



DEPARTMENT OF THE ARMY
HEADQUARTERS, 199TH INFANTRY BRIGADE
6506 INDIANHEAD ROAD
FORT BENNING, GEORGIA 31905-6221

ATSH-TP

24 October 2011

MEMORANDUM THRU Commandant, United States Army Officer Candidate School

MEMORANDUM FOR OCS Candidates

SUBJECT: Graduation Requirements and Administrative Procedures for Officer Candidate School (OCS)

1. References:

- a. AR 350-1, Army Training and Education, 18 December 2009.
- b. AR 40-501, Standards of Medical Fitness, 14 December 2007.
- c. AR 600-8-24, Officer Transfers and Discharges, 12 April 2006.
- d. AR 635-200, Active Duty Enlisted Administrative Separations, 06 September 2011.
- e. AR 135-175, Separation of Officers (Reserve Components), 28 February 1987.
- f. AR 600-9, The Army Weight Control Program, 27 November 2006.
- g. AR 350-51, Officer Candidate School, 11 June 2001.
- h. USAIS Reg 351-10, Resident Academic Policy and Records Administration, 1 January 2002.
- i. FM 21-18, Foot Marches, 1 June 1990
- j. DOD Directive 5500.07, Standards of Conduct, 29 November 2007

2. Purpose: This memorandum outlines the standards and performance requirements for graduation from the US Army Officer Candidate School (OCS). General academic policies, procedures and responsibilities for resident students are contained in the US Army Infantry Center (USAIC) Regulation 351-10 and the Officer Candidate SOP (OCS SOP). This memorandum supersedes all previously published OCS graduation requirements.
3. Scope: This memorandum applies to all students attending the Federal Resident OCS. This requirement memorandum is effective 24 OCT 11. This memorandum applies to any Candidates who begin or are recycled into classes beginning after 24 OCT 11.
4. General: To graduate from OCS and become a commissioned officer, students must achieve the standards listed in this memorandum. Evaluations received while in OCS are performance oriented and based on existing published standards IAW the Officer Candidate School Standard Operating Procedures (OCS SOP). Garrison and field leadership performance is evaluated based on a student's employment of the Army Leadership Framework contained in FM 6-22 (Army Leadership).

5. **Administrative Recycles/Relief.** Candidates are administratively relieved when necessitated by reasons beyond the student's control. Grounds for administrative relief include, but are not limited to:
- a. **Administrative recall.** A Candidate is administratively eliminated from OCS when he / she is recalled by a controlling agency (component) or parent organization (unit) for reasons not related to academic deficiency. Unit deployment to combat is an example.
 - b. **Compassionate or hardship reasons.** A Candidate is administratively eliminated from OCS when an immediate family member suffers from health, welfare or financial problems. If these problems substantially interfere with continuation of training or cause a Candidate to miss an excessive amount of training, then that Candidate may be given a compassionate relief from the course. Relief under this provision does not guarantee reassignment to a desired area, release from the program, or release from the service.
 - c. **Security reasons.** Candidates must have at minimum an "Interim Secret" Clearance prior to the start of the course. Any security hold will result in an administrative drop from the course.
 - d. **Order of Merit List (OML).** If more potential candidates arrive for a class start than there are ATTRS spaces for, the initial APFT will be used to create an OML. Based on that OML, it will determine who will enter the next class. If a potential candidate is not able to start due to a low OML score that is considered an Administrative Recycle.
 - e. **Packing List Failure (Initial).** If a potential candidate fails the initial packing list inspection, the potential candidate will be recycled to HHC and given an opportunity to fix the deficiencies. If the potential candidate fails a second packing list inspection, the potential candidate will be adversely removed from the course, for twice failing the packing list inspection (see two time packing list failure in Adverse Relief).
 - f. **Medical Circumstances.** Inability to complete the course because of poor health is grounds for relief from the course. Mental health difficulties other than situational maladjustment will be considered under this category.
 - i. A candidate may be recycled if they receive a profile that will cause limited participation or missed training.
 - ii. A candidate will be relieved if they receive a profile(s) that will cause limited participation for 14x or more cumulative days of training.
 - g. **Disqualifying physical condition.** If the physical condition of a candidate changes from the time the OCS board reviewed their application throughout OCS, and the candidate is not able to meet the commissioning physical requirements, the candidate will be relieved from the course.
6. **Adverse Recycles/Relief.** IAW AR 350-51, p. 19, Section V, the OCS Commandant, or a named representative, may relieve a candidate whenever a lack of aptitude or qualification for commissioning has been determined. The decision may be for but is not limited to:
- a. **Misconduct.** Failure to cooperate in routine requirements, adhere to course standards, local laws, regulations of OCS (e.g. Alcohol consumption or possession when not authorized, tobacco consumption or possession), and Army regulations may result in disciplinary actions. A Candidate receiving one Class 1 action or two Class 2 actions is subject to recycle/relief. A Candidate committing any offense punishable by UCMJ action will be eliminated under this provision. Failure to obey local laws and regulations will also result in relief from the course.
 - b. **Academic deficiency.** Academic failure is defined as a failure to attain a minimum score of 70 percent on each academic examination. A score of 80 percent is required for the Leadership, Justice and Ethics exam and the Tactics and Operations exam. Only 1x retest is authorized per test failure. The failure of any retest will result in relief from the course. Upon failing 2x cumulative tests throughout the course a Candidate will be relieved. Retests are only authorized for a score below 70 on all exams, excluding the Leadership, Justice and Ethics exam and the Tactics and Operations exam where any score below 80 is authorized a retest. This does not apply to Land Nav tests.
 - c. **Leadership Deficiencies.** Leadership deficiencies consist of failures to display leadership qualities appropriate to one's grade, experience and degree of training. Candidates must pass at least 51% of their leadership evaluations by the end of week 9. Failure to do so will result in recycle.

