

**DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
240TH Regiment, Maine Regional Training Institute
Officer Candidate School
Camp Keyes, Augusta, Maine 04333-0033**

MEARNG-DCSOPS-240th REG (RTI)

1 March 2010

MEMORANDUM FOR RECORD

SUBJECT: Letter of Instruction for Pre-OCS (Phase 0)

1. The purpose of this memorandum is to establish guidelines for all Prospective Officer Candidates (POC's) enrolled in the Maine Army National Guard Officer Candidate School Phase 0.

2. PURPOSE AND OVERVIEW:

a. There is a twofold purpose to OCS Phase 0. The first is to assess each POC's current leadership capabilities and future potential to be an Officer. The second is to prepare POC's for entrance into the Officer Candidate School in the traditional or accelerated program. Phase 0 is conducted for three Inactive Duty Training (IDT) weekends.

b. Reserve component OCS is a 12 to 15 month traditional program OR an eight week accelerated program. The leadership course is taught in a high stress environment during which time the cadre develop and evaluate the performance of the candidates as it relates to their potential for commissioning as Second Lieutenants.

c. Phase 0 is not a formal phase to the OCS program. The phase is designed to prepare POC's to succeed in subsequent phases. Some topics covered include, but are not limited to; basic Soldiering skills, land navigation, introduction to call for fire, developing physical fitness plans, training management, introduction to Operations Orders, basic drill and ceremony, and expectations of the OCS program.

3. OFFICER CANDIDATE PREREQUISITE REQUIREMENTS:

All potential Officer Candidates must meet the following, or be able to meet the following, requirements prior to enrollment into Phase 0:

- a. Must be US Citizens prior to commissioning.
- b. Must attend an Officer Basic Course within 24 months of commissioning.
- c. Must have completed Basic Training and Advanced Individual Training (AIT) or other military service equivalent. (AIT can be waived for those soldiers enlisting into the Army National Guard for the OCS Option. Contact us or your local recruiter for details on the OCS Enlistment Option).
- d. GT score of 110 or higher.
- e. Must have 60 semester or 90 quarter hours from an accredited College or University to enroll.
- f. Must have 90 semester or 135 quarter hours from an accredited College or University at the time of Commissioning.
- g. The minimum age for enrollment is 18 years of age.
- h. The maximum age for enrollment is the age that will allow the applicant to complete the program prior to reaching age 42.
- i. Must pass the APFT (Army Physical Fitness Test) upon entering the program and again prior to commissioning.
- j. Must have a valid physical prior to enrollment.
- k. Must pass a Commissioning Physical prior to Phase I and within 24 months of commissioning.
- l. Must meet the height weight standards in accordance with AR 600-9.

4. RECYCLE GUIDELINES:

a. Every effort will be made by the OCS Cadre to fully prepare each POC for follow on OCS phases. However, each Company must ensure its POC can meet the standards which have been outlined. Failure to meet any of the standards could result in dismissal from the course.

- b. If recycled from Phase 0 a POC will be returned to their originating unit.
- c. The RTI Commander will decide whether a POC may return to Phase 0 at a later date.

d. The RTI Commander has the final say whether or not a POC ships to OCS. The RTI will provide the originating chain of command notice as to the decision.

5. REPORTING: All POC's will report to building 17, 240th Regimental Training Institute (RTI), Camp Keyes in the Army Physical Fitness Uniform NLT 1700hrs on day one of Phase 0. POC's will bring their in processing packets and all issued Organizational Clothing, Individual Equipment (OCIE) to this MUTA. Upon reporting, POC's are expected to turn in their administrative prerequisites, fill out an Annual Medical Certificate (AMC) and report any deficiencies to their OCIE.

6. ATTENDANCE: POC's must attend all scheduled IDTs of Phase 0. In the case of an emergency, the POC may be excused from training. In cases where a POC misses more than two MUTAs of training they may be recycled to the next course. Due to the intensive nature of the course, POC's who miss three or more MUTAs will be given an incomplete and scheduled for the next available Phase 0. However, the POC, with an endorsement from the OCS Commander may request an exception to policy through the RTI Commander.

7. BILLETING: All POC's are required to billet at the RTI on Friday and Saturday night. Billet space is provided at no cost. Family members are not authorized to billet with POC's, as this is a training environment.

8. UNIFORMS: POC's will be in process in the Improvised Physical Fitness Uniform (IPFU). The IPFU includes calf length plain white socks. Socks which expose the ankle or have logos are not authorized. The duty uniform for Phase 0 will be the ACU uniform with patrol cap. All POC's should be prepared to conduct conditioning road marches each weekend, bring appropriate footwear.

9. MEALS: Breakfast and lunch meals are provided by the 240th RTI Dining Facility to POC's at no cost unless the POC is Active Guard Reserve (AGR) or POC is on Active Duty Special Work (ADSW) orders. Dinner is on the local economy and the cost will be borne on the POC.

10. STATUS: All POC's are in IDT status unless they are on AGR or ADSW orders.

11. The point of contact for this memorandum is the Officer Candidate School at the 240th RTI at 207-430-4219.

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