



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 3<sup>D</sup> BATTALION, 11<sup>TH</sup> INFANTRY REGIMENT  
THE FEDERAL OFFICER CANDIDATE SCHOOL  
6510 MCVEIGH DRIVE, BLDG 76  
FORT BENNING, GA 31905-6214

ATSH-TPC

01 October 2025

MEMORANDUM FOR Federal Officer Candidate Training at Fort Benning, Georgia

SUBJECT: Welcome Letter for 3rd Battalion, 11th Infantry Regiment, The Federal Officer Candidate School

1. References:

a. Officer Candidate School (OCS) Packing List dated 17 MAR 2025 is located at the following link: <https://www.benning.army.mil/infantry/199th/ocs/>.

b. Officer Candidate School (OCS) Facebook page is located at the following link: <https://www.facebook.com/share/oQDp4toiy4yBEhRS/?mibextid=LQQJ4d>.

2. Congratulations on your assignment to the Federal Officer Candidate School (OCS) at Fort Benning, GA. Your training at OCS is your first step to earning the privilege to lead Soldiers as an officer in the United States Army. Upon successful completion, you will earn your commission as a 2nd Lieutenant in one of the Army's branches. From this and the completion of BOLC-B, you will be a professional officer prepared to deploy and lead our nation's sons and daughters in any contingency to include large scale combat operations.

3. The OCS 12-week officer commissioning program consist of three phases:

a. **Basic (Black) Phase:** You will learn about the profession of arms through classroom instruction, execute a series of physical events (class-up event, obstacle course, leader's reaction course), and you will take part in leadership studies through seminar, case study, and mentorship. Your technical skills will be tested through land navigation, both day and night. Candidates are then trained and evaluated on Warrior Skills, Small Unit Tactics, the eight Troop Leading Procedures, and the Principles of Patrolling. This culminates with presenting an Operations Order (OPORD), which is a baseline skill for any Army Officer.

b. **Intermediate (Blue) Phase:** You will conduct a Field Leadership Exercise (FLX) where you will be assessed on your ability to plan, rehearse, and execute tactical operations in an austere environment. Active-duty College Option (09S) Candidates will be assigned one of 17 basic branches prior to commissioning. Branch selection is based on a combination of your demonstrated performance and potential, specifically your leadership assessments, physical fitness, academics, and technical/tactical

competencies. All In-service Officer Candidates complete Talent Based Branching via Human Resources Command.

c. **Senior (White) Phase:** You will demonstrate mental agility in a history class and staff ride presentation as well as participate in professional social events. At the culmination of this phase, you will graduate from OCS and commission as a 2nd Lieutenant in the United States Army.

#### 4. **Arriving at OCS:**

a. **Funding.** Units are responsible for funding their Soldier's travel to Fort Benning for OCS. All lodging and meals are provided once Soldiers arrive here.

b. **Transportation.** The Federal Officer School is not responsible for transporting Officer Candidates (OCs) to and from the airport. Home station units are responsible for attendees' transportation to the 3-11 IN footprint. OCs are authorized to travel to Fort Benning using POVs. POV use during the course is limited and can only be granted by cadre. Motorcycles are not permitted for OCs.

c. **Reporting.** Candidates will in-process on the first floor of **Building 83**. After hours arrivals will report to the 3-11 IN Staff Duty desk on the first floor of **Building 76**. Both buildings are located at **6510 McVeigh Drive, Fort Benning, GA 31905**. Candidates will arrive **0900-1700** on their report date, the Sunday before Day 1. Candidates arriving after 1700 are considered late and may receive a spot report. Candidates are encouraged to arrive sooner that day to prepare for Day 1 requirements, which includes an Army Fitness Test (AFT). Candidates are expected to call Staff Duty at **706-545-9161** if they will not arrive between 0900-1700 on the report date.

d. **Guard & Reserve Soldiers,** ensure your status is not "In Transit" in ISM and that you are attached to your unit UIC for you to draw TA-50/Equipment at the Fort Benning CIF. The S1 shop will depart and arrive Soldiers to the student UIC at in-processing.