- d. **Lack of Motivation.** Lack of motivation consists of a Candidate whose performance is characterized by failure to exert reasonable effort to succeed, suspected malingering, or a personal attitude which demonstrates little or no desire.
- e. **Falsifying or omitting facts or information on application.** Knowingly falsifying or omitting facts on personal application will result in relief from the course.
- f. **Honor Code violations.** A Candidate will not lie, cheat, steal, or tolerate those who do. Any violation of this code will result relief from the course. See Chapter 2 of the OCS SOP for detailed information on the Honor System.
- g. **Height/Weight.** Soldiers must meet Army height, weight and body fat standards in accordance with AR 600-9 and AR 40-501, before entering the course. In-service candidates coming from the Active Duty, National Guard and Army Reserve forces must meet the standards of AR 600-9, Table 3-1 and 3-2. College option candidates coming through Initial Entry Training (IET) must meet the standards stated in AR 40-501, paragraph 2-21b for their initial 6 months of active duty. The standards of AR 600-9, Table 3-1 and 3-2 are applicable after the initial 6-month period. Candidates who do not meet these standards are not enrolled in the course. The goal is to give a College Option Candidate approximately 30 days to meet the standard. If they do not meet the standard a second time they will either be returned to their parent unit or assigned in accordance with the needs of the Army. In-Service Candidates must meet the requirements the first time or they will be returned to their parent unit or re-assigned based on the needs of the Army. Army height, weight and body fat standards must be maintained throughout the course. (See AR 600-9, Paragraph 3-1(d))
- h. **Land Navigation.** Candidates must pass the land navigation practical test. Candidates must correctly locate and record six out of eight points in five hours. One retest will be given. The retest will normally be conducted within 48 hours of the first test except under special circumstances. Candidates failing the retest will be recycled. If a Candidate fails 2 cumulative land navigation tests, they are relieved from the course. The number of required points that must be found or the time allowed during a navigation test can be altered by the OCS Commandant.
- i. **Army Physical Fitness Test (APFT).** Failure of the initial, mid-term or final APFT will result in relief from the course. Failure to maintain a score of 240 points (80 points in each event) on the mid-cycle and final APFT will result in relief from the course. For additional information on APFT standards see attached Evaluation Points Criteria.
- j. **Release and Graduation Runs:** Failure to meet the minimum time standards for the release runs will result in recycle. Falling out of formation during a graduation run will result in recycle. Failure to stay in formation on a graduation run, or failure to meet the minimum time standards for any other release run for a cumulative 2x, will result in relief from the course. "In-formation" is defined as in the ranks of the assigned company. A candidate is determined a fall-out once he/she falls three paces behind his/her assigned rank.
- k. **Foot marches:** Failure to complete any of the foot marches in formation will result in recycle. "In-formation" is defined as in the ranks of the assigned platoon. Failure to meet foot march weight standards may result in recycle. Any 2x failure of a foot-march will result in relief from the course.
- l. **Confidence Obstacle Course.** Candidates must attempt each obstacle on the Confidence Obstacle Course in order to graduate. The Company Commander may close some obstacles based on climatic or safety conditions. Failure to attempt any obstacle will result in relief from the course.
- m. **Combat Water Survival Test (CWST).** Candidates must attempt all events of the CWST. Failure to attempt all events will result in relief from the course.
- n. **Leader Reaction Course (LRC).** All Candidates must participate on the LRC. It is considered a go/no-go event for graduation. No points are allocated.
- o. **Week 1 activities.** Candidates must complete all week 1 activities and training events. Candidates must be present for every scheduled event to include all formations. Any candidate that fails to be present for an event or fails to complete the required training (e.g. sick call) results in recycle.
- p. **2x Packing list Failure.** Any Candidate who fails the initial packing list twice will be relieved from the course.
- q. **Unauthorized Item.** Candidates may be considered for relief for violation of the unauthorized items after the inspection and storage process.

