



DEPARTMENT OF THE ARMY
E COMPANY, 3D BATTALION, 11TH INFANTRY REGIMENT,
THE FEDERAL OFFICER CANDIDATE SCHOOL (OCS)
6510 MCVEIGH DRIVE BLDG 83
FORT BENNING, GEORGIA 31905

ATSH-TPC-E

4 March 2025

MEMORANDUM FOR RECORD

SUBJECT: Welcome Letter

1. Congratulations on your selection to attend the DCC at Fort Benning, Georgia. Our mission is to develop and train officers on the fundamental skills, leadership, physical fitness, mental toughness, tactical and technical proficiency, who are ready to join our Army at war while taking care of our Soldiers, Civilians, and Army Families. This is a six-week course where you will be challenged physically, mentally, and emotionally.

2. **Expectations.** Ensure that you are physically prepared for the rigors of DCC. This is not the place to get in shape. As future leaders, you lead from the front, and this is one-way Officers are assessed regularly. Ensure your personal affairs are in order. A professional Soldier is never off duty. Students are always viewed as a representative of the Army and DCC whether they are in or out of uniform. At all times, Officers will remain professional and uphold the standards of discipline.

3. **Reporting.** You will report **no later than 1200 noon on your class report date** to E Company (DCC), 3-11th Infantry Regiment (OCS) at the pavilion across from building 83 which can be found on the map in enclosure 6. You will report in conservative civilian, casual attire. Prohibited items are sports or athletic clothing, t-shirts, lounge wear, head gear, open-toe shoes, heels, ripped jeans, and mixing of civilian and military clothing i.e. military boots with jeans. Expect to be outdoors and on your feet for much of the day. Ensure that you are dressed appropriately for the weather conditions. Lunch will not be provided when you arrive so plan accordingly. Your first meal at DCC will be the dinner meal that evening.

4. **Grooming and Hair Standards.**

a. **Males Only.** Grooming and hair is a matter of pride within the military community and is necessary to maintain uniformity. Males will be clean shaven unless you have an approved religious exemption or a temporary "no shaving" physical profile. Bring a copy of your approved religious exemption paperwork or temporary "no shaving" physical profile to provide to cadre. If you do not have a religious exemption, one may be processed at DCC. However, until the religious exemption is approved, all males will be clean shaven. All males will report with a haircut in accordance with Army Regulation (AR) 670-1, chapter 3-2a(2).

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b. All females will report with hair and nail standards in accordance with ALARACT 042/2024, dated 18 June 2024.

5. **Early Report.** If you arrive to Fort Benning earlier than the above report date and need overnight accommodations, you must secure your own lodging. DCC will not provide lodging earlier than 1200 noon on the report date. Fort Benning Lodging (Abrams Hall) can be contacted at (706) 689-0067.

6. **Late Arrivals.** If your flight is delayed and you anticipate arriving past 1200 noon, contact the OCS Staff Duty desk at (706) 545-9161 and give your full name, DCC class number, and phone number with the Staff Duty Officer.

7. **Fort Benning Access.** If you have a current/unexpired Common Access Card (CAC), federal government-issued identification card (Military ID) or Military Dependent ID, proceed to one of Fort Benning's Access Control Points to get on post. Fort Benning Main Gate on I-185 (Plumley ACP Lindsey Creek Pkwy) is open 24/7 and has a Visitor Control Center.

a. If you do not have a CAC, Military ID, or Military Dependent ID, proceed to the Main Gate on I-185 (Plumley ACP Lindsey Creek Pkwy) to obtain a Visitor's Pass. The building located on the left prior to entering the Fort Benning Main Gate (Plumley ACP) is the Visitor Control Center. You will need to present a copy of your orders bringing you to DCC along with your Driver's License. A background check will be conducted, and you will be given a Visitor's Pass. Allow yourself at least 15 minutes to obtain your Visitor's Pass.

8. **Navigation on Fort Benning.** To locate building numbers on Fort Benning, students will need to download the GuideOn app on their phones. Select Fort Benning as the location on the app. Enter in "Search" option under the "Building #" tab and type "83" in the search window. Select "Bldg. 83-Towle Hall Main Post," select "Go".

9. **Transportation from Airport.** If you are traveling from the Hartsfield-Jackson Atlanta International Airport, "Groome Transportation" and "Yellow Cab" services are available. If traveling from the Columbus Airport, "Yellow Cab" services are available. Ensure your mode of transportation can access military installations.

10. **Personal Matters and Cellphones.** Students will not be allowed to use their cellphones during the duty day and while in training or classroom instruction. **All personal matters, such as employer issues or other obligations, must be resolved prior to arriving at DCC.** Cellphones will be allowed after the duty day is complete, so ensure your family is aware ahead of time.