5. **In-processing.** All Officer Candidates must bring the minimum medical records to ensure legal eligibility to commission (e.g. physical valid within two years of templated date of commission and any required waivers) as well as any permanent profiles, religious exemptions, etc. Additionally, Candidates must bring two (2) hard copies of the following documents:

a. **Regular Army Soldiers:**

(1) Orders (include amendments as applicable) or 1610

(2) Copy of Marriage Certificate

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- (3) Copy of Birth Certificate for all dependents listed in DEERs
- (4) Enlistment Contract (page 1 & page 4)
- (5) Organizational Clothing & Individual Equipment (OCIE) Record
- (6) Service Member Group Life Insurance (SGLI)
- (7) DA5339 filled out by their commander
- (8) OCIE record, section H
- (9) Current DA705
- (10) Current DA5500 or 5501

b. Army Reserves/National Guard Soldiers:

- (1) Orders (include amendments as applicable) or 1610
- (2) Copy of Marriage Certificate
- (3) Copy of Birth Certificate for all dependents listed in DEERs
- (4) Lease or Mortgage Agreement
- (5) DD2807-1 Report of Medical History
- (6) DD2808 – Report of Medical Examination
- (7) Proof of payment for Lease or Mortgage (3 months of payments)
- (8) Organizational Clothing & Individual Equipment (OCIE) Record
- (9) Service Member Group Life Insurance (SGLI)
- (10) DD93 – Record of Emergency Data
- (11) DD214 – Certificate of Uniformed Service or DD220 – Active-Duty Report
- (12) DA5339 filled out by their commander
- (13) OCIE record, section H

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(14) Current DA705

(15) Current DA5500 or 5501

c. In-service Soldiers: All paperwork listed above, based on your component, your Soldier Talent Profile (STP) and a signed copy of the OCS Commander's Predeparture Interview (**AR 350-51, para 4-4, figure 4-2**).

6. Candidates are highly encouraged to arrive at OCS with the complete packing list. The packing list should be provided to you when you arrive at the Basic Training Reception Battalion or your BCT company, though 3-11 IN cannot ensure this. CIF will permit a partial draw of items not listed in the clothing record. Some classes may require a full draw of packing list items based on CIF's discretion. Candidates may have the opportunity to purchase packing list items and other necessities at a local post-exchange on a limited basis.

a. The most current OCS Packing List is provided on the official Army OCS Website: <https://www.benning.army.mil/infantry/199th/ocs/>

b. Avoid accessing other websites, as they may be unreliable or inaccurate.

7. Life At OCS:

a. Basic Officer Leader Course - Accessions (BOLC-A) provide OCs and cadets a common formative experience focused on basic martial discipline, common core skills, and foundational leadership knowledge. BOLC-As are not "gentlemen's courses" nor do they provide strategic level education. OCS cadre members coach, train, and educate OCs under the authority of the 3-11 IN Battalion Commander in his role as the OCS Commandant per AR 350-51. An OC is in student status as with an ROTC or West Point cadet and subordinate to all cadre regardless of pay grade. In service and prior service OCs receive no special privileges. As aspiring officers, OCs will be held to high standards of conduct in all aspects of military life including holistic fitness, military bearing, leadership attributes, and personal conduct on and off duty. Development of unprofessional relationships, including romantic relationships, with other OCs is strictly prohibited. Upon arrival, OCs receive, read, and are lawfully ordered to comply with OCS governing documents such as the ISAP, SOP, and TACSOP. OCS is designed to create professional discomfort and stress and provide a common formative experience aligned with other BOLC-As. At the conclusion of OCS, OCs are prepared to succeed at BOLC-B with their ROTC and USMA peers. Acts of misconduct such as disrespect to cadre, inappropriate relationships including romantic relationships attempted with students or any permanent party personnel, travelling in POVs without authorization, leaving the footprint or military installation without authorization, and violations of the OCS honor code are clear indicators of a lack of potential to serve as an officer.

