING CLASS FOLLOWING PHASE III

GRADUATION DATE:	CANDIDATES GRADUATED:						NUMBER ARNG COMMISSIONED:
	ARNG		USAR		RA		
	M	F	M	F	M	F	

NGB FORM 36R
1 Oct 85 (Replaces NGB Form 36R, 1 Oct 83, which is obsolete)

Figure 2-1

By Order of the Secretary of the Army:

EMMETT H. WALKER, Jr.
Lieutenant General, USA
Chief, National Guard Bureau

Official:

HAROLD R. DENMAN
Colonel, USAF
Executive, National Guard Bureau

Distribution: A

Headquarters
Department of the Army
Washington, DC 20310-2500
28 March 1986

National Guard Regulation 351-5
Change 1

Schools

STATE MILITARY ACADEMIES

Summary. This is a change to NGR 351-5, 16 December 1985. This change is required to properly align the figures under the columns to match the appropriate figures related to them.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-ARO-ME, Edgewood Area, Aberdeen Proving Ground, MD 21010-5420.

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated:

Remove pages	*Insert pages*
2-5 and 2-6	2-5 and 2-6

3. File this transmittal sheet in front of the publication.

By Order of the Secretary of the Army:

EMMETT H. WALKER, Jr.
Lieutenant General, USA
Chief, National Guard Bureau

Official:

HAROLD R. DENMAN
Colonel, USAF
Executive, National Guard Bureau

Distribution: A

prior to the applicant's being enrolled in ARNG OCS.

2-19. Physical fitness
ARNG OCS students must successfully pass the Army Physical Readiness Test (APRT) before graduation. Applicants must attain a minimum score of 60 on each APRT event as prescribed by FM 21-20. Individuals who cannot pass the APRT before graduation will not be declared graduates.

2-20. Education
★a. Applicants must be high school graduates or have equivalent credit. In addition, applicants must meet the following civilian education standards:

Year of OCS Graduation	College Semester Hours Required to Enroll	College Semester Hours Required for Commission
1984	0	10
1985	0	20
1986	0	30
1987	10	40
1988	20	50
1989 and on	30	60

b. 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.

2-21. Moral requirements
Applicants must be of good moral character.

Mental
a. Achieve a GT score of 110 or higher on the Army Classification Battery (ACB) or the Armed Services Vocational Aptitude Battery (ASVAB).
b. Attain a score of 90 or higher on subtest 2 of the Officer Selection Battery (OSB). Individuals who took the Officer Candidate Test (OCT) and Officer Qualification Inventory (OQI) tests prior to 1 Apr 83 and received a minimum score of 115 on the OCT with a minimum composite OCT/OQI score of 200 meet the mental standards for enrollment in ARNG OCS.

2-23. Age
a. The minimum age is 18 years where State law permits appointment as an officer at that age.
b. The maximum age is the age that will enable the applicant to complete the occ be considered by a Federal recognition board, and be appointed before attaining age 30. A waiver for the applicant who possesses exceptional qualifications and who will have attained an age not to exceed 32 years and 6 months of age at time of commissioning may be granted by the State Adjutant General.

2-24. National Agency Check (NAC)
Proper evidence of a favorable NAC is a prerequisite for Federal recognition as a commissioned officer. A request for NAC will be forwarded to the appropriate Army commander at least 9 months before the applicant's graduation date. If an unfavorable NAC is received, the student will immediately be terminated from the course.

2-25. Grade
Personnel must be in pay grade E-6 or higher before attending an ARNG OCS. Enlisted personnel below this grade will be promoted to pay grade E-6 under the provisions of NGR 600-200. Personnel promoted to a higher enlisted grade to attend OCS will be immediately reduced to the grade from which promoted when they cease to participate in the program for any reason or if a commission is not accepted within one month after graduation.

2-26. Military training
a. To be eligible for ARNG OCS, ap-

plicants must have completed basic training (BT) and advanced individual training (AIT) or their equivalents.

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

2-27. Waivers

a. Under exceptional circumstances, waivers of requirements may be granted by CNGB. Requests for waivers of convictions for military or civil offenses and education or medical requirements will be considered IAW NGR 600-100 and will be forwarded to NGB-ARP-O. Requests for waiver of military training will be forwarded to NGB-ARO-ME.

b. 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.

Section III
General

2-28. Relief and Retention of Candidates

Candidates who do not demonstrate fitness for retention in OCS will be relieved. Standards used for determining the basis for relief will be as prescribed by the State Adjutant General, but they will be predicated upon an estimate of the candidate's potential to perform reasonably as a commissioned officer.

2-29. Relief

State adjutants general or their designated representatives are authorized to relieve candidates for:

a. Disciplinary reasons.
b. Leadership deficiencies.
c. Security reasons.
d. Lack of motivation.
e. Falsification or intentional omission of facts on application.
f. Lack of adaptability.
g. Honor code violations.
h. Misconduct.
i. Disqualifying physical defects.
j. Compassionate or hardship reasons.
k. Candidate's personal reasons.

2-30. Notification of relief from State OCS

When it has been determined that a candidate will be relieved for any of the reasons in paragraph 2-29 or for failure to fulfill other requirements of the applicable regulations, a detailed statement of reasons for relief, listing the specific cause or deficiency that resulted in relief, will be forwarded to the individual.

2-31. Retention

a. Candidates who fail to complete the OCS program through no fault of their own, or failed but whose records indicate they can reasonably be expected to overcome their deficiencies, may be allowed to enroll in a later class.

b. Candidates authorized to enroll in a subsequent OCS class are normally required to complete the entire course of instruction.

c. Candidates may be recycled from an ongoing OCS class into a subsequent ongoing OCS class subject to CNGB approval. For example, a phase II candidate is not doing satisfactory in leadership, and phase I students for the next class are in training. The phase II student may be recycled into the phase I class in session, continue training with that class, and graduate the following year, provided he/she successfully completes the training. Requests for authority to recycle candidates will be submitted in writing to NGB-ARO-ME. Requests will include information pertaining to circumstances and justification for the request.