



THE UNITED STATES ARMY FEDERAL OFFICER CANDIDATE SCHOOL



REQUIRED DOCUMENTS FOR IN-PROCESSING

1. For in processing, all Officer Candidates must possess:
 - a. Regular Army Soldiers
 - 1) PCS Orders (include amendments if applicable) or 1610 (4 copies)
 - 2) Copy of Marriage Certificate
 - 3) Copy of Birth Certificate for all listed dependents
 - b. Army Reserves/National Guard Soldiers
 - 1) PCS Orders (include amendments is applicable) or 1610 (4 copies)
 - 2) Copy of Marriage Certificate
 - 3) Copy of Birth Certificate for all listed dependents
 - 4) Lease or Mortgage Agreement
 - 5) Proof of payment for Lease or Mortgage
2. National Guard and Reserve Soldiers must make contact with their units prior to arriving at OCS to ensure that their Base Pay and BAH is activated and effective on the date of arrival.
3. All In-Service students are required to have:
 - a. Commander's Clearance Memorandum for Record
 - b. Commander's Pre-Departure Interview

These documents need to be completed within 30 days before the applicant is released from his/her unit's control. Failure to report with the documents above may result in a delay in attending the course.

4. All Officer Candidates must arrive with a complete packing list which can be located at
<https://www.benning.army.mil/Infantry/199th/OCS/Content/PDF/PackingList.pdf?20200205>