

# **OCS SOP**



**3d Battalion, 11th Infantry  
(Officer Candidate School)  
Fort Benning, Georgia 31905**

**18 APRIL 2014**



**DEPARTMENT OF THE ARMY  
HEADQUARTERS, 3-11 INFANTRY BATTALION, 199TH INFANTRY BRIGADE  
(OFFICER CANDIDATE SCHOOL)  
FORT BENNING, GEORGIA 31905-5000**

**OFFICER CANDIDATE SCHOOL STANDARD OPERATING PROCEDURES  
18 APRIL 2014**

**Summary.** This SOP details the responsibilities and duties of officer Candidates during training in OCS. It is designed to assist Candidates in their day-to-day duties and activities. The SOP outlines the policies, procedures, actions, responsibilities and privileges of the OCS program. Each Candidate will become thoroughly familiar with this SOP.

**Applicability.** This SOP applies to all Candidates who are assigned to or attending training at Officer Candidate School, 3-11th Infantry Battalion (OCS), 199th Brigade, Fort Benning, Georgia.

**Open Door Policy.** The Chain of Command in the 3-11th Infantry Battalion (OCS) has open door policies IAW with all regulations and policies. Generally, the immediate chain of command should be given an opportunity to resolve any issues.

**Standards.** Standards are the engine of discipline and essential to success on the battlefield. The primary goal of the OCS SOP is to guide and reinforce the high standards of conduct and appearance of all Soldiers in order to build Soldierly habits and confident leaders. These standards do not represent all the regulatory guidance governing individual soldiers. They highlight certain items found in Army Regulations and the standards applicable to MCoE and Fort Benning.

**THIS SOP SUPERSEDES ALL OTHER PREVIOUSLY PUBLISHED OFFICER CANDIDATE STANDARD OPERATING PROCEDURES AND IS EFFECTIVE IMMEDIATELY.**

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## Chapter 1. ORIENTATION

**1-1. Applicability.** This SOP applies to all Candidates assigned or attached to the Officer Candidate School.

**1-2. Mission.** 3D Battalion, 11<sup>th</sup> Infantry Regiment (OCS & DCC) provides trained, agile, and adaptive junior Officers for an Army at war who are ready today and relevant for tomorrow's challenges while taking care of our Soldiers, Civilians, and Army Families.

### 1-3. Officer Candidate School Organization.

- a. The Commander, 3-11th Infantry Battalion (OCS) serves as the Commandant of OCS IAW AR 350-51 and is the approving authority for recycle and relief from the course. The Commandant is the Course Convening Authority for the Officer Candidate School and the authority for all administrative and adverse actions requiring additional re-testing, recycle, or relief of a Candidate IAW AR 350-51 (US Army Officer Candidate School).
- b. OCS is comprised of Headquarters and Headquarters Company providing command and control and administrative and logistical support for OCS training companies. Each company is organized with a headquarters section and training platoons consisting of 30-40 Officer Candidates. The Company Commander, Senior Trainer, and First Sergeant lead each company and a Platoon Training Officer and Platoon Training NCO lead each platoon. The platoon trainers serve as the primary trainers for the officer Candidates.
- c. Officer Candidate companies are organic units of 3-11th Infantry Battalion (OCS). The commanders are responsible for developing and evaluating the leadership potential and performance of the Candidates under their command. Each company is organized into platoons of Candidates. Platoon Trainers are responsible for guiding, mentoring, assisting, directing, counseling, training and evaluating each Candidate.

### 1-4. Course Overview.

- a. General: Federal OCS is a 12 week leadership course, during which the cadre constantly develop and evaluate the performance and potential of the Candidates for commissioning as Second Lieutenants. OCS focuses this development and evaluation of each Candidate on the Leadership Dimensions outlined in Appendix A.
- b. Program of Instruction (POI): The OCS POI consists of three phases: Basic Phase, Intermediate Phase, and Senior Phase.
  1. Basic Phase. OCs are immersed into a 24/7 training environment with topics covering individual skills, doctrine, and theory sufficiently enabling OCs to study and learn their profession and the craft of officership. Candidates are shown the OCS standards by the cadre and then expected to meet them. As Candidates progress through the course, they are given increasing responsibility and work to integrate individual skills into collective tasks and missions.
  2. Intermediate Phase. The candidates will be in the field for the majority of this phase. Intermediate Phase encompasses Land Navigation and a Field Leadership Exercise. During recovery/refit operations, candidates may be afforded opportunities and privileges not available in the basic phase. Candidates are expected to set the example to the Basic Officer Candidates, and at this point be wholly involved in their transition from follower into leader.
  3. Senior Phase. In this phase, Candidates demonstrate leadership, professionalism, and officership in field, garrison and social environments. They receive advanced leadership studies and scenarios with an emphasis on officership and self-development. Candidates will participate in senior leader seminars and social events during this phase. The senior phase is the final refining of the Candidate done by the cadre to ultimately prepare the Candidate for the officer environment.

### 1-5. Requirements for Graduation with Honors.

All Candidates are encouraged to strive for excellence. Earning a student honor is very prestigious and indicates excellence throughout the course. The criteria for student honors focuses on the "whole

person” and requires the Candidate to have excelled in physical fitness, academics, and leadership. To be eligible for student honors, Candidates must meet all graduation requirements on the first attempt. In addition, Candidates must be in the top 20% of the overall course criteria based on academics, physical fitness, and leadership. The OCS Graduation Requirements Memorandum contains the criteria for honors and for graduation from OCS.

**1-6. Student Honors.** All Student Awards are sponsored by the OCS Alumni Association. The following selection criteria are used to determine students who graduate with specific honors:

- a. **Distinguished Military Graduate (DMG).** A DMG must meet the following criteria: must pass all graduation requirements (to include land navigation) on the first attempt and have not received a Class I or higher disciplinary action. Qualifying Candidates in the top 20% of the overall weighted course criteria (based on the weighted percentage of the total points in the course) may be designated DMGs. The following is an example of how the top 20% are calculated: B Co has 150 candidates for graduation ( $150 \times 20\% = 30$  candidates). Of the top 30 in the final course standing there are 7 that did not meet the criteria stated above. So the final number of DMGs for B Co is 23.
- b. **Distinguished Honor Graduate (DHG) / Jess Walls Award.** The Distinguished Honor Graduate is the highest honor bestowed upon a Candidate at OCS. In order to be considered eligible, the Candidate must be a DMG recipient. The Candidate with the highest weighted OML percentage in the course (categories: physical, academic, and leadership) is designated the DHG.
- c. **Distinguished Leadership Graduate (DLG) / COL(R) Robert B. Nett Leadership Award.** The COL(R) Robert B. Nett Leadership Award is the second highest honor bestowed upon a Candidate at OCS. In order to be considered eligible, the Candidate must be a DMG recipient. The selection process consists of two stages, tabulated votes for each Candidate nominated (limited to one nominee per platoon) and performance in a Company-level board. Each board member asks the Candidates questions and ranks each Candidate on appearance, professionalism, and knowledge. The Candidate with the highest ranking on the company board is declared the COL(R) Robert B. Nett Awardee.
- d. **Distinguished Academic Graduate (DAG).** The DMG with the highest weighted academic average on the final academic report is designated the Distinguished Academic Graduate.
- e. **Distinguished Physical Fitness Graduate (DPFG).** The male and female Candidates who have the highest weighted average on all physical events in the course are designated the Distinguished Physical Fitness Graduate. The DPFG is not required to be a DMG, and being the DPFG is not grounds for graduating as a DMG.

## Chapter 2. THE HONOR SYSTEM

OCS Honor Code: An Officer Candidate will not lie, cheat, steal, or tolerate those who do.

### 2-1. Origin of the Honor System

- a. Professional Responsibility. A profession is an occupational field that, in general, requires specialized, continuous training and a strong desire to serve. Its members accept responsibility for their own actions and realize that what they do effects the reputation of the group as a whole. All professions have established ethical codes that outline the standards of conduct accepted by the members of the profession and those they serve.
- b. Military Code of Ethics
  1. Every officer holds a special position of moral trust and responsibility. No officer will ever violate that trust or avoid his / her responsibility, for any of his / her actions regardless of the personal cost. An officer is first and foremost a leader of Soldiers. They must lead by example and personal actions. They cannot manage his / her command to effectiveness...they must be led, and an officer must therefore set the standard for personal bravery and leadership. All officers are responsible for the actions of all their fellow officers. The dishonorable acts of one officer diminish the corps; the actions of the officer must always be above reproach.
  2. An officer has the ethical responsibility to be a role model, develop others ethically, and avoid putting peers and subordinates into ethical dilemmas. As professionals, officers must have the moral courage to stand up for an unpopular course of action even when those opposed are their peers or their leaders. Officers must also have the moral courage to take unpopular action against subordinates when it is necessary. Professionalism requires officers to attempt to correct their leaders, peers and subordinates when they veer from the military code of ethics. Those who refuse to change should be purged from the group lest they weaken the reputation of the whole military organization.
  3. The Honor Code is based on the principle that integrity is an essential value of any military member; therefore, any candidate found guilty of a breach of integrity may be relieved from OCS as well as face disciplinary action. The Honor Code accepted at USAIS, while broad in application, is precise in its meaning: "Each student's work is to be his/her own." No student may give or receive unauthorized aid. The OCS Honor Code states: "An Officer Candidate will not lie, cheat, steal, or tolerate those who do." Therefore, any candidate who knows of an Honor Code violation but fails to report it has committed an Honor Code Violation.

**2-2. Implementing the Honor System.** The Officer Candidate School uses the Honor Code to implement the honor system. The code becomes the foundation for each Candidate's ethical development and behavior. The Honor Code is simple in nature, "An Officer Candidate will not lie, cheat, steal, or tolerate those who do."

- a. Lying. Candidates violate the Honor Code by lying if they make an oral or written statement, a gesture of communication, or quibble in the presence of or to another person with the intent to deceive or mislead.
  1. Oral statements:
    - a. Candidates are expected to answer questions fully and truthfully even though the answer may concern their own involvement in an incident.
    - b. A Candidate suspected of a criminal offense retains the right to be advised in accordance with Article 31b, UCMJ, and therefore, has the right to remain silent and not answer any questions regarding a criminal offense of which he / she is accused or suspected.
    - c. Candidates should not be asked questions of a deeply personal nature when there is no official purpose or basis for the questions. In the event Candidates are asked frivolous personal questions, the Candidate has the right to respond, "Sir that is a personal matter."
    - d. If a Candidate is asked to comment on an unpleasant situation, common decency and etiquette requires that a Candidate's reply be inoffensive and tactful. Tact is allowed only to

- spare the feelings of others; it is never condoned as a means to suppress a truth that a Candidate does not wish to disclose.
2. **Written Statements.** A Candidate's signature or initials affirm a written communication. All signed documents must be specific and exact in all aspects. Candidates are responsible for reading the documents and the regulations or orders with which the signature indicates compliance.
  3. **Gestures.** All gestures, such as nodding one's head or raising one's hand, to convey a message to someone else in lieu of oral or written statements must be truthful.
  4. **Quibbling.** Quibbling is the creating of a false impression through evasive wording, the omission of relevant facts or the telling of a partial truth.
- b. **Cheating.** Candidates violate the Honor Code by cheating when they act out of self-interest by using or sharing information they or others should not have had access to or by plagiarism. Plagiarism occurs when a candidate presents someone else's work as their own without proper reference or documentation.
  - c. **Stealing.** Candidates violate the Honor Code by stealing when they wrongfully take, obtain or withhold possessions, money or personal property with the intent to permanently deprive or defraud the original owner of its use.
  - d. **Tolerating.**
    1. Candidates violate the Honor Code by tolerating others who violate the honor code. Tolerating is having firsthand knowledge, not hear say, of an honor violation and not confronting the offender to self report or ultimately reporting the incident directly. This is perhaps the most difficult part of the Honor Code.
    2. If a Candidate overlooks a violation of the Honor Code, he / she is sending the message to the violator that the action is proper. This undermines the Honor Code, the honor system, and the military code of ethics. Candidates must remember that when someone commits an honor violation it shows that he / she lacks integrity and has poor judgment. Neither one of these character flaws will be corrected without the code being enforced; consequently, the violator will carry these out into the military organization.
  - e. The honor code does not preclude Candidates from working together in or out of the classroom, when directed to do so by the appropriate instructor, nor does it preclude mutual discussion of individual solutions to un-graded homework requirements prior to submission. The Honor Code is **not** designed to stifle individual academic freedom or deny sharing of knowledge or interacting with fellow Candidates; however, each graded requirement, oral or written, weighted or un-weighted, must be an individual effort. Candidates are advised not to perform any acts or omissions that provide an unfair advantage over their peers such as collaboration, or tolerance thereof, on graded assignments, unless specifically authorized to do so by the instructor. Instructors will inform the Candidates when they are permitted to work together in preparation for a project, assignment, etc. Accordingly, each Candidate should report any knowledge of Honor Code violations.
  - f. Plagiarism is considered an Honor Code violation. Plagiarism occurs when a student borrows written material, to include written material in electronic form, from another writer but fails to credit the original writer with the work. Each student's work is to be his own; no student may give or receive unauthorized aid in connection with graded examinations, evaluations, or assignments; and any student who knows of an honor code violation but fails to report it also commits an honor code violation. Cadre or instructors often direct Candidates to prepare "opinion" papers. The opinion must be the candidate's own, and not that of another, online source, etc.

### **2-3. Enforcing the Honor System.**

- a. **Identifying Policy Violations.** The purpose of the honor system is to foster an attitude of integrity and honor. Intentional violations of policies and regulations can technically be considered dishonorable; however, the Honor Code should not be used to enforce them. Intentional violations of the OCSOP, policy letters or rules stated by Platoon Trainers are handled as disciplinary matters. Policy violations could lead to misconduct elimination from OCS. The following items are examples of policy violations:
  1. Fraternalization
  2. Unauthorized departure from the company area.
  3. Unauthorized absence from scheduled training.

4. Possessing unauthorized items
- b. Identifying Honor Code Violations. An honor violation has two parts, the act and the intent of the accused. The act is the attempt to lie, cheat, steal, or tolerate such actions on the part of another Candidate. If the accused Candidate's intent was to misrepresent the reality and truth of a situation or try to get an unfair advantage over other Candidates, then a violation has occurred. The intent is the most important factor in determining a violation. If the act or statement was intended to deceive, then there is no question as to the intended result.
- c. Identifying Mistakes. If a Candidate inadvertently commits an act that violates the Honor Code or policies, then the Candidate has made a mistake. Candidates are not expected to report each other's mistakes unless they will lead to safety risks or monetary costs. Mistakes are disciplinary problems and are punished accordingly.
- d. Courses of Action.
  1. Candidates are not expected to report themselves for mistakes or policy violations unless they feel it is necessary in order to have a clear conscience, ensure the safety of others or save the military money. A Candidate is expected to be honest and take responsibility if confronted about a violation by another Candidate or cadre member.
  2. If Candidates or cadre members witness a violation, they should analyze the situation and determine what the act and the intent were. They should address the Candidate who committed the violation. If the violator's actions were unintentional, then they should express concern about the violator's poor judgment and offer alternate courses of action for the future.
  3. Anyone who witnesses what might be an Honor Code violation must report it immediately to cadre, who will then notify the Company Commander. The Company Commander will make the determination if the violation should be handled by the cadre chain of command.

## Chapter 3. EDUCATION & TRAINING

### 3-1. General.

The training of Soldiers to assume the responsibilities of commissioned service in the United States Army is a mission of great national importance. OCS training and education gives the Candidate a strong foundation to begin his / her career as an officer. The training a Candidate receives focuses on fundamental leadership development, introductory development of technical and tactical skills, and attitudes and values conducive to successful commissioned service. Recycles will take all tests, regardless if they were previously passed.

