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STATE OF WEST VIRGINIA  
ADJUTANT GENERAL'S DEPARTMENT  
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WV MILITARY REGULATION (ARMY)  
NUMBER 351-5

TRAINING

WEST VIRGINIA MILITARY ACADEMY

FILED  
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OFFICE OF THE ADJUTANT GENERAL  
SECRETARY OF STATE

- SECTION I - GENERAL
- SECTION II - OFFICER CANDIDATE SCHOOL
- SECTION III - NONCOMMISSIONED OFFICER EDUCATION SYSTEM
- SECTION IV - ADDITIONAL COURSES OF INSTRUCTION

SECTION - I

1. REFERENCE:

- a. AR 351-5, Army Officer Candidate Schools
- b. TRADOC Regulation 350-11, Officer Candidate School Training Policies.
- c. FM 25-100, Training the Force
- d. NGR 350-1, Training - Army National Guard
- e. NGR 351-5, Army National Guard Officer Candidate Training
- f. NGR 600-100, Federal Recognition
- g. WVMR (Army) 10-1, Organization and Functions

505 of Title 32, United States Code, by authority of the National Guard Bureau, NGR 351-5, and the Governor of West Virginia, General Orders No. 10, AGD, dated 1 July 1958.

5. ORGANIZATION: The Academy is under the direct supervision of the Deputy Chief of Staff for Operations (DCSOP) WVARNG. The Academy is subdivided into a command element with five supporting sections:

2. PURPOSE: This regulation prescribes uniform policies and procedures for administering the program of the West Virginia Military Academy.

- 1) Administrative, 2) Operations/Training, 3) Supply and Services, 4) Officer Candidate School (OCS), and 5) Noncommissioned Officer Education System (NCOES).

3. MISSION: The mission of the Military Academy Section is to staff and operate the West Virginia Military Academy which provides Officer Candidates and Non-commissioned Officers essential training for their career development as leaders of the West Virginia Army National Guard. In addition, the Military Academy conducts other military educational courses as deemed necessary by The Adjutant General.

6. FACULTY:

4. AUTHORITY: The West Virginia Military Academy is established as a continuing unit of the West Virginia Army National Guard under Sections 504 and

a. Instructors and support personnel are selected from West Virginia Army National Guard personnel and members of the Army Advisor Staff as designated by the Senior Army Advisor. Personnel of the USAR may be utilized with approval of Commander, First US Army and The Adjutant General, State of West Virginia.

b. Selection of instructors and support personnel is based on proven instructional ability and/or military experience. Personnel who instruct in the NCOES courses must be graduates of the Instructor Training Course (ITC).

c. Commanders are encouraged to make available those individuals qualified as instructors and additional personnel necessary to support the conduct of the OCS, NCOES, and functional courses. Type Duty Code 128 and 223 funding resources are used to place instructors and support personnel in a paid duty status.

## SECTION II - OFFICER CANDIDATE SCHOOL

7. **SCOPE:** The Officer Candidate School is the primary means of providing junior officers to fill MTOE and TDA positions in the Army National Guard. The OCS operates in accordance with the standards established by the US Army Infantry School, Fort Benning, GA.

8. **ACADEMIC BOARD:** An Academic Board is designated by The Adjutant General and consists of The Adjutant General, Assistant Adjutant General (Army), Deputy STARC Commander, Chief of Staff, POTO, DCSPA, WVMA Commandant, Senior Army Advisor, and each WVARNG major organizational commander. The Training Administrator of the WVMA will serve as the recorder for the Academic Board and is designated as a member without vote.

9. **SELECTION OF APPLICANTS:** The method of interviewing, screening, and selecting applicants is determined by the Academic Board and must include the requirement that each applicant appear before an OCS Selection Board appointed by the State Adjutant General or major subordinate commander. As a minimum, each applicant is interviewed and screened in the areas of leadership potential, appearance, military bearing, oral expression, and motivation to become an Officer. When prospective female candidates are considered by the board, a female Officer, if available, will be a member of the board. When minorities are considered, a minority officer, if available, will be a member of the board.

### 10. **TAC:** (Teach, Advise, and Counsel) OFFICERS:

a. TAC Officers are appointed by the Adjutant General on recommendation of the Commandant.

b. Under direction of the Senior TAC Officer, TAC Officers are responsible to the Commandant for the

supervision, discipline, welfare, Esprit de Corps, counseling, and leadership development of the Officer Candidates.

11. **LEADERSHIP TRAINING:** The primary emphasis of the OCS program is placed on developing desirable leadership traits and abilities of each candidate. Methods of leadership development include discipline, high standards of deportment and conduct, exacting manner of performance, frequent and effective counseling, continuous observation, correction, and evaluation.

### 12. **ACADEMIC TRAINING:**

a. Each student must successfully complete the minimum number of normal military education instruction hours.

b. An Officer Candidate must attain a minimum score of 70% on all examinations or must take a retest on those specific examinations. Failure to attain a 70% on the retest will result in dismissal from the OCS program for academic deficiency. An academic average of 70% is the minimum acceptable standard for completion of the OCS program.