- r. **Failure to Progress.** A Candidate who fails to show progress in performance, physical fitness, subjective evaluations, motivation, attitude, aptitude or conduct, may be considered for recycle into another class or considered for relief. Failure to progress is not applicable to a single failure of an event, but is the culmination of numerous repeated failures or marginal performance of a certain category or multiple categories of events (may be POI or non-POI events). Although not cause for formal disciplinary action, failure to progress is less than acceptable and/or detrimental to the interest of the other students in the class. The OCS Commandant may approve the resignation (involuntary withdrawal) of a Candidate for personal reasons.
 - s. **Whole Person Concept.** Cadre will evaluate each Candidate in the areas listed below. A failure in any of these areas may be grounds for recycle or relief.
 - i. **Head and Heart.** Candidate demonstrates the intellect, maturity, drive, and desire expected of an officer.
 - ii. **Fitness.** Candidate demonstrates the fitness levels and physical aptitude expected of an Army Leader.
 - iii. **Selflessness.** Candidate places the needs of the mission before their own needs.
 - iv. **Teamwork.** Candidate demonstrates the understanding of their team, its role in the larger organization, and provides value added by supporting subordinates, peers, and superiors.
 - v. **Values.** Candidates demonstrate the Army Values, this includes responsibility for personal debts
 - t. **Multiple recycle (2x Recycle).** If a candidate is recommended for recycle a second time (regardless of the initial adverse recycle reason), it will result in relief from the course.
 - u. **Park Points.** Candidates failing to maintain 70 PARK points at any time are subject to recycle.
7. **Voluntary Withdrawal.** A candidate at any time may voluntarily withdraw from OCS with approval from the OCS Commandant. The OCS Commandant may approve the resignation (voluntary withdrawal) of a Candidate for personal reasons. Candidates wishing to voluntarily withdraw from the course will complete an MFR stating their desire to withdraw from the course.
 8. **Best Qualified Board.** At any time the OCS Commandant may convene a Best Qualified Board. This board will evaluate candidates and determine if they are best qualified to continue training. If the board determines that even though they are passing all graduation requirements, yet they are not meeting the required Leader Attributes and Core Leader Competencies outlined in FM 6-22 (Army Leadership), they will be relieved from the course.
 9. **Upon Relief.** Upon relief from the course a candidate will be reassigned to AIT or in accordance with the needs of the Army. A candidate may be reassigned to AIT or in accordance with the needs of the Army due to administrative constraints, (e.g., HHC holdover space, length of time until next class start, etc.) at the Commandant's discretion.
 10. **Recommending Authority.** The Company Commander is the recommending authority and submits their recommendation to the Approval Authority.
 11. **Approval Authority.** The Commandant, 3-11th Infantry Battalion (OCS), has the authority to recycle or relieve Candidates for all situations.
 12. **Appellate Authority.** The Commander, 199th Infantry Brigade is the Appellate Authority for adverse relief actions.
 13. **Course Convening Authority (CCA) Responsibilities:** IAW AR 350-51 and USAIC REG 351-10, the CCA retains all authority for administrative action requiring additional retesting, recycle or relief of a Candidate. Any Candidate referred to the CCA is evaluated using the whole person concept IAW the Establishment of Course Convening Authority, dated 15 April 2004, the CCA, Commander, 199th Infantry Brigade, retains approval authority for all adverse relief cases involving Candidate dismissal. The CCA delegates all other authority for administrative action to the OCS Commandant, Commander, and 3-11 Infantry Battalion Commander.