### 3-2. Academics.

- a. General. The staff and faculty at the Infantry School endeavor to make candidate training as meaningful, beneficial and professional as possible. To fully accomplish this objective, you must thoroughly understand the academic policies, programs and procedures established for the Officer Candidate School. Academic development is the responsibility of the instructional departments of the United States Army Infantry School and the 199th Brigade under the supervision of the Assistant Commandant, USAIS.
- b. One of the principal responsibilities of each Candidate is to study, understand and retain the academic instruction presented. Study time is available and preparation for each class is the Candidate's responsibility. The Candidate leadership receives a training schedule from cadre one week prior to the schedule becoming effective, and course material via AKO (see Appx C). Candidates are responsible to prepare for classes as appropriate and study to acquire the knowledge required to pass respective tests.

### 3-3. Academic Examinations.

- a. Points are assigned based on the OCS Graduation Requirements Memorandum. Refer to this memorandum for all test and re-test score requirements.
- b. Scheduled examinations take precedence over all absences, except bona fide emergencies or illness. Under no circumstances will a Candidate fail to take an examination because of missed instruction covered by that examination.
  1. Students who miss examinations must coordinate through their Trainer to take the test.
  2. If an examination is missed due to an unauthorized absence, the student will receive a score of zero.
  3. If a Candidate misses two or more examinations and the supporting instruction due to authorized absences, his/her record will be reviewed to determine status and appropriate action.
  4. All failures are cumulative, to include previous company failures.
  5. Re-tests are given only on those tests that were failed. All Candidates who are recycled are required to take all academic tests in their current company and receive a passing grade. The grade received in the previous company will remain, regardless if the Candidate scores higher in the current company. Candidates who do not meet the minimum standard, even if test was previously passed, may be subject to recycle or dismissal from OCS.

### 3-4. Field Leadership Exercise (FLX).

- a. The FLX is the best means of evaluating leadership within the parameters of OCS. The FLX provides the opportunity to apply leadership and tactics instruction to realistic war fighting scenarios and demonstrate skills in a field environment. The FLX provides direction through the application of decision making, planning and supervising techniques. Once the potential of the Candidate is identified, it can be further developed under simulated combat scenarios. During the FLX, Candidates receive the maximum number of leadership opportunities available. The trainer/evaluator will give feedback on how the Candidate performed. After Action Reviews (AARs) are done during and after the FLX as an additional means of allowing Candidates to learn and grow.

- b. The FLX is progressive in nature, beginning with individual/team development through squad and platoon operations. The focus of the exercise is to evaluate Candidate's ability to lead in a simulated combat environment. Candidates are expected to conduct troop leading procedures, write an OPORD, create a sand table, and lead their squad on a 300-400 meter lane to an objective, where they must display competence, tactical knowledge, flexibility, and morals/ethics.

### 3-5. Physical Training.

- a. **General.** The goal of the physical fitness training program is to improve the physical stamina and fitness of each Candidate. It emphasizes running, endurance and upper body strength. The program challenges Candidates early in the course and progresses to building a program using obstacle courses, combatives, daily physical readiness training (PRT) and foot marches.
- b. **Objectives.** The objectives of the OCS physical training are two-fold: first, teach Candidates the proper method for conducting a unit level Physical Fitness Training Program. Second, assist the Candidates in achieving and maintaining a high level of physical fitness while attending the course.
- c. In addition to daily physical training, Candidates will participate in the following:
  - 1. Confidence obstacle course.
  - 2. Foot marches.
  - 3. Ability Group Runs.
  - 4. Battalion runs at a 9 minute per mile pace +/- 15 seconds in formation.
  - 5. Release runs.
  - 6. Combat Water Survival Test.
  - 7. The OCS Graduation Requirements Memo lists the standards for each event.
- d. **APFT.** Candidates will take three record Army Physical Fitness Tests. Failure on the initial APFT may result in dismissal from the course (Commandant's discretion).
- e. All Candidates who are recycled are required to take all physical events/tests in their current company and receive a passing score. The score received in the previous company will remain, regardless if the Candidate scores higher in the current company. Candidates who do not meet the minimum standard, even if the test was previously passed, may be subject to recycle or dismissal from OCS.

## Chapter 4. LEADERSHIP DEVELOPMENT AND EVALUATION

### 4-1. General.

- a. The leadership evaluation program at OCS is based on the premise that leaders are developed by leading, using proven techniques that have been historically effective. It initially requires the Candidate to follow a prescribed format and moves gradually toward allowing individual initiative in problem solving and critical thinking.

**4-2. Leadership Assessment.** Cadre assess leadership performance during garrison and field training. Refer to Appendix B, B-8 for Troop Leading Procedures (TLPs), which is a leadership tool for mission planning and execution.

### 4-3. Troop Leading Procedures.

- a. One of the most important tools in successful leadership is understanding and applying the eight steps of the Troop Leading Procedures (TLPs). Therefore, OCS stresses the use of TLPs as a means to effectively accomplish the mission.
- b. The eight steps of the TLPs provide a format to follow in any leadership situation. As the leader gains experience, he will employ the TLPs automatically with little thought given to the actual steps.
- c. Each Candidate receives opportunities in both garrison and field environments to demonstrate their ability to properly use the TLPs to accomplish a mission.

### 4-4. Performance Based Leadership Assessment.

- a. Leadership evaluation at OCS measures performance and potential. OCS is structured in a manner that affords each Candidate ample opportunity to perform. Performance is the basis for all evaluation. Therefore, all Candidates have an equal opportunity to excel. Performance on diagnostic tests, Candidate leadership responsibilities and individual responsibilities serve as an indication of leadership ability.
- b. Candidate Leadership Responsibilities. Candidates will be evaluated while performing duties in a leadership position. Candidates will serve in evaluated leadership positions in garrison and in the field. The Trainers will counsel Candidates on their strengths and shortcomings during leadership assignments and assign retraining where applicable. The failure to correct leadership shortcomings after counseling will result in recycle or elimination.

### 4-5. Assessment Forms.

The assessment process involves the Candidates using the Self-Assessment Report, Spot Report and Peer Rating Form.

- a. **Self-Assessment Report.** Candidates complete the self-assessment report within 24 hours after completing their leadership position, and before the Trainer counsels him/her. The form allows the Candidate to have an active role in the evaluation process. It will summarize his/her own performance and list his/her strengths and weaknesses. After counseling, the Candidate will complete the second portion of the self-assessment report (summary of counseling).
- b. **Spot Report.** The Trainers use this form to record a Candidate's behavior, on the spot, for very negative or very positive behavior. Candidates may recommend other Candidates for spot reports. Cadre from any company may give any Candidate a spot report. **Refer to the Graduation Requirements Memorandum for points issued for Spot Reports.**
- c. **Peer Rating Counseling Form.** Peer counseling is conducted throughout the course. The Peer Counseling is completed by Trainers after peer assessments for those Candidates who need additional help and should be based on leadership attributes and comprehension found in ADRP 6-22. **The counseling summarizes the Candidate's peer assessments, positive and negative, and cadre observations. The OCS Graduation Requirements Memo provides further information.**

**4-6. Student Leadership Positions.**

- a. The student leadership includes positions from team leader to company commander. Squad leader and above are evaluated and require formal individual counseling by cadre. Positions are rotated to provide each Candidate the maximum opportunity for leadership development. The student leadership serves to facilitate control of the company and to provide Candidates leadership development and evaluation opportunities as well as supervise and inspect all Candidates on extra duty.
- b. The Candidate leadership consists of the following positions:
  1. Company Headquarters (referred to as the Top Three)
    - a. Company Commander (CO)
    - b. Executive Officer (XO)
    - c. First Sergeant (1SG)
  2. Platoon Level
    - a. Platoon Leader (PL)
    - b. Platoon Sergeant (PSG)
    - c. Three to four Squad Leaders (SLs)
    - d. Six to eight Team Leaders (TLs)
- c. Candidates occupying leadership positions will be evaluated IAW the Leadership Assessment Program. The rating scheme for leadership positions is outlined below.
 

POSITION	RATER
Squad Leader	PLT Trainer
Platoon Sergeant	PLT Trainer
Platoon Leader	PLT Trainer
First Sergeant	1SG
Executive Officer	XO or SR Trainer
Company Commander	CO
- d. Duties and Responsibilities. It is up to the Candidate leadership to best use their time, troops and material to accomplish assigned tasks. Although it is desirable to relate the task requirements as closely as possible to the tasks a new lieutenant will face, it is not entirely possible. However, while the task may not be relevant, the skills and overall attitude of the Candidate employed for successful completion of these tasks are entirely relevant to the needs of a junior officer. The Candidate leadership has numerous administrative assignments involving the gathering of information, its analysis and the preparation and submission of reports.
- e. Company (Top 3) Candidate leadership positions normally rotate every 7 days. The length of platoon leadership positions in garrison is left to the discretion of the Trainer, but will not exceed 7 days. Field leadership positions rotate at the Trainer's discretion.
- f. The specific duties of Candidates assigned to leadership positions are listed below. Each Candidate will familiarize themselves with the responsibilities before assuming that position. The Company Commander and Trainers may add additional duties.

**4-7. Leadership Duties.**

1. **Candidate Company Commander (CO).**
  - a. The Candidate Company Commander (CO) is responsible for all that the company does or fails to do. He plans, makes timely decisions, issues orders, delegates tasks and personally supervises company activities.
  - b. Additionally, the CO is responsible for conducting the troop leading procedures and orders process. Using the TLPs and orders he / she prepares the company for upcoming training as appropriate. This is done using input from the Company Training Schedule for the class, battalion policies / SOPs, precedents from previous operation orders and information from the cadre.
  - c. The Candidate CO exercises command through his/her XO, 1SG and PLs. He also uses his/her company level additional duty officers to accomplish missions.
  - d. The Candidate CO is responsible for the discipline, welfare, morale and control of the company. Furthermore, he/she will:
    1. Supervise the XO and the 1SG in the accomplishment of their mission.

2. Supervise the PLs in supporting and enforcing the policies, procedures and standards set forth in the OCS program and take positive action to correct deficiencies.
  3. Be responsible for all status reports.
  4. Move the company to and from areas of instruction in a military manner.
  5. Counsel subordinates on expectations.
- 2. Candidate Executive Officer (XO).**
- a. The XO is the principal assistant to the Candidate CO and acts as his/her chief advisor and administrator. The Candidate XO should do everything possible to relieve the CO of administrative burdens through the proper management of resources, time, personnel and material. The Candidate XO will assume command of the company in the absence of the Candidate CO.
  - b. He will report to the place of instruction, with the XO detail ten minutes ahead of the company to make preparations for the class as necessary.
  - c. The XO will ascertain the exact location and route of travel to training areas and will inform the Candidate CO of such.
  - d. Coordinate with cadre 1SG or Senior Trainer for arms issue and turn in. The Candidate XO will use platoon Arms Room Officers to supervise operations and will arrange with the company Supply Officer for all supply needs.
  - e. Enforce supply discipline.
  - f. Maintain the XO's book. The XO's book will be neat, presentable, updated and will include at a minimum:
    - a. Training schedule.
    - b. Chow schedule.
    - c. Current operation order.
    - d. Daily weather forecast.
    - e. Medical Evacuation (MEDEVAC) procedures.
    - f. Important telephone numbers- (Battalion, Company, MP, MEDEVAC, and Supply).
    - g. Class roster.
- 3. Candidate First Sergeant (1SG).**
- a. Monitors and coordinates control of all matters pertaining to logistical needs and administrative actions with the cadre 1SG. Close coordination with the Candidate CO, Candidate XO and major company level additional duty officers is vital. Active communication and supervision through the platoon sergeants is essential, but this communication should complement the formal chain of command, not circumvent it.
  - b. Formation Accountability
    1. The Candidate 1SG will form the company and receive the report in accordance with the procedures outlined in Chapter 8, TC 3-21.5. Additionally, the 1SG will prepare an index card of the company accountability for the Duty Trainer and will update this card following formations or changes in personnel status.
    2. The Candidate 1SG will maintain an accurate accountability status report at all times. This accountability is to be obtained no later than 5 minutes prior to any formation. PSGs will make an informal report to include any Candidates not present for duty and the reason for their absence (sick call, leave, etc.)
    3. The Candidate 1SG will keep the Candidate CO and Candidate XO informed of the current accountability status at all times.
  - c. Classroom Accountability.
    1. Candidates leaving or returning to any instruction must first check with the Candidate 1SG and Duty Trainer.
    2. Any time the status changes the student 1SG will inform the duty Trainer.
    3. When the class is divided into two sections, accountability must be kept in both sections.
  - d. Police Details.
    1. The outdoor areas designated by the cadre 1SG are to be mowed, trimmed and policed of litter.

2. Company details include not only outdoor maintenance and police of grounds, but also indoor maintenance, (i.e., offices, stairwells, hallways, latrines, unoccupied rooms and day rooms.)
  3. Complete details prior to moving to training. They are subject to inspection after this time and are to be maintained after return from class.
  - e. Special Details. The following are details that are rotated on a daily basis among the platoons.
    1. Company CQ. CQ is conducted daily at the end of each duty day and twenty-four hours on non-duty days to include Holiday weekends. The Candidate Orderly Room will have two runners at all times except during study hall, personal hygiene time, and scheduled training.
    2. Miscellaneous details are responsible for any work the company 1SG or CO may require.
  - f. Counsel subordinates on expectations.
4. **Platoon Leader (PL).**
- a. The platoon leader commands the platoon and is responsible for the discipline, welfare, morale and control of his/her subordinates. Ultimately, he/she is responsible for everything the platoon does or fails to do.
  - b. The PL commands primarily through the squad leaders (SL), delegating authority through the platoon sergeant (PSG). The platoon leader will ensure that:
    1. Proper accountability is maintained.
    2. PSG and SLs are fulfilling their responsibilities.
    3. Platoon members receive information necessary for the platoon to accomplish the assigned mission.
    4. An equitable distribution of details and privileges exists and Candidate's personal needs are taken care of.
    5. Platoon additional duty officers receive supervision and coordinate their work to ensure timely completion of assigned missions.
    6. Candidates are spot checked for appearance, required knowledge and preparedness for training.
    7. The Platoon Training Officer receives a daily briefing on the status of the platoon. This briefing will include, but is not limited to, morale, individual personal problems, inspection results, anticipated problems and planned courses of action for improving platoon performance.
    8. Inspect Candidate's weapons, sensitive items and platoon equipment before and during training and prior to turn in.
    9. A platoon notebook or binder is maintained and contains the following items: platoon roster, additional duties roster, leadership, phone numbers of selected post facilities and any additional items required by the Platoon Trainer.
    10. Counsel subordinates on expectations.
5. **Platoon Sergeant (PSG).**
- a. The PSG is the principal assistant to the PL and will assume command of the platoon in his / her absence.
  - b. The PSG will:
    1. Conduct formations in accordance with Chapter 7, TC3- 21.5 (Drill and Ceremonies) and assist the PL in the control of the platoon during movement.
    2. Maintain accurate accountability of members of the platoon at all times.
    3. Enforce the regulations and directives of OCS.
    4. Ensure that platoon members maintain and account for equipment at all times.
    5. Distribute pertinent information to the platoon in a timely manner.
    6. Maintain control of and ensure compliance by the platoon of all SOPs and directives when the platoon is in Infantry Hall, at all training sites and when on busses traveling to and from training.
    7. Form the platoon prior to meals and march the platoon as a unit to the DFAC.
    8. Assist the PL in conducting inspections of the platoon area.
    9. Coordinate with the Candidate 1SG in all administrative matters concerning the platoon.
    10. Ensure the platoon bulletin board is maintained and up to date.
    11. Prepare and maintain a daily platoon status report for the Platoon Trainer.