11. **Family Emergencies and Emergency Leave.**

a. For family emergencies such as death, serious injury, or serious illness or health, family members should contact the American Red Cross. The family member will provide Red Cross the following information:

(1) Student information: Full legal name, rank, branch of service, Social Security Number or Date of Birth, and military unit address.

(2) Information about the emergency: Name and contact for the immediate family member experiencing the emergency, nature of emergency, and location of the family member experiencing the emergency such as hospital name and city, state.

b. Ensure your family has the OCS Staff Duty phone number and unit address to provide to the Red Cross.

(1) OCS Staff Duty Desk phone number: (706) 545-9161.

(2) Unit address: E Co (DCC), 3-11th IN REGT (OCS)
6510 McVeigh Drive, Bldg 83
Fort Benning, GA 31905

c. Emergency leave will be approved on a case-by-case basis. If an initial entry student does not have accrued leave, advanced leave may be approved.

12. **Barracks.** You will share a room with another student of the same gender. Each room has a shower, toilet, beds, desk, chairs, and a lockable closet. Due to limited space, only bring items that are on the packing lists. You will be issued a pillow, pillowcase, sheets, and blanket, so do not bring your own linen. You will not be issued a laptop, but you are welcome to bring a personal one.

13. **Defense Enrollment Eligibility Reporting System (DEERS) In-processing.**

DEERS is a database that verifies and maintains eligibility for military benefits and entitlements i.e. Healthcare, TRICARE, Commissary, Exchange, Morale, Welfare, and Recreation, and education benefits and issues Department of Defense (DoD) military IDs for service members and their families.

a. Initial entry students are required to in-process and enroll into DEERS to receive a Common Access Card (CAC) also known as a military ID. To view your Leave and Earnings Statement from Defense Finance and Accounting Service (DFAS) website and receive medical care at a DoD medical facility, students must have a CAC. Without a CAC, students will not be able to see whether they were paid properly or may encounter difficulties receiving medical care which is important they bring the required documentation listed in enclosure 2.

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b. For students with dependents, student and family enrollment into DEERS is required to receive TRICARE, a government-managed healthcare insurance for uniformed service members and their families, and military dependent ID cards. If family members are not enrolled in DEERS, they will not be able to receive the benefits of TRICARE and will have to pay healthcare costs out of pocket which is important that students bring the required documentation listed in enclosure 2. If you and your dependents are already in DEERS, bring the documents listed in the enclosures should there be a system error.

c. DEERS Office only accepts originals or certified copy (wet ink notary with seal) of the documents specifically mentioned in enclosure 2. Ensure your DEERS documents are single sided and full Social Security Numbers are visible and not redacted.

14. Finance In-processing. Finance and DEERS are not the same department. The Finance Office will collect and keep photocopies of the following listed in enclosure 2. The Finance Office required documents will be in addition to the DEERS required documents. Ensure your photocopies are single sided and full Social Security Numbers are visible and not redacted. Financial in-processing actions are not immediate and can take up to a week for documents to be fully processed. Do not expect funds right away and do not expect funds on the first pay period, so plan your personal finances accordingly.

a. Initial Entry Active Duty.

(1) Without Dependents. Because you will be residing in government quarters (barracks) and meals are provided at DCC, you will receive Partial Basic Allowance for Housing (BAH) which is no more than approximately \$25, and you will NOT receive Basic Allowance for Subsistence (BAS), so plan your finances accordingly. If you mistakenly received full BAH or BAS, the finance office will deduct the amount you received from future pay.

(2) With Dependents. While you are at DCC, you will receive BAH based on the location where your family resides, but you will NOT receive BAS due to receiving meals at DCC. If you mistakenly received BAS, the finance office will deduct the amount you received from future pay.

(3) Dual Military (Active/Active). Because you will be residing in government quarters (barracks) and meals are provided at DCC, you will receive Partial BAH which is no more than approximately \$25, and you will NOT receive BAS, so plan your finances accordingly. If you mistakenly received full BAH or BAS, the finance office will deduct the amount you received from future pay. Your active duty spouse should however continue receiving BAH based on their location and BAS. If any issues with

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Spouse's BAH or BAS, you as a student will not be able to fix those issues here at DCC and will be fixed with the Spouse's finance office at their location.

a. National Guard and Reserves Only.

(1) Ensure that your units or your IMT Training Manager (Reserves) properly assess you as an Officer. Your status cannot be changed at Fort Benning. Neglecting to do this will create pay issues. Ensure that your pay account in DFAS is established before reporting to DCC and have a point of contact from your unit or training manager to quickly address this.