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b. You will be assigned to a training Company that has a maximum capacity of 160x Officer Candidates. You will be organized into a Platoon of approximately 40x OCs, led by trainers (SSG or above) and generally 1x officer (1LT or CPT). OCs with reserved seats for the class are required to start by regulation. If more than 160x OCs arrive for day one, the AFT will create an Order of Merit List (OML). The OML will be used to select students without a reserved seat for class up to the maximum class size. Remaining OCs will be assigned to the Headquarters and Headquarters Company (HHC) until the next available class or inserted based on attrition.

c. While assigned to OCS, all Students reside in the barracks centrally located in the 3-11 IN footprint. There are no exceptions to this policy. Travel outside of the 3-11 IN footprint and the use of privately owned vehicles will be limited during the first nine weeks of the course. Wearing civilian clothing after duty hours is limited and only authorized by the Company Commander. Alcohol use is not authorized, but the OCS Commandant may grant exceptions for specific OCS social events.

d. Ensure that you arrive physically prepared for the rigors of OCS which are modelled after Army corps level Fit to Fight standards. These include an entrance Army Fitness Test, AFT (mandatory regardless of component) and final AFT, three timed foot marches, including a 12-mile foot march in 3 hours and 30 minutes, a standard obstacle course, and a 4-mile run in 36 minutes. These standards have been affirmed by the TRADOC Commanding General and will not be waived. Most of your time will be spent training in the classroom or the field. You will conduct organized Physical Readiness Training (PRT) Monday through Friday. Generally, you are afforded an hour of personal time per night, and occasionally one day per week of limited-to-no scheduled training (typically Sunday).

e. Ensure your personal finances and family matters are as stable as possible.

f. Cadre will make every attempt to allow OCs to attend desired religious or spiritual services as the training schedule permits. The Battalion Chaplain will assist OCs in locating specific services.

g. Cell phones and similar electronic devices, including laptop computers, are authorized. However, Cell phones are only permitted for personal use during certain phases or with permission from the Company Commanders. Expect to have minimal access to your cell phone during Basic Phase. Laptop usage is restricted for use during the duty day unless authorized by the Company Commander.

h. Nicotine products of any kind are not permitted for candidates assigned to OCS at any time.

i. Privately owned weapons are not permitted at OCS.

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j. You are accountable to make every attempt to arrive at OCS with all packing list items, as some need to be personally purchased, while others are supplied by CIF or were issued to you previously. Candidates may have the opportunity to purchase packing list items and other necessities at a local post-exchange on a limited basis.

k. In-service Candidates must arrive with all Organizational Clothing Issued Equipment (OCIE) on the packing list. The Fort Benning Central Issue Facility (CIF) may not issue service members any OCIE items already on their clothing record.

l. Students will receive mail while at OCS, but all mail is subject to inspection by OCS cadre to prevent contraband of any kind. Any contraband must immediately be turned over to cadre. Note that students only have a personal drawer for miscellaneous items. The barracks will be displayed and stored IAW with SOP.

m. You are permitted to bring a privately owned vehicle to OCS. However, your privilege to operate it once you are enrolled in the course can only be granted by your cadre. Motorcycles are not permitted for OCs.

n. The student parking lot for OCS is situated adjacent to Wigle Hall. Parking within the OCS footprint is prohibited, as these spaces are reserved for cadre.

6. The Honor Code: Honor and Integrity are essential to anyone aspiring to serve and lead in the United States Army. To that point, OCS operates under a strict, yet simple, honor code:

***“An Officer Candidate will not lie, cheat, or steal, nor tolerate those that do.”***

Any violation of this code is grounds for dismissal from OCS and may subject you to punishment under the Uniform Code of Military Justice (UCMJ).

a. If removed from OCS, college option students (09S) will be assigned an enlisted MOS based on the needs of the Army and sent to a corresponding Advanced Individual Training (AIT).

b. In-service candidates will be returned to their unit of assignment. The OCS Commandant may provide copies of commander's inquiries or AR 15-6 investigations to chains of command of OCs dismissed for misconduct.

c. All OCs dismissed from OCS receive a DD 785 explaining reason for dismissal and providing recommendation to the joint force of a former OC's potential to return after reapplying in one year or otherwise serve in any branch of service as a commissioned officer.

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8. Once again, congratulations on your selection to attend the United States Army Federal Officer Candidate School. This course is your first step in becoming a Commissioned Officer and a Leader in the most capable fighting force the world has ever seen. You will be challenged in different ways each day as our committed and professional cadre assess your merit, performance, and potential to become an officer in the U.S. Army. You must arrive mentally, physically, and psychologically prepared to earn the right to lead our Nation's Soldiers every day.

Standards, no compromise!

9. The point of contact for this memorandum is the Battalion Operations Officer at 706-575-8203.

JONATHAN D. KINGSLEY  
LTC, SF  
Commanding