12. Counsel subordinates on expectations.

6. **Squad Leader (SL).** The SL is the direct supervisor of the individual squad members and will ensure:
  - a. The personal appearance and cleanliness of squad members.
  - b. Squad members maintain and account for all government property issued.
  - c. A squad status is maintained, to include the location and activity of squad members.
  - d. The squad is prepared to accomplish the assigned mission.
  - e. Candidates are present for all formations or properly accounted for.
  - f. Each squad member's room, desk and wall locker is inspection ready at all times.
  - g. The squad properly completes details in accordance with established policies and standards.
  - h. All squad members are kept informed.
  - i. Changes in the squad status are reported to the PSG.
  - j. Counsel subordinates on expectations.
  
7. **Team Leader (TL).** The TL assists the squad leader in supervising the individual squad members. He assists him in ensuring:
  - a. The personal appearance and cleanliness of team members.
  - b. Team members maintain and account for all government property issued.
  - c. A team status is maintained, to include the location and activity of the team.
  - d. The team is prepared to accomplish the assigned mission.
  - e. The team is present for all formations or properly accounted for.
  - f. Each team member's room, desk and wall locker is inspection ready at all times.
  - g. The team properly completes details in accordance with established policies, standards and squad leader guidance.
  - h. All team members are kept informed.
  - i. Council subordinates on expectations.

## Chapter 5. Discipline and Policies

**5-1. General.** The policies established at OCS provide uniformity and information for evaluating the Candidate's ability to follow instructions, pay attention to detail and demonstrate leadership. The policies prescribed require strict compliance. Failure to comply may result in disciplinary action, recycle, relief, or judicial or non-judicial disciplinary action.

- a. Candidates must conduct themselves in accordance with Army Regulations, the Uniform Code of Military Justice, and Army Traditions (customs and courtesies, military discipline, and the Army Values).
- b. All Candidates must read this SOP by the end of week one. After reading, all Candidates must sign a counseling statement acknowledging responsibility for adherence to the contents of this SOP. This counseling statement is maintained by OCS for a minimum of one (1) year after the Candidate has either graduated or been removed from OCS.

### 5-2. Discipline

- a. Discipline is achieved through effective leadership.
- b. Disciplined units begin with disciplined Soldiers of character. Soldiers with discipline are orderly, obedient and dependable. They do their duty promptly and effectively in response to orders, or even in the absence of orders.
- c. **A professional Soldier is never off duty.** He/She is always viewed as a representative of the Army whether they are in uniform or out of uniform. Soldiers must always abide by the standards of discipline and professionalism 24 hours a day.
- d. Military discipline is founded upon self-discipline, respect for properly constituted authority and the embracing of the professional Army ethic with its supporting individual values. Military discipline will be developed by individual and group training to create a mental attitude resulting in proper conduct and prompt obedience to lawful military authority.

"While military discipline is the result of effective training, it is affected by every feature of military life. It is manifested in individuals and units by cohesion, bonding, and a spirit of teamwork; by smartness of appearance and action; by cleanliness and maintenance of dress, equipment and quarters; by deference to seniors and mutual respect between senior and subordinate personnel; by the prompt and willing execution of both the letter and the spirit of the legal orders of their lawful commanders; and by fairness, justice and equity for all Soldiers, regardless of race, religion, color, gender and national origin."

- e. The OCS Disciplinary System discussed in this chapter addresses incentives for excellence and corrective or punitive actions for violations of the policies of the OCS program. This system is used to maintain high standards of disciplined performance.

### 5-3. Disciplinary Actions

- a. This chapter is punitive in nature. All personnel on active duty status who are assigned to 3-11 IN BN (OCS) are subject to the provisions of the Uniform Code of Military Justice (UCMJ). Personnel committing serious offenses, flagrantly violating unit policies and procedures or demonstrating inappropriate behavior are subject to punishment under the UCMJ. Punishment administered under the UCMJ will result in elimination from the program.
- b. Violations may result in judicial or non-judicial disciplinary action under the Uniform Code of Military Justice or appropriate non-punitive administrative action such as corrective retraining. Any Soldier who violates this SOP could be subject to punishment for a violation of Article 92, Uniform Code of Military Justice, for violation of a lawful order or dereliction of duty.
- c. Punitive methods used within the Officer Candidate School program to correct indiscipline or poor performance are Administrative Actions, Class I or II Punishment, and UCMJ.

1. Administrative actions to correct indiscipline or poor performance are:
  - i. Cadre may issue a verbal reprimand to correct a minor violation. A Candidate must ensure he/she understands the violation and what actions are necessary to avoid repeating the same violation.
  - ii. Formal counseling. Cadre may formally counsel a Candidate to correct a violation. Formal counseling is recorded on an informal memorandum, counseling statement, spot report or leadership performance evaluation report.
  - iii. Written assignment. Cadre may assign written assignments to correct a violation. The assigning cadre will specify the topic and length of the assignment. The maximum allowable words per essay are 1000 words. Maximum allowable preparation time is one duty day per each 1000 word essay, unless otherwise directed. All written assignments are reviewed for grammatical content and punctuation. Assignments containing gross errors will require resubmission.
  - iv. Disciplinary physical training. Cadre may require a Candidate to perform a physical training task to correct a violation. These corrective actions will not exceed five repetitions, nor an individual's physical capability and it will be performed in the presence of the cadre.
  
2. Class I or II punishments are administered by the Commandant or Company Commander. Class I and Class II punishments are adjudicated according to the seriousness of the offense and include but are not limited to extra duty and/or restrictions. Restrictions and periods of extra duty in the form of projects or assignments are designated by the Cadre Company Commander or his/her designated representative. Extra Duty associated with a Class I offense is performed at the Battalion Headquarters and supervised by the SDO/SDNCO.
  - a. A Class I Offense is the most serious type of offense and may warrant elimination from the course. The OCS Commandant administers all Class I punishments. Punishment may include up to sixteen (16) periods of extra duty and sixteen (16) restrictions. Class I Offenses may include, but are not limited to:
    - i. Unexcused absences from class, formation or duty.
    - ii. Alcohol related incidents.
    - iii. Disrespect toward superiors.
    - iv. Possession of ammunition or firearms.
    - v. Late returns from leave or pass.
    - vi. Tolerance of regulation infractions.
    - vii. Failure to comply with instructions.
    - viii. Being outside company billets after lights out.
    - ix. Accidental / Negligent Discharge of Weapon
    - x. Any action of misconduct considered detrimental to the Officer Candidate School.
  
  - b. A Class II Offense is a serious offense for which the Company Commander will impose punishment. Punishment may result in the assessment of up to eight (8) periods of extra duty and eight (8) Restrictions. Class II offenses may include, but are not limited to:
    - i. Failure to respond to a correction.
    - ii. Failure to adequately prepare for inspection. This includes being consistently unprepared for inspection or a blatant disregard for inspection standards.
    - iii. Violation of SOP, regulations, or directive.
    - iv. Use of vulgar or abusive language.
    - v. Security violations.

**5-4. Fraternalization and Other Prohibited Activities.**

- a. Relationship between Candidates and cadre, regardless of company or phase, which cause the actual or perceived appearance of preferential treatment or partiality, are prejudicial to good order, discipline and unit morale. Candidates and cadre are not authorized to form such relationships.
- b. Any relationship between permanent party personnel and Candidates not required by the training mission is prohibited. This prohibition applies to permanent party personnel without regard to the installation or unit of assignment of the permanent party member or the Candidate.
- c. Fraternalization as defined by AR 600-20 and DA Pam 600-35. The following activities between Candidates and cadre are prohibited: sexual relationships, public displays of affection, close dancing, handholding, touching, kissing or other similar contact, sharing a POV, personal friendships and drinking together at unofficial functions.
- d. Candidate/Candidate fraternization is also prohibited. OCS is a gender integrated environment and is an intense 24 hour a day course of instruction. Candidate teamwork and loyalty is paramount in the development of leaders. A Candidate's actions must be embedded in the Army's core values: loyalty, duty, respect, selfless service, honor, integrity and personal courage. Therefore, Candidates will not engage in Candidate/Candidate fraternization or other prohibited activities. Failure to follow these guidelines may result in relief from the course. Candidates interact closely with one another and must exercise self-discipline and good judgment to prevent compromising situations. Candidates are not authorized to engage in any real or perceived conduct with one another that is unduly familiar. The following guidelines apply:
  1. A Candidate will not kiss, hold hands, touch inappropriately or close dance. A Candidate will not occupy the same piece of furniture (furniture is defined as chair, bed, etc.). A male and female Candidate will not sleep or billet in the same room, or sleeping bag; maintain joint occupancy on or off post in such areas as motel rooms and apartments; or visit each other's rooms with doors closed.
  2. Doors to barracks rooms must remain open unless Candidates are changing uniforms. Closed-door meetings are not authorized. Candidates should lock their doors at 2200, or lights out.
  3. In a field environment, Candidates of opposite gender may occupy the same fighting position.
  4. While on pass, two Candidates of opposite gender should not isolate themselves for any reason.

**5-5. Alcohol and Tobacco.**

- a. Senior Officer Candidates may consume alcohol. Basic and Intermediate Officer Candidates may not consume alcohol. Candidates assigned to HHC may not consume Alcohol.
- b. Officer candidates may not have alcohol in the battalion area at any time, to include their rooms.
- c. Officer candidates are subject to all regulations, the UCMJ, and all local and federal laws. Incidents involving alcohol require commander referral to Army Substance Abuse Program (ASAP) no more than five working days after notification to the chain of command of the incident.
- d. Senior Officer Candidates who choose to consume alcohol must do so responsibly. Responsible drinking is defined as drinking in a way that does not adversely affect an individual's ability to fulfill their obligations and does not negatively impact the individual's job performance, health, or well-being, or the good order and discipline in the organization.
- e. Alcohol abuse and resulting misconduct will not be condoned. No student can be impaired at any time while on duty. AR 600-85 defines impaired as having a blood alcohol content (BAC) of .05 or greater.
- f. Candidates should never permit alcohol to:
  1. Impair rational and full exercise of their behavioral and physical faculties while on duty.
  2. Reduce their dependability and/or reliability.
  3. Bring discredit upon themselves, another soldier, or the Army as a whole.
  4. Result in behavior that is in violation of AR 600-85 or UCMJ.
- g. Candidates are not allowed to use tobacco at any time, to include leave and passes.

**5-6. Wearing of Uniforms.**

- a. All Candidates will read AR 670-1, Wear and Appearance of Army Uniforms and Insignia, chapters 1 and 14. Males will refer to chapter 20 and females refer to chapter 21 for Army Blue Uniform.
- b. During summer months, cadre may permit Candidates to remove their ascots while in a classroom environment.
- c. Ascots will not be worn in a field training environment.
- d. Females may wear either the Army blue skirt or Army blue slacks to the OCS Formal. All females will wear Army blue slacks with black oxford shoes to their OCS graduation.

**5-7. Wear of Army Improved Physical Fitness Uniform (IPFU)**

- a. Soldiers (on duty) will wear the improved physical fitness uniform (IPFU) or the ACU for selected activities and for physical fitness training during PT hours (0600 to 0730, Monday-Friday) to include the fitness centers and organized unit athletics. Soldiers must comply with AR 670-1 for proper wear of the physical fitness uniforms.
  1. The IPFU will NOT be worn in restaurants, grocery stores, shopping malls, and movies or other off post establishments, except when purchasing gas and to and from duty on post.
  2. Candidates will not mix the IPFU with civilian attire.
- b. At no time will any person conduct physical training on Fort Benning without an appropriate athletic shirt. This applies to Soldiers (active, reserve, and retired), family members, civilian personnel, and authorized guests. Shirts may be removed by male personnel when using the swimming pools.
- c. Reflective belts, vest, and lights:
  1. All candidates will wear a reflective belt with the IPFU while conducting individual physical fitness outdoors. The belt/vest is not required indoors.
  2. When running in civilian attire a reflective belt or vest is not required during daylight hours. A belt/vest and light source are required in civilian attire during the hours of limited visibility.
- d. Candidates will not use radio walkmans/MP3 players and headphones/ear buds while exercising.
- e. All personnel riding a bicycle on Fort Benning will wear an approved safety helmet, reflective belt/vest, and have a light source mounted during hours of limited visibility. Riders will NOT use walkmans/iPods while riding a bicycle on post.
- f. Candidates can wear organizational t-shirts with the IPFU during the Battalion Run, when performing community service and when at an authorized event that is approved by the OCS Commandant.
- g. Soldiers participating in Combatives Training in ACUs will not leave the Combatives training area in ACUs that have been altered, torn, or incomplete (such as missing patches, name tapes, and so forth).

**5-8. Appearance and Civilian Clothing Standards.**

- a. Basic Officer Candidates are not authorized to wear civilian clothes. Intermediate Officer Candidates may wear civilian clothes as authorized by the Company Commander. Senior Officer Candidates are authorized to wear civilian attire during off duty hours.
- b. While on the Ft. Benning installation the only authorized civilian clothing for Intermediate and Senior Candidates to wear is the "Professional Civilian Attire." Professional Civilian Attire consists of a conservative (no large designs, large logos, extreme colors or color schemes) collared shirt, khaki slacks, black or brown leather belt, and dress shoes or equivalent for females. After leaving the Ft Benning installation, Candidates are authorized to change into appropriate civilian attire only for activities that require different clothing (i.e. playing soccer or paintball off post. Candidates returning to Ft. Benning must be in either Professional Civilian Attire or ACUs with ascot prior to entering the installation boundaries.
- c. The only 2 exceptions are:
  1. During Senior Phase when Candidates go to the gym they can wear appropriate exercise clothing and footwear after 0730 on weekdays and any time on weekends.
  2. During the Class Service Project Company Commanders will prescribe the appropriate uniform.
- d. Exceptions may be authorized by the Battalion Commander.

### 5-9. Immersion Training Weeks 1-6

From the day a Candidate arrives until the completion of the basic phase, he/she will be immersed into a 24/7 training environment with topics covering individual skills, doctrine, and theory sufficiently enabling OCs to study and learn their profession and the craft of officership. During this time, all Basic Officer Candidates are restricted to the Battalion Footprint. Use of POVs is not authorized (with some exceptions for things such as religious services, student council leadership issues, and community service projects. Exceptions take OCS Commandant approval). Caffeine and snack machine privileges are not authorized. There will be training on the weekends, to include PT. All haircuts will take place at the Airborne Mini-Mall. Squads will march as a unit to the barber shop; they are not authorized to utilize any other portion of the Mini-Mall, and will immediately return to the Battalion area upon completion of haircuts. After successfully completing the Intermediate Officer Candidate inspection, OCs may transition into Intermediate Officer Phase. At this time the regulations regarding Immersion Training are modified (see 5-11. Leave and Passes)

### 5-10. Prohibitions Against Profanity and Obscene Language.

The use of obscene, vulgar, or profane language is prohibited. Language is obscene, vulgar, or profane when, under circumstances and manner in which such utterance was made, it would clearly offend a reasonable person's sense of decency.