ATSH-TP

SUBJECT: Graduation Requirements and Administrative Procedures for Officer Candidate School (OCS)

14. All actions will be executed IAW USAIC Regulation 351-10.
15. This memorandum supersedes all previously published graduation requirements. The CCA has final approval authority for any changes to this memorandum.
16. Proponent. The proponent for this memorandum is the OCS Commandant, Commander, 3-11 Infantry (OCS), 199th Infantry Brigade, (706) 545-3507. The point of contact is the Battalion Executive Officer, (706) 545-7071. DSN 835-7071.

Encl
OCS Evaluation Points Criteria

// Original Signed //
JOHN A. BEST
LTC, IN
Commanding

DISTRIBUTION:

DIR, DOT
DIR, MILPERS
RC Advisors
XO, 3-11 IN
CSM, 3-11 IN
Cdr, HHC, 3-11 IN
Cdr, A Co, 3-11 IN
Cdr, B Co, 3-11 IN
Cdr, C Co, 3-11 IN
Cdr, D Co, 3-11 IN
Cdr, E Co, 3-11 IN
S1, S3, 3-11 IN

OCS Evaluation Points Criteria

Candidates may earn a maximum of 2600 points of evaluation during OCS. Points are broken down into three categories: academic, physical fitness and leadership. The maximum points allowed for the retest of any event is 70% of points available, see exception below. Each event and corresponding points for the course are listed below.

Branching: The branching OML is calculated using the below events marked with an asterisk (*) plus the mid-cycle APFT which will count for a maximum of 300 points. The total points possible for branching are 1190. The 5 mile release run times will be used for a tie breaker during the branch selection.

1. **Academics.** A maximum of 900 points are available to Candidates based on the academic exams listed below. A minimum score of 70% score on tests required to pass, see exception below. Retests on any of the academic exams can only result in a maximum of 70 or 80% of the available points depending on the exam.

Exam	Max # of Points
**Leadership, Justice, Ethics	100
**Tactics and Operations	100
*Military Intelligence	100
*Supply	100
*Call for Fire	100
*Training Management	100
History I	100
History II	100
Academic Total	800

* Indicates events factored into the OML used for Branching.

** Indicates events factored into the OML used for Branching and requires an 80 percent to pass.

2. **Land Navigation.** A maximum of 100 points are earned by Candidates for land navigation during the Land-Nav test. Failure of the Land Nav Test results in a max score of 80 points on any retest, no matter how many points are found.

Number of points found within 5 hours	Score
5 or less of 8	No-Go
6 of 8	80
7 of 8	90
8 of 8	100

3. **Physical Fitness.** A maximum of 900 points are earned by Candidates based on the following criteria:

Event	Max # of Points	Standard
*Confidence Obstacle Course	100	Complete all obstacles
*CWST	25	Complete all events
Foot Marches		
*5 mile	5	Complete
*5 mile	5	Complete
*7 mile	5	Complete
7 mile	5	Tactical
10 mile	5	Tactical
*3 mile release run	50	Complete
*4 mile release run	50	Complete
*5 mile release run	50	Complete
Final APFT Score X 2	600	Pass, 80 points per event
Physical Fitness Total	900	

OCS Evaluation Points Criteria

* Indicates events factored into the OML used for Branching.

a. Confidence Obstacle Course: Candidates that successfully complete all obstacles earn 50 points. Candidates earn points per completed obstacle; no partial points will be given. Candidates must attempt all obstacles. The Company Commander may close some obstacles based on climatic or safety conditions and issue full credit for that obstacle. Failure to attempt any obstacle will result in elimination from the course.