(2) National Guard and Reserves students with or without dependents will receive BAH based on the location of their family or permanent residence, but students will NOT receive BAS. If you mistakenly received BAS, the finance office will deduct the amount you received from future pay.

b. Students with Credible Service (DA Form 1506). Basic pay rate is established according to the pay grade and the number of years creditable service a Soldier has completed. All DCC students will start their basic pay rate at 0-2 years in service for "Commissioned Officers". To receive the "Commissioned Officers with Over 4 years Active Duty Service as an Enlisted Member or Warrant Officer" which is also known as the "O-E pay", students will need to submit specific documentation and request a DA Form 1506 to change their pay, PEBD, and BASD. Students who have other credible service such as ROTC or Ed Delay will also need to follow this same process to change their PEBD and BASD. This process is not automatically processed when you are accepted into your branch's direct commission program. Students who fall under this category will need to plan their finances and expect for the DA Form 1506 request process to take up to 90 days to complete if the student provided all the required documents and are correct.

(1) In accordance with AR 637-1 Chapter 2, students going Active duty that have credible service will be able to submit their supporting documents and request a DA Form 1506 at DCC. Submit your documents in a folder or email your documents listed in the DCC document packing list in enclosure 2 to the DCC First Sergeant to forward to an active duty career counselor who will validate active duty students' creditable time in service. If submitting your documents in email, use the email provided in enclosure 2.

(2) In accordance with AR 637-1 Chapter 2, Reserves and National Guard students will submit their supporting documentation by creating a Personnel Action Request (PAR) in IPPS-A through their home unit to HRC.

15. Meals. All meals will be provided for you throughout the course. Students will eat at the OCS dining facility (DFAC), Meals-Ready-To-Eat (MRE's), or hot portable meals.

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Electrolytes and water will be available at the barracks, class, and at all training events. DCC students will not receive BAS for the duration of the course. If it is mistakenly received while at DCC, the finance office will deduct the BAS amount received, so plan your finances accordingly.

a. **Religious Dietary Restrictions.** If you have a religious dietary restriction, email your requests to the DCC First Sergeant, who will then forward it to the Chaplain for approval. Kosher and Halal MRE's will be provided at field training events. The OCS DFAC has various food selections at the dining facility.

b. **Other Dietary Restrictions.** The DFAC and DCC cannot accommodate other eating restrictions or lifestyles such as gluten-free, keto, paleo, or vegan. However, vegetarian options are available.

16. General Packing List.

a. Initial entry students will not be issued uniforms and boots as you would expect at Enlisted Basic Training and will purchase their uniforms and boots. On the first weekday, all students will be transported to Clothing and Sales to purchase items in enclosure 3. The cost could be close to \$2,000 if you have not previously purchased any of the items, so plan accordingly before reporting.

b. We encourage you to purchase and bring some or all your items prior to arriving at DCC, as the military clothing store may have limited quantities and sizes of certain items i.e. multiple students wearing the same boot size or no boots available with size 13 and over. If you are prior service, you are not required to repurchase uniforms in the packing list, but you are required to bring these items.

c. If you do not have name tapes, consider pre-ordering your name tapes online. Clothing and Sales does not sell name tapes and will need to be purchased at an off-post establishment during Week 1. If using Velcro, the rank must be a pin-on for the patrol cap. If you choose to have name tapes sewn on prior to arriving DCC, everything must be sewn on including the patrol cap. There is no time in the schedule to have items sewn on at DCC.

17. TA-50 Equipment Packing List (Enclosure 4). TA-50 equipment is military gear that is issued to Soldiers at an Army installation or unit. Students who attend DCC have either not been issued TA-50 and have zero gear (Initial Entry Active Duty), have been issued TA-50 from their unit (National Guard or Reserves), or have a pending order to receive TA-50 from their unit and have zero gear (National Guard or Reserves).

a. **Initial Entry Active Duty.** Students have not been issued TA-50 and do not have an Organizational Clothing and Individual Equipment (OCIE) record. They will be issued TA-50 at Fort Benning CIF in Week 2 and will return their equipment on Week 6.

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b. **Students with TA-50.** Students that have been issued TA-50 and have an OCIE record must bring the military gear listed in the TA-50 packing list in enclosure 4 regardless of pattern i.e. ACU digital pattern. If there are items in the packing list (enclosure 4) that the student does not have in their OCIE record, they will be issued those items at CIF during Week 2 and returned during Week 6. CIF will not issue military gear from the packing list to students who have it listed in their OCIE record and forgot to bring it. Failure to bring issued TA-50 equipment listed on the packing list may result in being dropped from the course.

c. **National Guard and Reserves Only.** If the student has not been issued TA-50 equipment, they may have an order pending from when they in-processed their National Guard or Reserves unit meaning they are due to receive military gear but have not yet received it. The pending order must be cancelled prior to arriving Fort Benning. If the order is not cancelled, students will not be able to receive military gear from Fort Benning CIF. It will delay in-processing at DCC and cause the student to miss instruction or training which will affect graduation requirements. To cancel a pending order, students must contact their unit's S4 Logistics Office and request the cancellation prior to arrival to DCC.