### 5-11. Leave and Passes.

- a. **Leaves and passes are a privilege, not a right.**
- b. A Candidate's leave is an exception and taken only on a case by case basis. The Company Commander must approve emergency leaves. Emergencies must be verified through the Red Cross.
- c. Candidates who remain in the billets during pass will ensure they maintain the high standards required by this SOP. Food will not be allowed inside barracks rooms. All food will be consumed in the dining facility, company common areas or dayroom (not outside).
- d. Candidates are required to sign out using the company sign out roster.
- e. Passes during the course are a privilege and are approved by the Company Commander.
- f. **Basic Phase/HHC:** No passes authorized. All HHC Candidates are considered in the Basic Phase. Battalion CDR or Company CDR can authorize exceptions (e.g. religious service, observance, class leadership coordination, extended).
- g. **Intermediate Phase:** Intermediate Officer Phase (IOC): IOCs are authorized to have on-post pass privileges at the conclusion of their last training event of the week. This includes weekends. **NO** overnight passes are authorized and nightly curfew will be in effect. Students may use POVs. Cadre and Student COC will conduct a nightly recall formation on weekends when passes are given at the Company, the time of which is at the discretion of the Company Commander.
- h. **Senior Officer Candidate Phase:** Senior Officer Candidates are authorized full privileges. During the weekday, nightly curfew is in effect. After last duty prior to the weekend, Company Commanders may authorize off-post privileges (up to 25 miles for overnight passes). Cadre and Candidates will have recall formation the night prior to resuming training. (Ex. Sunday, 2000 recall/accountability formation prior to reveille Monday, the next training day).
- i. **Last Duty Day of Week 11:** Company Commanders may authorize only IBOLC and ABOLC Candidates to live off-post (within a 25 mile radius of Fort Benning) after the last duty of Week 11 until graduation in Week 12. Use of tobacco products by all Candidates is **NOT** authorized during this time. (PT uniform is only authorized when arriving for PT in the morning, not for leaving post).
- j. **Holiday Weekends:** Basic Officer Candidates must remain on-post during Federal Holidays if authorized by the company commander. Basic Officer Candidates will remain in the 3-11 BN footprint on all training Holidays. No overnight passes are authorized in basic phase except for Thanksgiving and Christmas. Candidates in the Intermediate Phase must remain on post during training Holidays. Intermediate Candidates may take an off post pass during Federally recognized Holidays. Candidates in the Senior phase of the course are offered passes at the discretion of the Company Commander for Federally recognized holiday weekends. The range of these passes is 25 miles (the only exception to the range of the pass is for Thanksgiving and Christmas where candidates may exceed the 25 mile limit).

**5-12. Unauthorized Items.**

The unauthorized items list (Appendix G) is developed to ensure good order and discipline in the OCS barracks living environment. Candidates will participate in an inventory process in week one of the course. Any unauthorized items will be identified and stored in the company storage room during the course. Candidates will be counseled on unauthorized items and will be held responsible for any unauthorized items in their possession following the inspection and storage. Candidates may be considered for recycle or relief for violation of the unauthorized items after the inspection and storage process.

**5-13. Religious Practices.**

The Officer Candidate School will make every attempt to allow all soldiers to attend worship services as the training schedule allows. A Candidate may request to attend religious services off post if that particular service is not provided on Ft. Benning. Authorization by the company commander is required for any Candidate to attend worship services held outside the OCS footprint. Requests are due to the student chain of command no later than Thursday each week. The OCS mileage radius of 25 miles still applies.

**5-14. Leaving the Company Area.**

- a. When leaving the company area (i.e. sick call, pass, etc.), Candidates must sign out in the student orderly room.
- b. Candidates will request to leave the company area through their respective Platoon Trainer if the reason is not part of a Company Commander approved pass or training. The student leadership will maintain the sign-out book and report violations to the Senior Trainer.
- c. The Company Commander or OCS Commandant may excuse a Candidate from a scheduled class.
- d. The Battalion Commander is the only one who can grant permission for a Candidate to leave the Battalion area for occasions other than training or religious services. A trip ticket signed by the company commander is required for community service or Student Council/PVO events.

**5-15. Running/Marching**

- a. Foot columns will be conducted on the right shoulder and off the roadway when possible. When not possible, they will be marched or run on the extreme right hand side of the traveled streets in columns of three.
- b. The OIC, NCOIC or OCIC will be positioned to effectively control movement of the troops, and at the same time offer no impediment to traffic.
- c. Road guards will be dispatched to all approaching intersections in sufficient time to allow vehicular traffic to halt without endangering the lives of troops or creating traffic hazards. All foot columns will comply with traffic signals.
- d. Road guards will use extreme caution by looking to the right, left and front before entering an intersection.
- e. Road guards will be positioned 25 meters behind and 25 meters ahead of all formations. Road guards will wear highly visible reflective belts, and will carry clear lens flashlights or chemlights during periods of limited visibility (rain, fog, darkness and so on).
- f. Formations for organized physical training will not be more than three ranks. The only personnel allowed outside of the formation are the cadence caller and Candidate CoC. These personnel will never cross the roadway centerline. A formation will ensure roadways are clear of oncoming traffic and running formation before allowing vehicles to pass
- g. The following roads are off limits to running formations and individual runners at all times.
  - i. 10<sup>th</sup> Mountain Road
  - ii. Dixie Road except the portion of Sightseeing road (Sandy Patch) to Lawson Army Airfield.
  - iii. Sightseeing Road from Dixie Road to Sunshine Road.
  - iv. Lumpkin Road from Dixie Road to Custer Road.
  - v. Custer Road from Benning Boulevard to Eisenhower Exchange.
  - vi. Lawson Army Airfield in its entirety to include runways.
  - vii. Marne Road from Lumpkin Road to the bridge northeast of commissary.

- h. The 82d Airborne Division Road from Sunshine Road to Bradshaw Road will be closed to vehicular traffic from 0600 to 0730, Monday through Friday, for use by formations. All unit runs will be completed by 0730.
- i. Marching/running troops in formation have the right of way over all traffic except emergency vehicles.
- j. Individual runners or informal groups of runners must yield the right of way to all vehicular traffic. Runners have right of way over vehicles only at marked crosswalks. Runners will use sidewalks or road shoulders whenever possible. If this is not possible, runners will run in single file on the left side of the roadway facing traffic.

#### **5-16. Water Safety.**

- a. No swimming, wading, or bathing are authorized in streams, ponds, lakes, or rivers under military control and areas designated off limits by the MCoE commander, except for training purposes, and then only after permission has been granted by OCS Commandant.
- b. Boats owned by Candidates must be registered and equipped as required by laws of the state of Georgia.

#### **5-17. Ranges and Impact Areas.**

All Candidates are forbidden to enter permanent danger zones or to pass beyond "Road Closed" signs, roadblocks, or road guards, except upon authority of the range control officer or the officer in charge of firing in the area concerned. Before any Candidates enters the training areas to walk, drive, or engage in sport, they will consult the range clearance maps at the location specified in MCoE Regulation 200-3 (Hunting and Fishing and Recreation). In case of doubt, the range control officer should be contacted by phoning 545-5186 or 545-1602 for information.

#### **5-18. Privately Owned Vehicles.**

- a. References: TRADOC Reg. 385-2 (US Army TRADOC Safety Program)
- b. Candidates are encouraged to bring POVs, but they are off-limits unless specifically granted written permission during the Basic Phase.

NOTE: Motorcycle owners must comply with Fort Benning and MCoE Regulations. Candidates will not be provided time to gain compliance with Fort Benning and MCoE Regulations relating to motorcycle use during OCS.

- c. The student company POV Officer or student S1 will:
  1. Maintain, by platoon, the POV Safety checklist(s).
  2. Provide a list of Candidate POVs for the student Executive Officer's notebook.
  3. Hold vehicle safety inspections (securing unattended POVs) at the following times: at the beginning of the cycle, prior to all holidays, upon the cadre instructions, or acquisition of a vehicle and prior to a field exercise.
  4. Report all traffic violations or accidents to the proper civilian or military police authorities.
  5. Report all incidents of theft or vandalism involving POVs to the platoon Trainer and the company POV Officer.
- d. Candidates attending OCS will park their vehicles in the designated Student OCS parking area on Wold Avenue, between BLDG 72 and BLDG 66. DO NOT park in any parking place or lot other than the one specified for any reason at any time. Candidates may not drive POVs inside the quad area of the barracks at any time, to include graduation week.
- e. Your vehicle must remain locked when not in use. The Military Police will ticket any vehicle found unsecured on Ft. Benning. Items stored in the vehicle will be stored in the trunk. Secure all high value items in the company storage rooms.
- f. Vehicle owners will periodically inspect vehicles for damage and start vehicles in order to recharge batteries.
- g. Seatbelts, the wearing of safety belts (lap and shoulder as provided) in government-owned and privately-owned vehicles is mandatory for all personnel while operating or riding in such vehicles on Fort Benning or its satellite facilities.
- h. Riding as a passenger in the uncovered bed of a pick-up truck anywhere on Fort Benning is prohibited. For the purpose of this rule, the operator of the vehicle (and the senior occupant in the case of a military vehicle) and the passenger(s) riding in the uncovered bed shall be deemed to have violated this prohibition.

**5-19. Privately Owned Weapons.**

Candidates will not bring Privately Owned Weapons (POWs) to OCS.

**5-20. Fireworks.**

The introduction, possession and use of all fireworks are prohibited in OCS.

**5-21. Telephones.**

Candidates are authorized to have cellular phones while at OCS. Use of phones is limited by the training schedule and to certain locations. Cell phones are not authorized in classes or classrooms. Candidates may only use cell phones for emergency and by the authorization of cadre during basic and intermediate phase. During senior phase, Candidates may use cell phones after the last duty of the day. Any cell phones used (that ring) outside of authorized times or in class may be confiscated by the cadre and will result in a Class II and loss of the privilege for a time specified by the Company Commander. Exceptions must be granted in writing by a Platoon Trainer.

**5-22. Playing of Hand-Carried Radios and Electronic Sound Devices.**

- a. Playing of hand-carried radios and electronic sound devices in any Post Exchange facility, Army commissary, post movie theater, or military bus is prohibited unless such devices are equipped with earphones or headphones and are being used for private listening.
- b. Playing of radios and electronic sound devices in a motor vehicle that emits sound outside the passenger/driver compartment at a volume audible to a person with a normal hearing at a distance of 15 feet from the motor vehicle on any public street, public parking area, or private driveway on the Fort Benning military reservation is prohibited.
- c. Playing of hand-carried radios and electronic sound devices while walking or running around Fort Benning military reservation at a volume audible to a person within normal hearing at a distance of 15 feet is prohibited.

**5-23. Prescription Medications.**

- a. Candidates must exercise caution when taking prescription medications. MEDCOM Regulation 40-51, "Medical Review Officers and Review of Positive Urinalysis Drug Testing Results," imposes a six month time limit on valid medical prescriptions that can turn a urine drug test positive. During week 1 any positive urine drug screen due to a prescription medication that was filled more than six months ago will not be considered medically valid, and will be reported to command as a positive urine drug test. The only exception to this rule is if the Soldier's prescribing care provider documents that the clinical indication for treatment with the prescribed medication still exists, and the Soldier has been granted permission by their care provider to continue using the prescribed medication. Any Candidate found to be in violation of this policy, abusing prescription medications, or using expired medications is subject to relief from the course for misconduct.
- b. Upon arrival to their company, Candidates with medications must inform their platoon trainer on Day 1. All Candidates with medications will go to the CTMC during Week 1 to have their medication validated by a Military physician. This process ensures the medication will not be harmful to the Candidate in an environment that is physically, mentally and emotionally demanding.

## Chapter 6. PROCEDURES

### 6-1. Titles.

Candidates will be identified by the title of “[Phase] Officer Candidate. Senior Officer Candidates (SOCs) will be addressed by the title of “Sir/ Ma’am” by Basic Officer Candidates in other classes.

### 6-2. Saluting, Addressing and Courtesies.

Courtesy among members of the Armed Forces is vital to maintain military discipline. Respect to seniors will be extended at all times. The actions of military personnel will reflect respect to both the National Anthem and the National Colors. The courtesies listed in AR 600-25, Appendix C, should be rendered to the National Colors and National Anthem at public events whether the Soldier is off or on duty, or whether he or she is in or out of uniform. Intentional disrespect to the National Colors or National Anthem is conduct prejudicial to good order and discipline and discredits the military service.

- a. Candidates salute and render officers the battalion motto when outdoors. NCOs will also receive the battalion greeting.
- b. If in a group (not a formation), and an officer approaches, the first Soldier to recognize the officer calls the group to attention when the officer is six paces away and **all** personnel salute.
- c. Candidates will not salute while running as individuals. They will come to a quick time, salute, render the greeting of the day, once the salute is returned, they will lower the salute and go back to a run and continue.
- d. When unnoticed by, or approaching, a superior officer from a blind spot, a candidate will salute and announce “By your leave” as they pass by. Once the officer acknowledges them they will lower the salute and continue on their way.
- e. When the flag is being raised in the morning, Soldiers should stand at attention on the first note of Reveille, face the flag or the music if you cannot see the flag, and render a hand salute. When the flag is being lowered in the evening, on the first note of Retreat, face the flag or the music, and stand at the position of attention if you are not in a formation. If you are in formation, the Soldier in charge will put the formation at parade rest. On the first note of “To the Colors,” render a hand salute. If you are in formation, salute only on the order of “Present arms.” If you are in civilian clothing, stand at attention and place your hand over your heart. Vehicles in motion should stop. If you are in a car or on a motorcycle, dismount and salute. If you are with a group in a military vehicle or bus, remain in the vehicle. The senior person in the vehicle will dismount and salute.
- f. When addressed by an officer or NCO, a Candidate will come to the proper position, either attention for an officer or parade rest for NCOs, and answer or address the cadre member.
- g. When you are passing or being passed by the colors that are being presented, paraded or displayed, salute when the colors are six paces from you. Hold the salute until the colors are six paces beyond you.
- h. During duty hours, when an officer **senior in rank to the Company Commander** enters the barracks, the first Candidate to see the officer will command, “Company, Attention.” Conversely, if any NCO outranking the First Sergeant enters the building, the building will be called “At ease.” All Candidates who hear the command will respond appropriately. When the officer/NCO replies “Carry on” Candidates will continue their activities. Any officer/NCO entering the barracks once the cadre officers have left for the day is senior in rank to all Candidates and Candidates will render the same courtesies as already stated above.
- i. There are only two exceptions to this guidance. When in the dining facility and a Lieutenant Colonel or above, or CSM or above enter the dining facility, the first Candidate to see them will command “At ease.” All movement and conversation will cease and Candidates will move to a modified position of attention, seated Candidates will stop eating and sit up right with hands to sides until told to “Carry on”. Seated candidates should not attempt to stand.
- j. The other exception is during weapon maintenance. When cleaning weapons and the weapons are disassembled, the first Candidate to see a officer senior to the Company Commander or NCO outranking the First Sergeant will call the appropriate command, but will remain in the current

positions and cease work until told to "Carry on" from the officer/NCO. This is to prevent loss of small weapon parts.

- k. When walking with a senior in rank walk on his/her left side.

### 6-3. Reporting.

- a. Reporting to an office. When Candidates are required to report to a cadre's office, the Candidate will report IAW military customs and courtesies.
  1. The Candidate will knock on the cadre's door or door frame and wait at the position of attention until told to enter. Once told to enter, the Candidate will enter and walk two steps from and centered in front of the desk, assume the position of attention, and simultaneously render the hand salute while saying, "Sir, [Phase] Officer Candidate [Last Name] reports." The Candidate will execute order arms when the officer returns the salute.
  2. After being dismissed the Candidate will assume the position of attention, render the hand salute and state the Battalion motto: "Standards, Sir." The Candidate will order arms after the salute is returned.
- b. Reporting outdoors. When reporting to cadre outdoors, the Candidate assumes the position of attention salutes and states, "Sir, [Phase] Officer Candidate [Last Name] reports."
- c. Candidates use the term, "Sir, Ma'am or Sergeant" only one time per sentence when addressing cadre, i.e. Candidates will not state "Sir, BOC [Last Name] requests permission to speak."
- d. Reporting to an NCO. The Candidate executes the same procedures except, assumes the position of parade rest after attention. The title Sergeant, First Sergeant or Sergeant Major is substituted for Sir.
- e. When Candidates have not been directed to report but need to speak with their Trainer, the Candidate will knock on the door and state, "Sir, (or Sergeant), BOC [Last Name] requests permission to speak with you."