Obstacle	Maximum Points	Second Attempt Points	Failure to Complete
Inverted Rope	12	6	0
Confidence Climb	4	2	0
Tarzan	12	6	0
Tough Nut	4	2	0
Reverse Climb	4	2	0
Island Hopper	4	2	0
Weaver	12	6	0
Six Vaults	4	2	0
Balancing Logs	4	2	0
Belly Crawl	4	2	0
Wall Hanger	12	6	0
High Step-Over	4	2	0
Incline Wall	4	2	0
Belly Robber	4	2	0
Tough One	12	6	0
Skyscraper	Zero (Squad Comp)	Zero (Squad Comp)	
Total	100	50	0

b. CWST. Candidates that successfully complete all events will earn 25 points. Candidates earn points per completed events; no partial points will be given. Candidates must attempt all events.

Event	Points allocated	Failure to Complete
15m swim	15	0
3m drop	5	0
Equipment ditch	5	0

c. Release runs. Candidates will complete a three-mile, a four-mile, and a five-mile release run. Candidates will complete each run without walking. The minimum standard for all release runs is IAW with the chart below. Points will be earned by completing the run in the specified time. Completing the run to minimum standard will earn 25 points. For each release run an average pace will be determined. For every 7 seconds faster than the min pace, the Candidate will earn an additional point, up to 50 points total. For every 7 seconds slower pace than the min pace the Candidate will lose a point down to 0. There is no retest for Release runs.

	3-Mile	4-Mile	5-Mile
Male	27:00 or 9:00/mile	35:00 or 8:45/mile	42:30 or 8:30/mile
Female	29:15 or 9:45/mile	38:00 or 9:30/mile	46:15 or 9:15/mile

d. Foot Marches: Candidates will complete the following foot marches: two 5-mile conditioning foot marches, one 7-mile conditioning foot march, one 7-mile tactical foot march, and one 10-mile tactical foot march. Failure to meet the foot march weight standard may result in recycle. Standard weight for foot marches is between 25-33% of a Candidates bodyweight not to exceed 45lbs. All foot marches are executed with FM 21-18. The target pace for conditioning road marches is 17:00 +/- 1 minute per mile; however, Commanders may adjust the pace to mitigate climatic conditions and / or meet tactical training requirements.

e. Army Physical Fitness Test (APFT).

(a) **Entry/Initial APFT:** Generally within 72 hours of the class start date, cadre will administer a record APFT to all potential Candidates. This APFT will determine entrance into an OCS training company. In Service Candidates must achieve 60 points per event within their respective age group to pass the initial APFT. College Option Candidates must achieve 50 points per event within their respective age group to pass the initial APFT. College Option Candidates that score 50 points but less than 60 points per event will be conditionally enrolled in the course and afforded 30 days to meet the Army standard of 60 points per event. If after 30 days, a College Option Candidate fails to meet the Army standard of 60 points per event, they will be relieved from the course.

(b) **Mid Cycle APFT:** The score on the mid-cycle APFT will be used as part of the OML and will constitute a large portion of the points available for branching. Candidates must maintain a PT average of 240, with a minimum score of 80 in each event, throughout the course.

(c) **Final Record APFT:** The final record APFT is a graduation requirement and is conducted during the senior phase. The score on the Final APFT will be multiplied by 2 and will be the final score. Any candidate that fails any APFT will be relieved from the course. Candidates must maintain a PT average of 240, with a minimum score of 80 in each event, throughout the course.

f. **Graduation Runs:** Graduation runs are conducted for each class. The graduation run is four miles in length. Candidates in the senior company **MUST** complete the run in formation. "In-formation" is defined as in the ranks of the assigned company. A candidate is determined a fall-out once he/she falls three paces behind his/her assigned company. Generally, the Battalion Commander/Commandant will lead the 4-mile run at a 9:00 minute per mile pace +/- 15sec/mile (total time between 35:00 and 37:00). However, the Battalion Commander/Commandant may recycle/eliminate those candidates that fall out of formation regardless of the pace.