18. **Medical.** When you report to DCC, you will be asked to fill out a questionnaire about medical conditions, and for your safety, you are required to disclose all medical conditions, medical waivers, requirements, and medication to cadre.

a. **Medical Documents.** Students are required to bring hard copies of their medical paperwork for in-processing.

(1) **DD Form 2808 (Report of Medical Examination) and immunization or vaccination records** will be together in a sealed envelope with your full name and last 4 of your social security number. For those who completed their medical examinations through DoDMERB (Department of Defense Medical Examination Review Board), the DD Form 2808 can be found and downloaded from the DoDMERB website under "Applicant / Documents & Exams". For those that completed their medical examinations through MEPS (Military Entrance Processing Station), the DD Form 2808 can be downloaded from IPERMS or Genesis website or request a copy from MEPS. If required to submit your original immunization or vaccination records to your branch recruiting officer, ensure you make copies prior to sending to your branch recruiting or request copies from your branch recruiting officer to provide at DCC.

(2) **Physical profiles** will be submitted separately to the DCC Company Commander or First Sergeant for screening. Students on a physical permanent profile that cannot meet the DCC graduation requirements in accordance with the DCC ISAP are not allowed to attend DCC and will be removed from the course. Students on

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temporary physical profile are not allowed to attend DCC, except for temporary “no shaving” physical profiles. Students who report with a temporary physical profile will be removed from the course.

b. **Prescription Eyewear.** Bring your prescription eyewear. During week 1, all students will in-process optometry. All students will be issued Army authorized prescription eyewear. However, the prescription eyewear will not be ready to issue until Week 2 or 3. Prior service students who have been previously issued by Army optometry prescription eyewear will need to bring their eyewear in accordance with AR 670-1. Contact lenses are authorized, except in field environments.

c. **Dietary Supplements and Medication.** Females only are authorized to bring multivitamins, an iron supplement, and oral birth control. No other form of supplements is authorized. Prescription medication and nonprescription over-the-counter medication such as allergy, ibuprofen is authorized for all students. Bring enough prescription medication for the entire course.

19. **Course Outline.** DCC is a six-week Basic Officer Leadership Course. Students will train 6 days out of the week Monday through Saturday. See DCC ISAP and SOP for restrictions in each phase. During your six-weeks here, you will complete the following:

a. **Basic Phase (Black).**

(1) Week 1 (In-processing). Students will receive their barracks rooms, linen, in-process at the company level, receive a welcome brief, make purchases at Clothing and Sales, swear in the Oath of Office, and in-process into the Army i.e. medical, DEERS, and finance.

(2) Week 2 (Leadership and Rifle Marksmanship Instruction). Students will receive classroom instruction on various Army topics and leadership, draw CIF equipment, complete the 2-mile road march as a company, conduct a diagnostic Army Combat Fitness Test (ACFT), and receive Preliminary Rifle Marksmanship instruction.

b. **Intermediate Phase (Blue).**

(1) Week 3 (Rifle Marksmanship and Land Navigation). Students will be at the range the entire week, complete the 4-mile road march as a company, and receive instruction on Land Navigation.

(2) Week 4 (Land Navigation). Students will spend the entire week in the field learning and testing on Land Navigation. While at the field during Land Navigation, students will experience sleeping in the field with the CIF equipment given to them. Students will also work together as a team and complete the Leader Reaction Course.

c. **Senior Phase (White).**

(1) Week 5 (Situational Tactical Exercise, CBRN). Students will spend two days in the field learning Warrior Tasks and Battle Drills and learn squad attack movements. This week students will also complete the 6-mile road march, learn to react to Chemical or Biological Hazard attack, and enter a controlled concentration of CS gas chamber.

(2) Week 6 (Out-processing, Graduation). Students will spend majority of this week out-processing. Students will turn in and clean CIF and company equipment, clean barracks, conduct a diagnostic ACFT, participate in a DCC fun PT event, participate in the DCC Social event, and attend the DCC graduation ceremony.

20. **Graduation.** The graduation ceremony is held on the last day of the course and all students are required to participate. Students will clear the barracks on the morning of graduation prior to the ceremony and will not be allowed to stay overnight. Students should plan their flights and travel accordingly. DCC graduation requirements are listed in the DCC ISAP in enclosure 1. Family members are welcome and encouraged to attend.

21. Again, congratulations on your selection to attend DCC and we look forward to your safe arrival!

7 Encls

1. DCC ISAP, dated 9 Apr 24
2. Packing List: Documents, dated 4 Mar 25
3. Packing List: General, dated 4 Mar 25
4. Packing List: TA-50, dated 4 Mar 25
5. DCC SOP, dated 1 Oct 24
6. DCC Map, dated 4 Mar 25
7. DCC 12-Week Workout Plan, dated Nov 24



ANDRÉS M. PARRA
CPT, IN
Commanding