### 6-4. Movement.

- a. Marching in formation.
  1. Three or more Candidates constitute a formation. Formations will march in a single column with a Candidate in charge on footpaths or sidewalks and three columns with a Candidate in charge at all other times. Candidates will not walk in any grassy area unless dictated by cadre.
  2. Formations will not depart from or for a training location without ensuring proper accountability and the approval of the duty Trainer. The class will carry the class guidon whenever they march. Display the guidon, when not in use, in the unit area.
  3. Basic Officer Candidates will march in company formation to all training and meals.
- b. Road Guards. A minimum of four designated road guards are required for any company formation movement. Road guards wear a PT belt during all formation movements. During hours of twilight or limited visibility, road guards carry an operational coned flashlight in the hand closest to the outside of the formation. Road guard responsibilities are:
  1. Front road guards will lead the element by 30 feet and rear road guards will trail the element by 30 feet. During periods of limited visibility road guards increase the distance to 50 feet.
  2. Front and rear road guards warn traffic of the formation. They do not post themselves at an intersection, which is the responsibility of the formation internal road guards.
  3. Formation internal road guards will post at each intersection and maintain that position until relieved or the element has passed.
  4. Road guards that are posted at intersections will stand at a modified position of parade rest. Their right arm will be extended in front of their body; palm facing the vehicle with fingers extended and joined warning the oncoming traffic to stop. Once relieved or the formation has passed, the road guard will come to the position of attention and move back to the formation.
  5. Road guards will come to the position of attention and salute any vehicle displaying General Officer or VIP plates.
- c. Pull-ups. Candidates will execute pull-ups as a company prior to leaving or entering the company area for either meals or training/classroom instruction. Candidates will do at least one pull-up for each week in OCS, not to exceed 6. Two Candidates will conduct chin-ups at a time. Spotting is authorized if necessary and is executed IAW FM 7-22.

**6-5. Dining Facility (DFAC).**

- a. General.** The company will have 30 minutes to enter and clear the DFAC. This is due to other companies and scheduling. The Candidate leadership is responsible for developing the necessary control measures needed to ensure the task and standards are met. IAW TR 350-6 all Candidates may eat and drink anything the DFAC serves, but are highly encouraged not to drink caffeinated beverages or eat dessert due to physical training requirements.
- b. Basic and Intermediate Officer Candidates**
1. Movement into the DFAC. Keep the doors closed for energy conservation (heat / air conditioner) and insects. Move no more than ten candidates inside the DFAC to the headcount station allowing room for cadre and visitors to enter.
  2. Inside the DFAC. Basic and Intermediate officer candidates will not talk inside the DFAC.
  3. Movement out of and from the DFAC. Candidates will exit the rear of the DFAC double time to the classroom or formation with a battle buddy. Candidates may move back to the company area as a platoon formation rather than company formation. Prior to entering the classroom, Candidates will do 25 sit-ups and 25 push-ups
- c. Senior Officer Candidates**
1. Senior Candidates will move to the DFAC in company formation except on weekends and during week 12.
  2. Senior Candidates may move from the DFAC in buddy teams. If there are three or more Candidates, the group will march in formation when in uniform.
  3. Senior Candidates may wear professional attire to the DFAC during weekends and week 12, but must eat during their company assigned time slot.

**6-6 Wigle Hall (OCS Hall of Fame) Care & Maintenance**

Also known as the OCS Hall of Fame, Wigle Hall is named for Medal of Honor recipient, 2<sup>nd</sup> LT Thomas W. Wigle. 2LT Wigle, while fighting in Monte Frassino, Italy on 14 September 1944 with U.S. Army, Company K, 135th Infantry, 34th Infantry Division was cited for conspicuous gallantry and intrepidity at the risk of life above and beyond the call of duty. The 3d Platoon, in attempting to seize a strongly fortified hill position protected by 3 parallel high terraced stone walls, was twice thrown back by the withering crossfire. 2LT Wigle, acting company executive officer, observing that the platoon was without an officer, volunteered to command it on the next attack. Leading his men up the bare, rocky slopes through intense and concentrated fire, he succeeded in reaching the first of the stone walls. Having himself boosted to the top and perching there in full view of the enemy, he drew and returned their fire while his men helped each other up and over. Following the same method, he successfully negotiated the second. Upon reaching the top of the third wall, he faced 3 houses which were the key point of the enemy defense. Ordering his men to cover him, he made a dash through a hail of machine-pistol fire to reach the nearest house. Firing his carbine as he entered, he drove the enemy before him out of the back door and into the second house. Following closely on the heels of the foe, he drove them from this house into the third where they took refuge in the cellar. When his men rejoined him, they found him mortally wounded on the cellar stairs which he had started to descend to force the surrender of the enemy. His heroic action resulted in the capture of 36 German soldiers and the seizure of the strongpoint.

The OCS Hall of Fame houses the records of Hall of Fame inductees who have led distinguished careers, both in the military and civilian world, following their graduation from the Federal OCS program. Induction is automatic for any OCS graduate who has received the Medal of Honor or attained general officer rank. Other nominees are selected based on their distinguished service in their civilian and military careers.

The Hall of Fame will be cared for and maintained by the OCS Class that is in the Basic Phase of the program. Each class will assign one person as the Hall of Fame Officer responsible for maintenance of the building and all articles inside. This maintenance includes but is not limited to:

- Ensuring cleanliness of the building

- Maintaining the grounds around the building to include the lawns, shrubbery, building placard, building sign
- Maintenance and storage of records (under the oversight of a battalion representative)
- Display of photos (under the oversight of a battalion representative)
- Maintenance of historic displays (under the oversight of a battalion representative)
- Class projects can be conducted for any major updates or restorations required to the Hall of Fame (approval authority is the OCS Commandant)
- Develop and maintain an internal Wigle Hall SOP for candidate use which is passed on to each incoming basic phase class

**6-7. Sick Call.**

- a. Sick call for students in class is from 0630-0730 Monday through Friday at the Main Post CTMC (Consolidated Troop Medical Clinic) Bldg 2515. On weekends or training holidays, sick call is conducted at Sand Hill, Winder TMC, Bldg 3306 or Martin Army Hospital Emergency Room. Candidates may walk to the CTMC by themselves during all phases.
- b. Procedure.
  1. Candidates that need to go on sick call will fill out a DD Form 689 (Individual Sick Slip).
  2. Submit completed DD Form 689 to the platoon sergeant to consolidate.
  3. Candidate platoon sergeants submit all DD 689s to the student first sergeant NLT 1900 the night prior to be signed by the TOD.
  4. The Student first sergeant will report the status of the company to the cadre first sergeant each morning prior to formation.
  5. Candidates attending sick call will stand in the first formation in the duty uniform for the respective company for the day. If the company is conducting combatives in ACUs and tennis shoes, then the candidate reports to first formation in that uniform. If the company is conducting PT in the summer APFU, then the candidate reports to first formation in that uniform.
  6. PLT cadre and / or 1SG will decide if the OC is able to do PT and will conduct a profile / sick call PT for those who cannot PT with their platoons as appropriate.
  7. Candidates depart the company area in formation after signing out at the student orderly room, or CQ.
  8. Upon returning from sick call, Candidates will sign and turn in a copy of the DD Form 689 to the Duty Trainer. The cadre First Sergeant will distribute DD Form 689's to the Platoon Trainers to be filed in student record folder.
  9. If a Candidate on sick call is referred to a clinic or hospital they must return to the company and sign-in and out with their new destination.
  10. The only exception to this policy is for urgent care.
  11. A Candidate is authorized a total of 8 hours for sick call. Candidates surpassing this timeframe will be recommended for recycle.

**6-8. Sign Out Procedures.**

- a. Candidates must sign-out when leaving the company area not as a part of the company, platoon, or squad level training.
- b. A company sign out roster is maintained in the student orderly room. The student first sergeant, or designated representative, opens the roster each morning before the PT formation and closes it each night before lights out. Opening and closing entries are made as follows:  
 Book opened 09 Feb 0445 hours. Signature.  
 Book closed 09 Feb 2155 hours. Signature.
- c. Sign-out entries will look as follows:
 

NAME	DESTINATION	PHONE#	TIME OUT/IN	SIGNATURE
Smith, John	Clothing Sales	545-4567	1045/1130	

**6-9. Classroom Procedures.**

- a. Classroom procedures are as follows:

1. Candidates move into the designated classroom and remove any gear, prepare for the class with appropriate manuals and note taking supplies, and sit down in their seats.
  2. The student company commander and first sergeant will sit in the first row, closest to the center aisle. Once all Candidates are seated, the student commander will ensure the instructor knows the number of Candidates for training.
  3. If a Candidate is falling asleep, he/she will stand up, take his/her writing material with him and move to the nearest side of the room, where he/she assumes a modified position of parade rest. When recovered he/she will return to his/her seat. OCs caught falling asleep are subject to negative spot reports, essays, or other disciplinary measures.
- c. Break procedures. Break procedures are as follows:
1. The instructor will designate a time to be back for instruction. All Candidates will quietly move out of the classroom and utilize the latrines if needed. Once complete the Candidates return to their seats and be seated within the given time.
  2. The use of the McGinnis Wickam Hall and BLDG 224 cafeteria, snack bar, or vending machines is not authorized during any phase of OCS.
- d. Exiting the classroom upon completion of training: Candidates secure all gear and materials. The student company commander gives instructions on where to form up and releases the company. The company moves outside and takes accountability prior to leaving the training site.

#### **6-10. Formations.**

- a. Scheduled formations are published by the chain of command as appropriate. Candidates are considered late to formation if they are not standing in their platoon when the command "fall-in" is given. Candidates will not miss formation unless excused by their trainer.
- b. The student leadership is responsible for accountability of the company. Formations will be conducted prior to all company or platoon movements.
- c. Candidates on pass/leave are responsible for knowing the time of recall formation prior to departing.
- d. Recall formations will be in duty uniform (ACUs or APFU) or in professional attire during senior phase

#### **6-11. Accountability and Reporting.**

- a. The student leadership has the responsibility of accounting for all students assigned to their company. Accountability and reporting procedures are as follows:
  1. Platoon leaders, platoon sergeants and squad leaders provide accountability in formation as specified in TC 3-21.5, with the following variations.
  2. Squad leaders report the location of soldiers, by name and number, as "(Assigned number) Candidates assigned, (number present at formation) Candidates present" and locations and names of Candidates not at formation. Squad leaders should have all information prior to formation and this information should be readily available.
  3. Platoon sergeants receive the report from each squad leader, and report the platoon accountability as present, accounted for or number out of ranks.
- b. The student first sergeant receives accountability reports from the platoon sergeants, mentally double-checks/accounts for all Candidates and reports the whereabouts of all missing Candidates to account for the entire company's assigned strength. Soldiers unaccounted for are reported as "out of ranks." The student first sergeant will ensure the duty trainer knows immediately if any Candidates are out of ranks.
- c. Accountability of all soldiers and equipment is a constant process of updates provided whenever the report changes. When sensitive items are in formation or the possession of Candidates their status will be reported to the duty Trainer as well. This report will take place prior to any movement.

#### **6-12. Visitation and Special Passes**

Under special circumstances the OCS Commandant may approve additional time and limited privileges for individual Candidates. (Examples: Soldier's spouse or immediate family member is on leave from a combat zone and wishes to see Candidate.)

**6-13. Study Barracks and Personal Time**

- a. **Study Barracks.** Study barracks is time in the evenings during weeks 1 – 6 that the Candidate must be in military uniform and in the barracks studying for the course. This time starts after the last duty of the day and ends at 2100. Candidates must keep their doors open during this time. Candidates may study in groups or as individuals, but must be covering material relevant to the course.
- b. **Personal Time.** Personal time is from 2100-2200 nightly.

**6-14. Computer Lab.**

The computer lab is for OCS personnel use only. Family members and personnel not assigned to OCS are not authorized to use these labs. Each lab has internet access. You may only access authorized web sites and ***WILL NOT PROCESS, COPY, TRANSFER OR OTHERWISE DISSEMINATE ANY MATERIALS THAT ARE DEEMED CLASSIFIED OR DETRIMENTAL TO GOOD ORDER AND DISCIPLINE BY THE GOVERNMENT.*** This also includes pornography, chain e-mail, discounts coupons, gambling or any materials not related to the military or your current duty status. Candidates who violate DOD 5500-7-R, Joint Ethics Regulation governing computer usage, will be recommended to the Commandant for disposition. Disposition may include but is not limited to elimination from OCS.

- a. The use of personal laptop computers is authorized. Laptops will be secured in wall locker when not in use and not plugged in when not supervised.
- b. Personal computers will not be connected to any LAN (local area network) or ISP (Internet Service Provider) on post unless expressly authorized by the company commander.

**6-15. Mail.**

- a. Mail is delivered to the unit mailroom Monday through Friday. If the company is in the field for training the mail is delivered as soon as training allows.
- b. Packages. All packages are subject to inspection for unauthorized items.

**6-16. Recycle or Relief.**

- a. Candidates are notified in writing on a DA Form 4856 by their training officer or NCO that he/she is being recommended to the company commander for relief or recycle from the Officer Candidate School based on one or more of the below reasons:
  - (1) Disciplinary reasons.
  - (2) Academic deficiencies.
  - (3) Disqualifying physical conditions.
  - (4) Leadership deficiencies.
  - (5) Security reasons.
  - (6) Lacking motivation.
  - (7) Falsifying or omitting facts on application.
  - (8) Violating the honor code.
  - (9) Misconduct
- b. The Candidate will be counseled that he/she is being considered for relief or recycle by his/her platoon trainer, hereby designated by the OCS Commandant for this purpose. The Candidate will also be notified of the consequences of the action and the right to respond to the recommendation. Upon receipt of the counseling, the Candidate must elect whether or not to respond immediately if recycle is the recommendation, or within two duty days if dismissal is the recommendation. The Candidate has three duty days (recycle) or seven duty days (dismissal) from the date of receipt to submit his/her response to the recommendation.
- c. If a Candidate elects not to respond, fails to make a timely election, or fails to submit a timely response after making a timely election, the OCS Commandant may take final action without considering a response subsequently submitted. If the candidate submits a statement, the file will be

referred to the Office of the Staff Judge Advocate, Administrative and Civil Law Division, to determine legal sufficiency. The OCS Commandant will then issue a final decision.

- d. If a Candidate is disenrolled from OCS for any reason, a DD Form 785 (Record of Disenrollment from Officer Candidate–Type Training) will be sent to HRC. Additionally, dismissal for misconduct, lack of motivation, academic deficiency, or failure to maintain physical fitness or height and weight standards will be recorded on DA Form 1059.