4. Leadership. A maximum of 800 points are earned by Candidates based on the following criteria:

Event	Max # of Points
Garrison Leadership Average	200
Field Leadership Average	200
Platoon Trainer Leadership Assessment	300
Final Platoon Peer Evaluation	100
Leadership Total	800

a. **Leader Evaluation Performance Report (LEPR):** The LEPR is the basic evaluation document used for evaluating leadership. Candidates must earn an evaluation of an "Excellent" (E) or "Satisfactory" (S) on 51% or more of all evaluations by the end of week 9. Candidates with identified deficiencies may be re-evaluated multiple times. Candidates are evaluated on both garrison and field leadership positions. Candidates should receive a minimum of one garrison LPER and two field LPERs.

(1) **Garrison Leader Evaluation:** Over the length of the course, Candidates are evaluated in leadership positions in a garrison environment. These evaluation periods vary based on training schedule and events. A Candidate generally receives a minimum of one garrison LPER.

(2) **Field Leader Evaluation:** Candidates must receive a minimum of two leadership evaluations in a field environment.

OCS Evaluation Points Criteria

(3) Failure to meet Leadership Evaluation Standards: Regardless of whether in a garrison or a field environment, or any combination of the two, Candidates who earn a grade of “Needs improvement” (N) on 50% or more of all evaluations will be considered for recycle or relief from the course

(4) Garrison and Field Leader Evaluation Reports are awarded points on a graduated scale.

Garrison & Field	
Evaluation	Points
N	0
S	100
E	200

(5) For example, if a candidate receives two evaluations in garrison, receiving a S and an E rating, the Candidate’s total points for garrison evaluations would be figured by adding the two scores and dividing by 2 ($200 + 100 / 2$). If more than two evaluations are conducted the total number of points earned for each evaluation is added together and divided by the total number of evaluations.

b. Platoon Trainer Leadership Assessment. Platoon Trainer Leadership Assessment points are awarded based on all counseling and evaluations across the 12 week course. The whole person concept is taken into consideration in awarding these points. The top candidate in each platoon receives 300 points, the number two candidate receives 275 points and the remainder of the platoon receives points in decreasing increments of 5.

c. Peer Evaluations. Candidates will receive peer evaluations throughout the course. These peer evaluations will consist of squad and platoon level peer assessments. Peer assessments are used as a developmental tool in a non-threatening mode; they provide individuals with valuable information for development and growth. Cadre use peer assessments to validate their own observations of the Candidate and are part of the whole person concept. Peer evaluation points contribute up to 100 points. Furthermore, cadre considers peer evaluation ranking and comments when awarding platoon trainer points and making recommendations for recycle or relief. Final platoon peer evaluation points will be evenly distributed on a graduated scale based on the number of platoon members with the top peer receiving 100 points and the bottom peer receiving 0 points.

e. Park Points. A PARK delinquency is a shortcoming in the areas of (P) Procedure/Performance, (A) Appearance, (R) Room Inspection, and (K) Knowledge. The point system used to track the number of deficiencies is the PARK system. Each candidate starts with 100 PARK Points at the beginning of each phase. For each deficiency a candidate receives in any of the PARK areas, he will lose at least 1 PARK point. Cadre maximums for each infraction are: Commandant - 10, Company Commander – 5, 1SG & Senior Trainer -3, Platoon Trainers and battalion cadre -2. Positive points may be assessed by Cadre in the same manner above for outstanding performance in the listed PARK areas.

f. Candidate Self Assessments. Candidates will conduct self assessments as part of their development. The self assessments will be completed after each evaluated leadership position to be used as a developmental tool. Additionally, self assessments may be conducted in conjunction with peer assessment.