## Appendix A. LEADERSHIP DIMENSIONS (ADRP 6-22)

- A-1. Army Values.** Principles or qualities intrinsically desirable. This is taken directly from the Army OER form. The Evaluation Report indicates either a “yes” or “no” for the Candidate.
1. Loyalty. Bear true faith and allegiance to the U.S. Constitution, the Army, your unit, and other soldiers.
  2. Duty. Fulfill your obligations.
  3. Respect. Treat people as they should be treated.
  4. Selfless-Service. Put the welfare of the nation, the Army and your subordinates before your own.
  5. Honor. Live up to all the Army values.
  6. Integrity. Do what’s right, legally and morally.
  7. Personal Courage. Face fear, danger, or adversity (physical and moral).
- A-2. Identities.** As they do with all Army Leaders, the Army Values guide Officers in their daily actions. These values manifest themselves as principles of action. Another essential part of officership is a shared professional identity. This self-concept, consisting of four interrelated identities, inspires and shapes the officer’s behavior. **These identities are warrior, servant of the nation, member of a profession, and leader of character.** As a warrior and leader of warriors, the officer adheres to the Soldier’s Creed and the Warrior Ethos. An officer’s responsibility as a public servant is first to the Nation, then to the Army, and then to his unit and his Soldiers. As a professional, the officer is obligated to be competent and stay abreast of changing requirements. As a leader of character, officers are expected to live up to institutional and National Ethical values.
- A-3. Attributes.** What an Army Leader is.
- a. **A Leader of Character.** Factors internal and central to a leader, that which makes up an individual’s core.
    - a. Army Values. Values are the principles, standards, or qualities considered essential for successful leaders. Values are fundamental to help people discern right from wrong in any situation. The Army has set seven values that must be developed in all Army Individuals: loyalty, duty, respect, selfless service, honor, integrity, and personal courage.
    - b. Empathy. The propensity to experience something from another person’s point of view. The ability to identify with and enter into another person’s feelings and emotion. The desire to care for and take care of Soldiers and others.
    - c. Warrior Ethos. The shared sentiment internal to Soldiers that represents the spirit of the profession of arms.
    - d. Discipline. Control of one’s own behavior according to Army Values; mindset to obey and enforce good orderly practices in administrative, organizational, training, and operational duties.
  - b. **A Leader with presence.** How a leader is perceived by others based on the leader’s outward appearance, demeanor, actions, and words.
    - a. Military and Professional Bearing. Possessing a commanding presence. Projecting a professional image of authority.
    - b. Fitness. Having sound health, strength, and endurance that support one’s emotional health and conceptual abilities under prolonged stress.
    - c. Confidence. Projecting self-confidence and certainty in the unit’s ability to succeed in whatever it does. Demonstrating composure and an outward calm through steady control over one’s emotions.
    - d. Resilience. Showing a tendency to recover quickly from setbacks, shock, injuries, adversity, and stress while maintaining a mission and organizational focus.
  - c. **A Leader with Intellectual Capacity.** The mental resources or tendencies that shape a leader’s conceptual abilities and impact of effectiveness.
    - a. Mental Agility. Flexibility of mind; the ability to break habitual thought patterns. □Anticipating or adapting to uncertain or changing situations; to think through outcomes when current

decisions or actions are not producing desired effects. The ability to apply multiple perspectives and approaches.

- b. Sound Judgment. The capacity to assess situations or circumstances shrewdly and to draw sound conclusions. The tendency to form sound opinions and make sensible decision and reliable guesses. The ability to assess strengths and weaknesses of subordinates, peers, and enemy to create appropriate solutions and action.
- c. Innovation. The ability to introduce new ideas based on opportunity or challenging circumstances. Creativity in producing ideas and objects that are both novel and appropriate.
- d. Interpersonal tact. The capacity to understand interactions with others. Being aware of how others see you and sensing how to interact with them effectively. Consciousness of character reactions and motives of self and others and how they affect interactions.
- e. Expertise. Possessing facts, beliefs, logical assumptions and understanding in relevant areas.

## Appendix B. REQUIRED KNOWLEDGE

**B-1. Requirements.** The following is the list of required knowledge and the week that each Candidate will be expected to recite it verbatim. Current events may be added based on cadre chain of command guidance.

WEEK	SUBJECT
1	General Orders, OCS Honor Code, Chain of Command, and 5 Paragraph Operation Order.
2	OCS Alma Mater, Proffer No Excuses (Army Officer's Guide), and 9 Line MEDEVAC.
3	Troop Leading Procedures and Military Aspects of Terrain.
4	Soldier's Creed, Call for Fire, and 5 Principles of Patrolling
5	Marshall's Definition of Leadership and The Risk Management Process.
6	The Army Song and Schofield's Definition of Discipline.
7	Code of Conduct.

### B-2. General Orders.

Reference: FM 7-21.13 The Soldier's Guide, Chapter 5, Para 5-124.

1. I will guard everything within the limits of my post and quit my post only when properly relieved.
2. I will obey my special orders and perform all my duties in a military manner.
3. I will report violations of my special orders, emergencies and anything not covered in my instructions to the Commander of the Relief.

### B-3. OCS Honor Code.

An Officer Candidate will not lie, cheat, steal, or tolerate those who do.

### B-4. Chain of Command.

Commander in Chief  
 Secretary of Defense  
 Secretary of the Army  
 Army Chief of Staff  
 TRADOC Commander  
 Commander, Maneuver Center of Excellence (MCoE)  
 Commandant, United States Army Infantry School (USAIS)  
 Commander, 199th Infantry Brigade  
 Commander, 3-11 Infantry Battalion (OCS)  
 Company Commander  
 Senior Training Officer / Executive Officer  
 Platoon Training Officer

### B-5. The Five Paragraph Operation Order.

References: ATTP 5-0.1 Commander and Staff Officer Guide, Chapter 12  
 ADRP 5-0 The Operations Process  
 FM 3-21.8 Infantry Rifle Platoon and Squad, pg 5-5 to 5-21.

The OPORD outline below is from ADRP 5-0. Candidates should reference FM 3-21.8 for further information on the OPORD in an Infantry Platoon.

**OPERATION PLAN / ORDER [number] [code name]**

References

Time Zone Used Throughout the OPLAN / OPORD:  
Task Organization

**1. SITUATION.**

- a. Area of Operations.
- b. Area of Interest.
  - 1. Terrain.
  - 2. Weather.
  - 3. Civil Considerations.
- c. Enemy Forces.
- d. Friendly Forces.
- e. Attachments and detachments.

**2. MISSION.**

Who, What, When, Where, Why (Purpose)

**3. EXECUTION.**

Commander's Intent:

- a. Concept of operations.
  - 1. Scheme of Maneuver.
  - 2. Scheme of Fires.
- b. Tasks to maneuver units.
- c. Tasks to other combat and combat support units.
- d. Coordinating instructions.
  - 1. Time or condition when the plan/order becomes effective.
  - 2. CCIR (PIR, FFIR).
  - 3. Risk reduction control measures.
  - 4. Rules of engagement.
  - 5. Environmental considerations.
  - 6. Force protection.

**4. SUSTAINMENT.**

- a. Logistics.
- b. Personnel.
- c. Health System Support.

**5. COMMAND AND SIGNAL.**

- a. Command.
  - 1. Location of Higher.
  - 2. Succession of Command.
- b. Control.
  - 1. Command Posts (CPs)
  - 2. Reports.
- c. Signal

**B-6. OCS Alma Mater.**

**Whenever recited, all Officer Candidates who hear it must come to the position of attention and recite/sing in unison.**

Far across the Chattahoochee, to the Upatoi.  
OCS our Alma Mater, Benning's pride and joy.  
Forward ever, backward never, faithfully we strive.  
To the ports of embarkation, follow me with pride.  
When it's time and we are called to guard our country's might.

We'll be there with our heads held high, in peacetime and in fight.  
 Yearning ever, failing never, to guard the memory,  
 The call is clear, we must meet the task for  
 FREEDOM'S NEVER FREE!

### **B-7. Proffer No Excuses (Army Officer's Guide)**

Never volunteer excuses or explain a shortcoming unless an explanation is required. The Army demands results. More damage than good is done by proffering unsought excuses.

### **B-8. 9-Line MEDEVAC Request**

**Line 1** – Location of Pickup Site

**Line 2** – Frequency, Call Sign, Suffix

**Line 3** – # of Patients by Precedence:

A- Urgent (within 2 hours) B- Urgent/Surgical (within 2 hours)

C- Priority (within 4 hours) D- Routine (within 24 hours) E- Convenience

**Line 4** – Special Equipment:

A- None B- Hoist

C- Extraction Equipment D- Ventilator

**Line 5** – # of Patients by Type:

L+ # (Litter) A+ # (Ambulatory)

**Line 6** – Security of Pickup Site:

N- No Enemy E- Enemy in Area (Proceed with Caution)

P- Possible Enemy X- Enemy in Area (Armed Escort Required)

**Line 7** – Method of Marking Pickup Site:

A- Panels B- Pyrotechnic

C- Smoke Signal D- None E- Other

**Line 8** – Patient Nat/Status:

A- US Military B- US Civilian

C- Non US Mil D- Non US Civ E- EPW

**Line 9** – NBC: N-Nuclear; B-Biological; C-Chemical (*If Applicable*)

Terrain Description or Altitude (*If Applicable*)

### **B-9. The Troop Leading Procedures.**

References: ATTP 5-0.1 Commander and Staff Officer Guide, Chapter 5.  
 ADRP 5-0 The Operations Process, Chapter 2.  
 FM 3-21.8 Infantry Rifle Platoon and Squad, Chapter 1, Para 1-144.

One of the most important tools in successful leadership is the understanding and application of the eight steps of the Troop Leading Procedures (TLP). Therefore, OCS stresses the use of the TLP as a means to effectively accomplish the mission. The eight steps of the TLP are:

1. **Receive the Mission:** The leader obtains clarification on any portions of the higher headquarters plan as required, assesses the situation, and allocates the time available for planning and preparation.
2. **Issue the Warning Order:** As soon as leaders finish their initial assessment of the situation and available time, they issue the best WARNO possible with the information at hand and update it as needed with additional WARNOS.
3. **Make a Tentative Plan:** Once they have issued the initial WARNO, leaders conduct course of action (COA) analysis to develop a tentative plan.
4. **Initiate Movement:** Leaders conduct any movement directed by higher headquarters or deemed necessary to continue mission preparation or position the unit for execution.
5. **Conduct Reconnaissance:** A continual process during the TLP that is conducted to confirm or deny information that supports the tentative plan. Information gathered, when significant, can

cause a change of plan or even the mission. Personally observe the AO for the mission prior to execution.

6. **Complete the Plan:** Adjust the tentative plan to fill in the specific details of the mission mission based on reconnaissance..

7. **Issue the Complete Order:** Issue an OPORD verbally or in writing supplemented with graphics and other control measures and check for understanding.

8. **Supervise:** Supervise subordinates and inspect their personnel and equipment.

## **B-10. Military Aspects of Terrain**

Obstacles

Cover and Concealment

Observation and Fields of Fire

Key Terrain

Avenues of Approach

## **B-11. Soldier's Creed**

I am an American Soldier.

I am a Warrior and a member of a team.

I serve the people of the United States and live the Army Values.

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills.

I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

**I am an American Soldier.**

## **B-12. Call for Fire**

References:     GTA 17-02-015 (Call For Fire)  
                  FM 6-30 (Observed Fire)

1. **Observer Identification:** Use call signs from the CEOI.

### **2. Warning Order:**

a Type of Mission.

1. Adjust Fire.

2. Fire for Effect.

3. Suppress (Planned Target).

4. Immediate Suppression.

b. Size of Element to Fire

1. Omission indicates a request for one FA battery.

2. Larger units by stating size desired.

c. Method of Target Location:

1. Grid: No announcement.

2. Polar Plot: Announce the word "POLAR".

3. Shift from a Known Point: Announce the word "SHIFT" followed immediately by the designation (TGT Number) of the known point.

**3. Target Location:**

- a. Grid: Two character six digit grid, i.e., NA123456.
- b. Polar: Direction and distance to the target from the observer's position.
- c. Shift: Direction to the target
  - Lateral Shift (left/right) in meters.
  - Range Shift (add/drop) in meters.
  - Vertical Shift (up/down) in meters if significant.

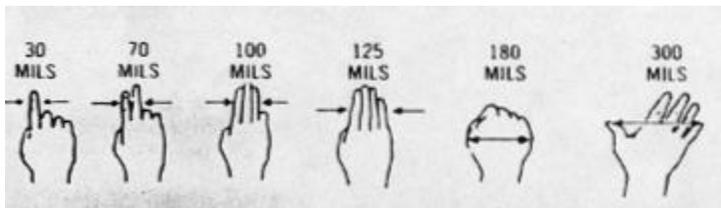
**4. Target Description:** A word picture of the target (i.e., the number and type of vehicles/personnel observed).

**5. Method Of Engagement:**

- a. Type Engagement:
  1. Area Fire: Standard without request.
  2. Precision Fire: Used only with destruction or registration missions.
- b. Danger Close: Announced when applicable.
- c. Trajectory:
  1. Low Angle: Standard without request.
  2. High Angle: Upon request of observer or when required due to masking terrain.
- d. Ammunition:
  1. Type projectile desired in Fire for Effect phase.
  2. Type of fuse action desired in Fire for Effect phase.
  3. Volume of fire desired in Fire for Effect stated in rounds per howitzer.
  4. Distribution: Type sheaf desired. Parallel is standard without request.

**6. Method Of Fire And Control:**

- a. Method of Fire:
  1. Center Platoon/center section (one weapon) is standard for adjustment phase.
  2. Battery/platoon right/left on request.
  3. Time interval (5 seconds is standard when 2. above is used).
- b. Method of Control:
  1. Fire when ready: Standard - no request required.
  2. At my command: Weapons fire at observers command.
  3. Cannot observe: Fire will not be observed.
  4. Time on target: Rounds land at a specified time.
  5. Continuous illumination: FDC will determine when to fire.
  6. Coordinated illumination: Observer determines when illumination is fired.
  7. Cease loading: Used on missions with two or more rounds in effect. Causes the firing unit to stop loading rounds.
  8. Check fire: Temporary halt in firing.



Estimating angles in mils with the hand

**B-13. 5 Principles of Patrolling**

1. Planning
2. Reconnaissance
3. Security

4. Control
5. Common Sense

#### **B-14. Marshall's Definition of Leadership.**

You have to lead men in war by bringing them along to endure and display qualities of fortitude that are beyond the average man's thought of what he / she should be expected to do. You have to inspire them when they are hungry and exhausted and desperately uncomfortable and in great danger. Only a man of positive characteristics of leadership with the physical stamina that goes with it can function under those conditions.

General George C. Marshall

#### **B-14. The Risk Management Process.**

1. Identify hazards.
2. Assess hazards to determine risks.
3. Develop controls and make risk decisions.
4. Implement controls.
5. Supervise and evaluate.

#### **B-15. The Army Song.**

March along, sing our song,  
with the Army of the free.  
Count the brave, count the true,  
who have fought to victory.  
We're the Army and proud of our name!  
We're the Army and proudly proclaim:

First Stanza

First to fight for the right,  
and to build our nation's might,  
and the Army goes rolling along.  
Proud of all we have done,  
fighting till the battle's won,  
and the Army goes rolling along.

Chorus

*Then it's Hi! Hi! Hey!  
the Army's on its way.  
Count off the cadence loud and strong!  
For where'er we go,  
You will always know  
that the Army goes rolling along.*

#### **B-16. Schofield's Definition of Discipline.**

The discipline which makes the soldiers of a free country reliable in battle is not to be gained by harsh or tyrannical treatment. On the contrary, such treatment is far more likely to destroy than to make an army. It is possible to impart instruction and to give commands in such manner and such a tone of voice to inspire in the soldier no feeling but an intense desire to obey, while the opposite manner and tone of voice cannot fail to excite strong resentment and a desire to disobey. The one mode or the other of dealing with subordinates springs from a corresponding spirit in the breast of the commander. "He who feels the respect which is due to others cannot fail to inspire in them regard for himself, while he who feels, and hence manifests, disrespect toward others, especially his subordinates, cannot fail to inspire hatred against himself." -- Major General John M. Schofield's graduation address to the graduating Class of 1879 at West Point, August 11, 1879.

**B-17. Code of Conduct**

**I**

I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.

**II**

I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.

**III**

If I am captured I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.

**IV**

If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.

**V**

When questioned, should I become a prisoner of war, I am required to give name, rank, service number and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.

**VI**

I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.

## Appendix C. REQUIRED ASSIGNMENTS

**C-1. Assignments to be completed throughout the course.** Study time is to be conducted nightly (based on the training schedule).

The listing below is not all inclusive. Candidates are responsible for using the training schedule and courseware to prepare for respective classes. Each week students should read the training schedule for the subsequent week. They should view the course material for the class from the courseware or AKO to prepare for the class. Instructions for how to access the DOT courseware through AKO are published at the end of this Appendix. Candidates may want to utilize sources to develop professionally and tactically as a leader. These include Army Career Tracker (ACT) now, RallyPoint.com, and PlatoonLeader.com. They should also read appropriate Field Manuals or publications for classes prior to the class occurring.

### Week 1

1. Initial counseling preparation. Prepare an outline covering the topics listed below. This outline should be used in counseling sessions with your trainer here at OCS. Each topic should have 3-4 bullet comments / notes for potential discussion. This also serves as a lead-in to Candidates self assessments.
  - a. Why do you want to be an officer?
  - b. What do you want to learn at OCS?
  - c. What are your strengths?
  - d. What are your weaknesses?
2. Read the entire OCS SOP
3. Read the Graduation Requirements Memo
4. Read Resiliency Goals Book and prepare a goals sheet which outlines how to graduate OCS
5. Read the Pass/leave policy Memo
6. Identify book for Professional Reading Assignment (must be approved by cadre). Candidates will select a book based on an American hero. Book will be tied into your Values paper due week 6.
7. Study required knowledge.
8. Leader to Leader briefs conducted weeks 1-6.

### Week 2

1. Familiarize self with OCS SOP.
2. Read FM 3-21.8
  - a. Chapter 1, Section 2 & 3
  - b. Chapter 2 Pages 2-27 to 2-42
  - c. Chapter 3, Pages 3-1 to 3-27
  - d. Chapter 4, Section 1
  - e. Chapter 5

### Week 3

1. Familiarize self with OCS SOP
2. Read ADRP 6-22
  - a. Appendix B
  - b. Chapter 1, Chapter 2, Chapter 14, Chapter 20 (males), Chapter 21 (females)

### Week 4

1. Read FM 3-21.8, Chapter 8
  - a. Property assignment. Candidates will be given a simulated property list in which they will have to account for property and create shortage annexes for given equipment. This will be assigned Monday week 4 and will be due on Monday of week 5.

### Week 5

1. Read FM 3-21.8,
  - a. Chapter 7 (Offensive Operations)

- b. Chapter 3 pages 3-27 to 3-44.

**Week 6**

1. FM 3-21.8, Chapter 3 & 5
2. Platoon OPORD due (Written). Assign on week 5. Incorporated into Sand table class.
3. Ethics Paper. Candidates will choose an aspect of the Andersonville Prison Camp and write a 1000 word essay on ethics and the rules of war and how they impacted the Soldiers and prisoners at Andersonville. The paper will be assigned on the Monday of week 6 and will be due on the Monday of week 10.
4. Values Paper. Candidates will write a 1000 word essay on the values identified in their professional reading assignment and how it relates to being an Army Officer / leader. This will be due on the Monday of week 6.

**Week 7**

No Assignment – Land Navigation & FLX

**Week 8**

No Assignments – FLX

**Week 9**

No Assignments – FLX

**Week 10**

Andersonville paper due on Monday of week 10.

**Week 11**

Complete an OER support form based off of your performance in the class. This will be due by Friday of week 11.

**Week 12**

No Assignments

**OCS courseware access through AKO.** Follow the instructions below to access class material, read ahead packets, and notes for classroom instruction.

1. Sign into AKO
2. Type "Infantry School OES" into the search box.
3. Select the link for Infantry School OES
4. Select the folder titled "OCS"

Candidates may also add the OCS page to their "My Favorites" folder in AKO for future reference. This will make accessing the files easier.

## Appendix D. UNIFORMS AND INSIGNIA

### D-1. General.

- a. A Candidate's appearance makes a statement about the individual's personal organization, pride and attention to detail. Candidates will maintain the highest standard of appearance through proper wear and care of their uniforms.
- b. Candidates wear their uniforms as prescribed in AR 670-1 except as noted in this appendix.
- c. In garrison, the black Beret and ACU Patrol Cap are authorized headgear for wear with the duty uniform for all candidates. The ACU Patrol Cap will NOT be worn off-post and will only be worn while conducting Tactical Training and details. The wearing of the Patrol Cap in lieu of the Beret will be left to the discretion of the OCS Commandant.
- d. Refer to AR 670-1 chapters 1, 4 and 19-20 for uniform guidance

### D-2. Duty Uniform.

- a. Basic Phase Duty Uniform. The Basic Officer Candidate (BOC) duty uniform consists of ACU black, blue, or white ascot w/ OCS embroidered emblem.
  1. ACUs will have on them the following items:
    - a. Name tape, embroidered.
    - b. US Army tape, embroidered.
    - c. USAIS patch, left shoulder.
    - d. All skill badges are authorized.
    - e. US Flag patch right shoulder.
    - f. OCS subdued rank patch on ACU.
  2. Black beret with non-subdued OCS insignia centered on flash or subdued insignia centered on patrol cap as directed by CoC.
  3. Wear the ascot with the crease centered and the ascot falling smoothly from the neck and tucked inside the ACU blouse. Do not crease the OCS patch on the ascot. The neckband with snaps or hook fastener is folded over twice or as appropriate in order to present a neat appearance.
  3. Candidates will maintain two pairs of boots that are appropriate to the ACU uniform.
  4. Identification tags will be worn around the neck at all times.
  5. Military identification card will be carried in the right breast pocket at all times.

### D-3. MOLLE Fighting Load Carrier (FLC).

- a. Fighting Load Carrier Position both vest panels so they fit comfortably on the torso. The panels should fit close together on the front of the torso with approximately 1 ½" between them. To adjust the height of the vest, position the bottom of the vest no less than 2 inches above the wearer's hip bones to allow space for proper use. Adjust the webbing equally on the 4 metal buckles on the back of the vest. Roll excess straps under up toward the adjustment buckle in 1-inch rolls and secure with black plastic electrical tape. All attachments are in accordance with company SOP.

### D-4. ASU Uniform.

- a. Candidates do not wear the ascot with ASUs. Candidates will not wear shoulder boards until they are branched, unless attending an official event (OCS Formal, graduation, military ball, etc). Candidates are responsible for purchasing shoulder boards that are covered prior to graduation.
- b. Upon completion of the branching ceremony, Candidates will wear their branch insignia.
- c. Candidates will wear all authorized awards and decorations IAW AR 670-1. Any unit awards not permanently awarded and branch specific attachments are not authorized (i.e. prior service Infantry are not authorized to wear the blue cord).
- d. All Candidates must have their uniforms converted from enlisted to officer prior to week 10.

- e. On Graduation Day, Candidates will wear the Army green or Class A uniform with US insignia on the lapels along with distinctive branch insignia. Candidates / lieutenants will not wear rank until after the graduation ceremony.

**D-5. Army Physical Fitness Uniform (APFU).**

- a. Clothing recommendations for PRT are listed below. Candidates should refer to cadre guidance for a final decision on the PRT uniform.

<b>Endurance and Mobility</b>				
	<b>Temperature</b>			
	<b>60 or +</b>	<b>50 - 59</b>	<b>40 - 49</b>	<b>39 &amp; below</b>
<b>Uniform Items</b>				
<b>S/S Shirt</b>	<b>X</b>			
<b>Shorts</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>L/S Shirt</b>		<b>X</b>	<b>X</b>	<b>X</b>
<b>Outer-garment Shirt</b>			<b>X</b>	<b>X</b>
<b>Outer-garment Pants</b>				<b>X</b>
<b>Gloves w/ Inserts</b>				<b>X</b>
<b>Watch Cap</b>				<b>X</b>

<b>Strength and Mobility</b>				
	<b>Temperature</b>			
	<b>60 or +</b>	<b>50 - 59</b>	<b>40 - 49</b>	<b>39 &amp; below</b>
<b>Uniform Items</b>				
<b>S/S Shirt</b>	<b>X</b>	<b>X</b>		
<b>Shorts</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>L/S Shirt</b>		<b>X</b>	<b>X</b>	<b>X</b>
<b>Outer-garment Shirt</b>			<b>X</b>	<b>X</b>
<b>Outer-garment Pants</b>			<b>X</b>	<b>X</b>
<b>Gloves w/ Inserts</b>				<b>X</b>
<b>Watch Cap</b>				<b>X</b>

## Appendix E. ROOM

### E-1. General.

- a. Room displays promote self-discipline and attention to detail. Display items are intended for everyday use (i.e. toothbrush, tooth paste, foot wear, etc.) Displays will not be static. The room will be inspection ready at all times. You are not authorized to place any items on the walls. Coordinate with student S4 to replace burned out light bulbs and to submit work orders on broken equipment.
- b. Extra clothing. Place civilian clothing, equipment and extra uniform items (i.e. extra gray-green shirts, skirts, long underwear, snivel gear) in a suitcase or other container and locked and secured IAW student developed SOP. Inventory all items and turn in an inventory sheet to the Platoon Trainer.
- c. Cleanliness: All rooms will be dust free with clean floors, mirrors, sinks, toilets and showers. Laundry bags will not be more than half full in order to maintain an odor free environment. All display items will be clean and serviceable, i.e. shoes clean of dirt. Personal item drawers will be kept in a neat order, i.e. not stuffed with items.

### E-2. Displays.

Cadre will distribute the base room SOP. The approval authority for this SOP is the Company Commander. This SOP should be changed/revise by Candidates only once and approved NLT week two. Until week two, students will use the SOP from the cadre. This SOP will be used by students and trainers to verify compliance to the standard established by the student leadership. The approval authority for this SOP is the Company Commander. Specific guidance on room set-up, displays and labeling of items in each company may be directed by the Cadre Chain of Command.

### E-3. Labeling Items in the room.

- a. **Furniture.** All references to furniture are as facing the furniture. The right side of the wall locker is the right side as you face it.
- b. **Name Labels and Name Tapes.** Using a stencil of  $\frac{3}{4}$ " letters; put your last name on 8" long strips of 1" wide white medical tape. Center your name on the strip of tape. Mark with indelible black marker. Put name label or name tapes on the following items:
  1. Bed: Place the tape on the center of the sideboards/side-rails readable from the left to the right.
  2. Wall Lockers: Place the tape on the frame of the locker, centered above the door.
  3. Assault Pack: Center tape on outside flap.
  4. Rucksack: Center the tape on the bottom of the frame where it can be read from behind.
  5. Toiletry Case: Place the tape on the left side of the zipper (zipper tab is to the top when closed), centered from the zipper to top edge. The name is readable from the RIGHT when displayed.
  6. Shower Shoes: Center the tape heel to toe on the top surface (as worn),  $\frac{3}{4}$  inch from the edge of the heel, readable from the outside edge of each shoe.
  7. Door: Place computer generated nametape on each door of Candidates occupying the bottom bunk or bunk closest to the door first and so on. Doors are open and unlocked at all times from first call to lights out unless a Candidate is showering or changing clothes. Doors are always locked when Candidates are not in the room and after 2200. Doors will remain unlocked while Candidates are in the room prior to 2200. During formal inspections, the doors are open ninety degrees.
  8. Sleeping Mat: Place the tape centered left to right 6 inches up from the edge of the strap end, on the strap side, readable from the strap end.
  9. Helmet: Place the tape inside centered, left to right, back to front, readable from the right side of the helmet.
  10. Canteens: Place the tape on the front side (the convex side), centered and readable left to right, 2 inches up from the bottom. Do not mark on canteens.
  11. Desk Chair: Place the tape centered from top to bottom and left to right on the back of the seat.
- c. **Personal Photos.** A small photograph may be displayed inside your wall locker or closet. Photos must be tasteful in nature.

## Appendix F. SAFETY AND RISK MANAGEMENT

### F-1. Purpose:

The purpose of risk management is to identify risk and take reasonable measures to reduce or eliminate hazards. Risk management is an integral and routine part of planning and executing missions.

### F-2. Risk Mitigation at OCS.

1. **POV/ TRIPs** (<https://safety.army.mil>). All POVs will be inspected prior to all extended passes. Candidates will conduct TRIPs risk management on [safety.army.mil](https://safety.army.mil) with their trainer as their supervisor, prior to all extended passes.
2. **Safety Briefs.** Safety briefs are conducted prior to all passes. They are also conducted prior to the execution of any training event. The safety briefs cover recent trends, risks / hazards, and the controls to mitigate risk.
3. **Risk Management.** Risk is managed for each training event using the Army's Risk Management Program. The risk management process is conducted during both planning and execution of all training events IAW AR 385-10.
4. **Climate.** Candidates are not all at the same level of fitness or acclimatization when reporting for the course. OCS implements policies and SOPs commensurate with the risk and time of year. Ice sheets, warming tents and blankets are two means of mitigating the risk posed by warm and cold weather. Candidates will receive classes to help identify symptoms of hot and cold weather injuries.
5. **Buddy Teams / Peer Management.** Every candidate will have a battle buddy. This peer will look out for their buddy's well being. They will monitor each other for signs / symptoms of hot or cold weather injuries. The first line of prevention and treatment other than self is the battle buddy program. The battle buddy program will be used on and off duty.

### F-3. Medical Alert Markings.

1. The following tapes/colors will be used to indicate a Medical alert to Cadre and fellow Candidates. Candidates will use all tapes that apply.
  - a. Red tape - previous hot weather injury.
  - b. Blue tape - previous cold weather injury.
  - c. White tape – taking any type of medication or is under the supervision of a medical or mental health professional.
  - d. Yellow tape – Allergic reaction history (e.g. bees, ants, penicillin, etc).
2. On a MOLLE Vest the tape will be secured around the right suspender of the MOLLE vest just above the name tape on the ACU blouse.
3. In the IPFU the tape will be secured on the right running shoe running lengthwise along the shoe strings
4. While wearing ACUs the tape will be looped around the left IR panel flap on the shoulder.

### F-4. "Lemonade" Stand Set-up

1. The lemonade stand will be set up every day at the training site except Sundays and when Officer Candidates are on pass or leave. Whenever Officer Candidates are required to be at the barracks or a different location, the lemonade stand will be set up at that location. The only exception is building 4 (for tactical radio class).
2. For safety purposes, the following items are required for the lemonade stand:
  - a. 2 ice water jugs (green/yellow)

- b. 2 Gatorade jugs (green/yellow)
  - c. 5x brown water jugs
  - d. 1x CLS bag with Thermoscan and extra batteries
  - f. 2x litter
  - e. Wet Bulb thermometer (must be operational)
  - f. 8x warming blankets in a second black tough box (OCT-MAR only)
  - g. 2x ice sheet jugs (green/yellow) with 6 sheets each (APR-SEP only)
  - h. 2x large white ice sheet coolers with 12 sheets each (APR-SEP only)
  - i. 2x large white cooler immersion tanks on wooden sawhorses (For physical training APR-SEP only).
4. Preparation of Gatorade Jugs:
- a. Ensure the jugs are clean and labeled "Gatorade"
  - b. Put 3 packets of the same flavor in one jug.
  - c. Add water until 75% full and stir
  - d. Add ice to within 6" of brim and secure lid
5. Preparation of Water Jugs:
- a. Ensure the jugs are clean and labeled "Water"
  - b. Fill halfway with ice and add water. Secure lid.
  - c. Place both jugs to the right of the Gatorade jugs, nozzle overhanging edge of table.
6. Preparation of Ice Sheets:
- a. Sheets will be washed daily dried before use.
  - b. Place a layer of ice in the bottom of the cooler.
  - c. *Unfold and shake out* two sheets. Place on top first layer of ice.
  - d. Repeat this process of layering ice and two sheets until the necessary number of sheets is in the cooler.
  - e. Cover the last two sheets with a layer of ice.
  - f. Add cold water to the cooler until it is about halfway full.
  - g. Label coolers to ensure ice sheet coolers are not mistaken for water/Gatorade coolers.

## Appendix G. UNAUTHORIZED ITEMS

**G-1. Unauthorized items.** The following items are unauthorized by the commander. These items will be secured in a locked duffle bag with the Candidates' name on the bag and stored in the storage room.

1. Tobacco Products
2. Cleaning agents for weapons that were not approved by CDR/1SG
3. Stoves
4. Bayonets or knives over 3"
5. Pornography
6. Alcohol (Designated places and times only)
7. Supplements, vitamins, or any over-the counter medication
8. Stand alone GPS devices
9. "Five finger shoes" which are defined as: light weight track/road racing flats, racing spikes, or toe shoes.

Students will receive a copy of the packing list and unauthorized items list. Once the inventory has been completed, Candidates will be held accountable for violations of this list. If any unauthorized items are found in a Candidate's possession, he/she may be recycled /eliminated from the course.

**G-2. Restricted Use Items.** The following items have been designated Restricted Use Items by the Commander. As of the first day of this course Officer Candidates are restricted in their use. Some items may be granted for use by the Commander throughout the course. These items are restricted due to safety factors; health, welfare and cleanliness of company facilities. This list is not all-inclusive. Items that are not listed above are subject to cadre discretion. If you have question concerning a particular item ask your Platoon Trainer for additional guidance.

1. Food (to include gum, candy) Food items will be consumed in the Company Day room. No food items will be taken upstairs in the barracks.
2. Cosmetics. Worn/used IAW AR 670-1
3. Hair nets & curlers.
4. Perfumes, colognes, or body sprays.
5. Over the counter medicines.
6. Digital / tape recorders, CD players, MP3 players.
7. Radios, portable TV / DVD players. (Use may be allowed throughout the course)
8. Cellular phones/ pagers. (Designated places and times only)
9. Laptop computers.
10. GPS enabled items (e.g. watches, cell phones) (designated places and times only)
11. Civilian clothes.
12. Any lotion other than non-scented.
13. Any handheld electronic devices (video game players).
14. Cleaning agents for weapons other than CLP.

## Appendix H. SOCIAL GUIDELINES

During OCS and your career as an officer you will attend social events and activities. Social events in the military serve several purposes: build teams, relieve stress, and celebrate history and tradition. Regardless of the event, common sense, tact and ordinary courtesy are the fundamentals of social success. You never get a second chance to make a good first impression.

### H-1. How to Dress

Formal – Gentlemen wear tuxedos, and ladies wear evening gowns. The military equivalent is the blue, mess.

Informal – Gentlemen wear business suits, and ladies wear suits or dressy cocktail attire. The military equivalent is the class A/ASU uniform.

Casual – Males- collared shirt and slacks. Females - Simple dress, blouse/skirt or pantsuit. No Sneakers. The military equivalent is the Class B uniform or ACU.

\*Do not use social functions as an opportunity to express yourself by wearing faddish or scandalous clothes.

**H-2. Be on time** - Promptness and responsibility go hand in hand. As lieutenants being on time is essential.

### H-3. Introductions –

- a. When introducing yourself to superiors, subordinates, or military personnel of unknown rank, introduce yourself as Officer Candidate, first name, last name.
- b. When introducing yourself to peers, introduce yourself as first name, last name.
- c. When introducing your wife/ female guest to any male (except chiefs and some high ranking church officials): “Mary, this is Colonel Brown.”
- d. When introducing your husband to another man; “Colonel Brown, may I present my husband, Jack” or “Jack, this is Lieutenant Black.” (the correct order is to introduce the junior to the senior or the younger to the older, as noted below.)
- e. Introducing one lady to another: “Mrs. Jones, may I present Mrs. Green”, or “Mary, this is Mrs. Green.”
- f. Introducing one officer to another: “Major Smith, this is Captain Miller.”

**H-4. The right words** – Social functions are designed to be a pleasant experience for all who attend. Avoid controversial topics, vulgar language, slang, and excessive use of acronyms. When talking to seniors, address their rank or say “sir / ma am”

**H-5. Courage** – Make a point to speak to superior officers, and senior NCOs. Social events are a great opportunity for informal development. You have nothing to be afraid of as long as you are respectful and sincere.

**H-6. Eating/Drinking-** Ensure you eat and drink responsibly and do not become impaired.

**H-7. Uniform downgrade-** Once the formal portion of an evening is over, you may take off your ASU jacket.

**H-8. Leaving an event-** If there is a timeline, stick to it! If there is not a timeline the general rule is that you may leave when your supervisor leaves. Before you leave, thank the host and inform your chain of command.

**H-9. Receiving Line** – A formal way for a host or hostess to greet guests and to introduce dignitaries in the line. It is very important to be punctual to a receiving line, for many times a unit will all go

through together. It also allows participants in the line to have time to enjoy the informal portion of the event.

- No food, drinks, or cigarettes in the line.
- The lady always precedes the gentleman. Even if the couple is dual military, ladies first.
- Give your name to the Aide or Adjutant at the beginning of the line, but do not shake his / her/her hand. Many times you will find the aide has his / her hands behind their back to avoid confusion.
- If you happen to be in the receiving line, try to keep names in mind. If you did not hear a name, or maybe have trouble pronouncing the name, it is appropriate to ask the person to repeat their name, it is appropriate to ask the person to repeat their name.

Your name will be passed on down the line, but be sure to reintroduce yourself if there is a problem. A simple cordial greeting is appropriate.

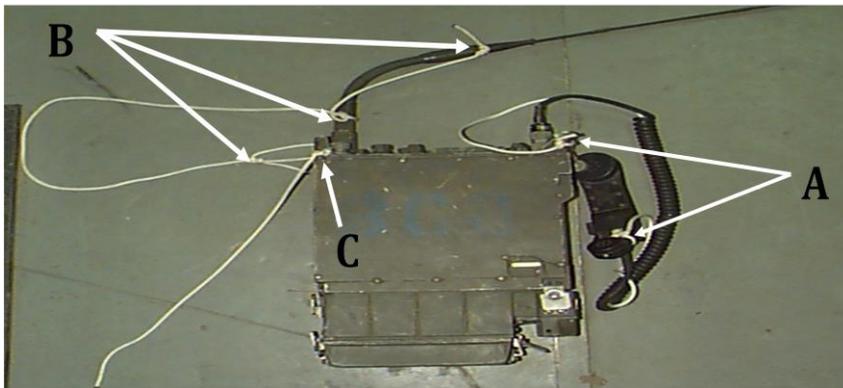
## Appendix I. SENSITIVE ITEM TIE-DOWN PROCEDURES

### 1. NVGs with Mount

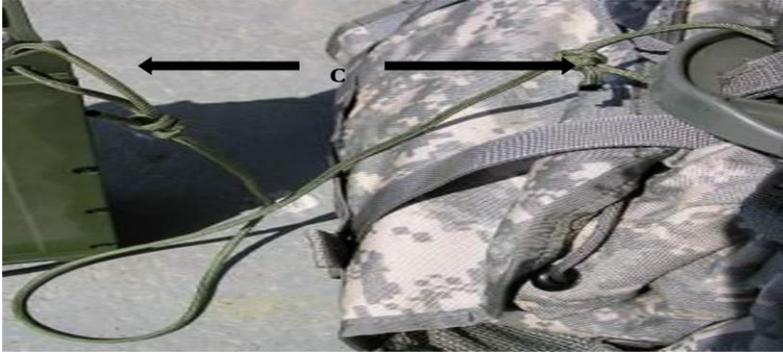


- Tie a square knot to the front of monocular under battery case.
- Take free running end and tie a second square knot to the rear of the monocular under the battery case.
- Take shorter free running end and tie a clove hitch with an overhand knot to the swing arm and finish with a bowline to helmet mount.
- The longer free running end will be secured to the student's equipment with a bowline and overhand knot.

### 2. RT-1523E RADIO

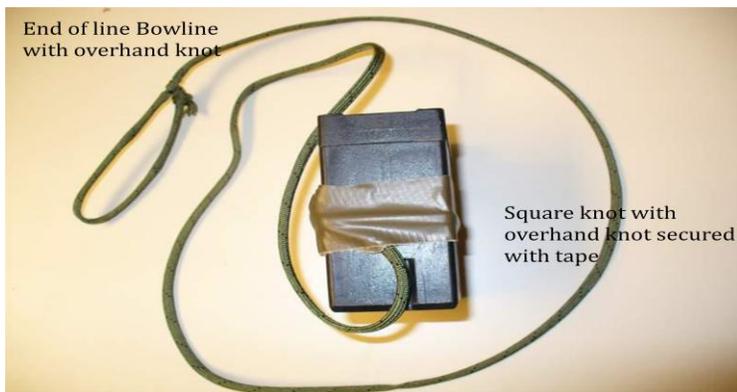
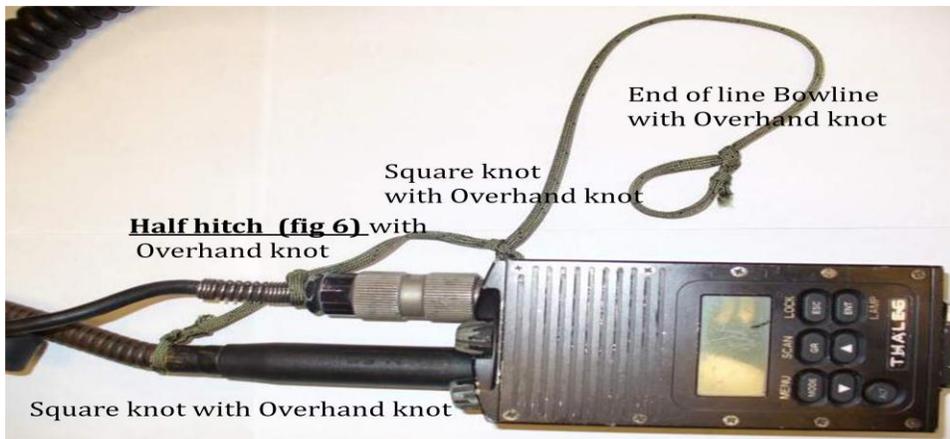


- Secure the hand set with a square knot and two overhand knots taped. Route the free running end through the hand set leaving excess for stretching and tie an anchor bowline to the handle of the radio case secured with an overhand knot.
- Secure the antenna. Tie an end of the rope clove hitch (Figure 5) on the top section of the antenna and tape. Continue with the same piece and tie clove hitch on the antenna base, then secure to the radio case handle with an anchor bowline secured with an overhand knot.
- Secure the radio with an anchor line bowline then secure it to the rucksack or assault pack with an end of the line bowline secured with an overhand knot.



- a. All tie downs on the antennas, batteries and handset will be a clove hitch and taped.
- b. All tie downs to the radio will be end of line bowline secured with an overhand knot.
- c. Tie down from radio to rucksack with end of line bowline secured with an overhand knot.

### 3. MBITR RADIO



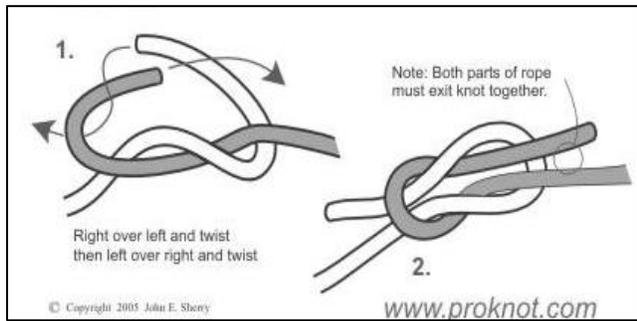


Figure 1: Square Knot

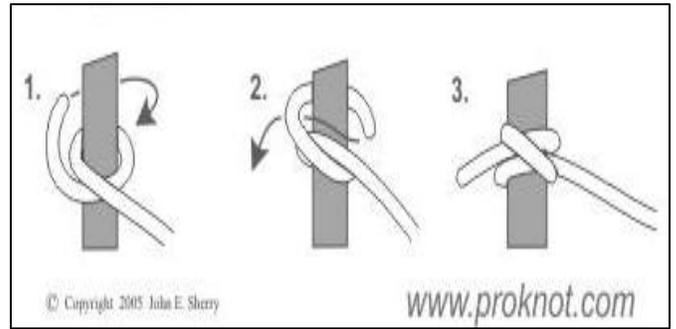


Figure 2: Clove Hitch

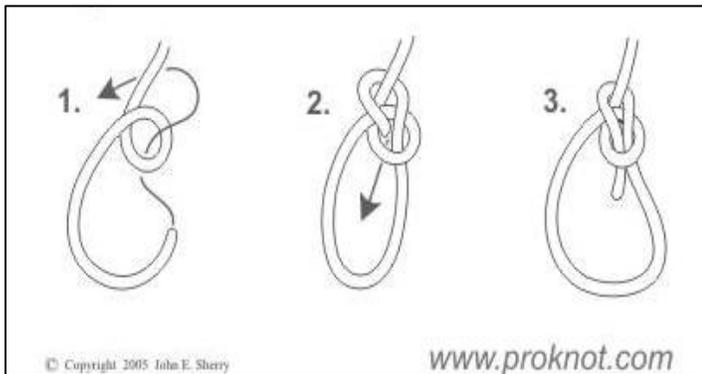


Figure 3: Bowline Knot

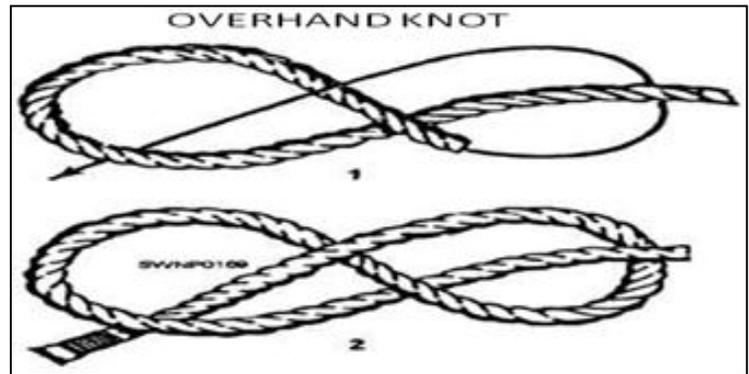


Figure 4: Overhand Knot

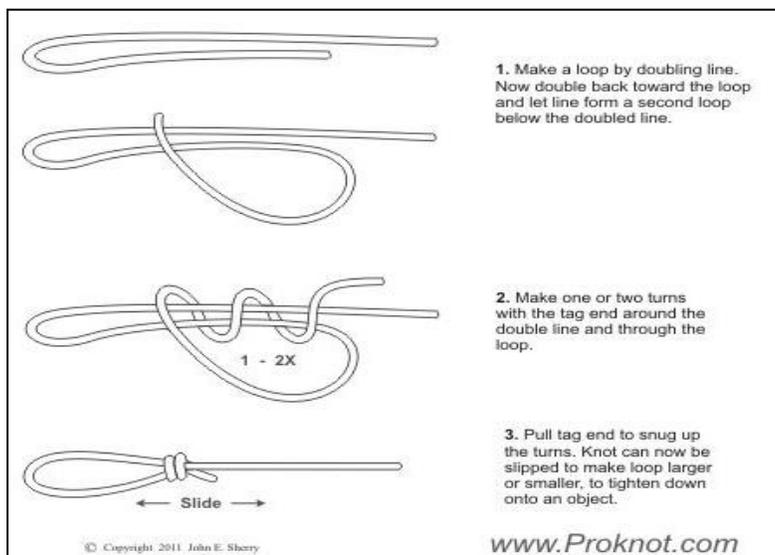


Figure 5: Slip Knot

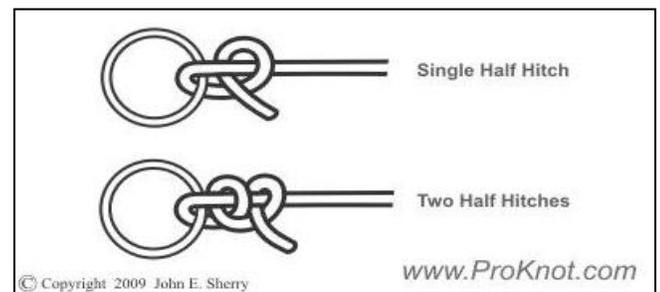


Figure 6: Half Hitch