13. **SCOPE OF THE COURSE:** The OCS program seeks to accomplish the above objectives through a Program of Instruction (POI) published each year by the Infantry School, Fort Benning, GA, and certain additional subjects as prescribed by the Commandant.

a. Phase I (IDT and AT): A one (1) day OCS Orientation is conducted in April, one month prior to the first OCS IDT period, by the WVMA Staff at Camp Dawson, Kingwood, WV. Phase I IDT is conducted during May and June and will culminate at the completion of the 15-day Annual Training (AT) period. As outlined in the OCS POI, Phase I focuses on training of individual skills and techniques.

b. Phase II (IDT): Officer Candidates will attend IDT with the WVMA for twelve (12) consecutive months. Training focuses on individual/squad skills.

c. Phase III (AT): A second 15-day AT period is conducted IAW the OCS POI which focuses on squad/platoon level tactics and leadership.

d. Candidates who successfully complete all three (3) phases are commissioned as Second Lieutenants with Reserve Commissions in the West Virginia Army National Guard.

**14. TRAINING STATUS AND ATTENDANCE:**

a. Candidates are attached to the West Virginia Military Academy for administration by Special Orders of the Adjutant General.

b. Accounting for all military personnel for the West Virginia Military Academy is in accordance with NGR 680-1 (DA Form 1379).

c. Attendance at each Academy assembly is mandatory. However, attendance at additional assemblies with the candidate's unit of assignment is authorized without pay and is at the option of the candidate.

d. While attending OCS, Officer Candidates are not authorized to perform additional duty utilizing manday resources.

**15. ENTRANCE REQUIREMENTS AND APPLICATIONS:**

a. Specific prerequisites for attendance at ARNG State OCS programs for enlisted personnel are established in NGR 351-5.

b. Effective 1 October 1989, all OCS applicants are required to be tested using the Officer Selection Battery (OSB) Test III or IV. A minimum test score of 90 is required. However, OCS Selection Boards may consider waiving the minimum score under exceptional circumstances IAW NGB-ARO-O msg, SUBJ: OCS Student Eligibility Criteria, dtd 18 April 1989. OSB III/IV tests may be administered by each major organization.

c. Applicants must have completed 30 semester hours from an accredited institution for acceptance into OCS. Sixty (60) semester hours are required for commissioning.

d. Individuals must have obtained a minimum GT score of 110.

e. Applications are submitted IAW established suspense dates on AGO Form 351-5-1 thru organizational channels to the Commandant, West Virginia Military Academy, Camp Dawson, 240 Army Road, Kingwood, West Virginia 26537-1077.

f. Commanders should make every effort to ensure that minority and female members of their command are encouraged to participate in the program.

g. Eligible USAR applicants may attend the ARNG Officer Candidate School at the West Virginia Military Academy with the approval of the Adjutant General. Administration and pay for USAR candidates will remain the responsibility of the USAR unit IAW AR 140-50.

**16. LIAISON OFFICER:**

a. An OCS Liaison Officer is appointed on orders by each major organization commander.

b. The Liaison Officer will become familiar with the provisions of this regulation in order to understand the OCS program, admission procedures, OSB testing, and the academic and leadership counseling techniques used by the Academy.

c. Duties of the Liaison Officer include, but are not limited to:

(1) OCS recruiting within subordinate units.

(2) Providing information to units on the State OCS program.

(3) Serving as a member of the OCS Screening Board.

(4) Serving as liaison between his Commander and the Commandant, WVMA.

(5) Maintaining pertinent information on his unit's Officer Candidates' progress/performance while in attendance at the Academy.

**17. OCS SELECTION BOARD:**

a. Each major organization will appoint on orders an OCS Selection Board consisting of a minimum of three Officers to include one field grade Officer and the OCS Liaison Officer. The Screening Board will interview all prospective candidates and forward the results of that interview with the application to the WVMA for review and processing.

b. The Commandant, Deputy Commandant/OCS, and the Training Administrator will constitute an OCS Screening Selection Board to assist those major organizations in the selection process of applicants not screened by their organization due to unforeseen circumstances. However, organizational Commander concurrence/nonconcurrency is required for all recommendations made by the Academy Selection Board.

c. In addition to the questions asked the applicant on the AGO Form 351-5-1, the Board should review each applicant's:

- (1) **Motivation:** Does the applicant have the real desire to apply him/herself? Is the candidate acting on his/her own decision or is he/she being pushed into something that he/she really doesn't want? It should be brought to the attention of the applicant that the OCS environment is extremely demanding academically, but also physically and mentally stressful. The Officer Candidate must successfully meet the standards of both the academic and leadership phases of the program.
- (2) **Medical Examinations:** The Board will check with the applicant and verify that he/she does not have any injuries or previous illnesses that have not been noted on his/her medical record and examination.
- (3) **Physical Fitness Test:** The Board must bring to the attention of the applicant that excellent physical condition is a requirement to satisfactorily complete the OCS program. Candidates are in a progressive PT program while at OCS and are required to complete another physical fitness test during the first few days at OCS.
- (4) **Civilian Employment:** The Board should confer with the applicant and verify that his/her employer knows of participation in the OCS program in order to insure that no unreasonable hardships will develop due to the absence of the individual from his/her civilian job during the period of the course.
- (5) **Family Problems:** The Board should confer with the applicant to ensure that his/her attendance will not be adversely affected by family problems.
- (6) **Mental Pressures:** The Board will bring to the attention of the applicant that he/she will be required to accomplish many and varied tasks and must possess emotional stability if he/she is to complete the program.
- (7) **Appearance Standards:** The Board will ensure that the applicant complies with AR 600-9.

**SECTION III - NONCOMMISSIONED OFFICER'S EDUCATION SYSTEM**

18. The WVMA NCOES is described in WVMR (Army) 351-3, dtd 18 OCT 91.

**SECTION IV - ADDITIONAL COURSES OF INSTRUCTION**

**19. Company Level Pre-Command Course (CLPCC):**

a. **Objective:** To develop managerial and leadership skills and techniques that are essential to successfully command a company/detachment size.

b. **Prerequisites:**

(1) ARNG Officers in ranks 2LT thru MAJ who are commanders or scheduled to assume command of a company or detachment-size unit; Warrant Officers if in or scheduled for a command position.

(2) Recommended by battalion or higher command.

(3) Meet the established standards IAW AR 600-9.

**20. First Sergeant Course (FSC):**

a. **Purpose:** To provide a program of study for individuals presently assigned as First Sergeants.

b. **Prerequisites:**

(1) Rank of 1SG or SFC occupying a First Sergeant or Detachment Sergeant MTOE or TDA position.

(2) Meet the established standards prescribed by AR 600-9.

(3) Pass the Army Physical Fitness Test (APFT) or Alternate test within one (1) year preceding the course start date. Individuals on profile or not medically screened are waived.

c. **Scope:** A task-based, performance-oriented course of instruction designed to provide training on the most critical tasks in the position of the Reserve Component First Sergeant. Major subject areas include Military Studies, Leadership and Human Relations, Enlisted Personnel Management, Unit Administration, and Physical Readiness and Appearance. Emphasis throughout the course is on the assigned and inherent duties, responsibilities, and authority of the First Sergeant in today's Army.

**21. Instructor Training Courses (ITC):**

a. **Objective:** To train Officer and Enlisted WVARNG personnel in standardized military instructional skills and methods required when instructing in the military's formal education system.

b. **Prerequisites:**

(1) E-5 and above.

(2) Must meet established standards IAW AR 600-9.

**22. US Army OCS Orientation Course:**


a. Objective: To orient the prospective Officer Candidate on the rigid standards of military courtesy, discipline, appearance and physical conditioning to expect at the federal OCS program and to emphasize personal affairs matters that should be accomplished prior to departing for Officer Candidate training at Fort Benning, GA.

**23. Recruit Training School (RTS):**

a. Objective: To provide the unit commander with an optional training program which satisfies 100% of the regulatory 36-hour pre-IADT requirements as outlined in NGR 350-1.

b. Prerequisites: N/A

**FOR THE GOVERNOR:**

  
JOSEPH J. SKAFF  
Major General, WVARNG  
The Adjutant General

APPLICATION FOR ENROLLMENT-WEST VIRGINIA OFFICER CANDIDATE SCHOOL

1. \_\_\_\_\_ (last name, first name, middle name) \_\_\_\_\_ (grade)  
\_\_\_\_\_  
(ssan) \_\_\_\_\_ (unit)  
\_\_\_\_\_  
(home address, include zip code) \_\_\_\_\_ (home phone)  
\_\_\_\_\_  
(business address, include zip code) \_\_\_\_\_ (business phone)

2. The following information is correct to the best of my knowledge:

\_\_\_\_\_ (date of birth) \_\_\_\_\_ (place of birth: city, county, state)

Civilian Education: (if still attending, enter "ATNG" by Graduate)

High School: \_\_\_\_\_ Years \_\_\_\_\_ Graduate \_\_\_\_\_

College: \_\_\_\_\_ Years \_\_\_\_\_ Graduate \_\_\_\_\_

Other: \_\_\_\_\_ Years \_\_\_\_\_ Graduate \_\_\_\_\_

Record of ACTIVE Military Service (Include RFA 55 and REP 63 ACDUTRA):

FROM TO STATION	LAST UNIT ASGMT	DUTY
_____	_____	_____
_____	_____	_____
_____	_____	_____

Military service other than above (National Guard, USAR, etc.). Include present service. Show component (ARNG, USAR, USNR, etc.) and dates.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **READ CAREFULLY AND ANSWER TRUTHFULLY:** Were you ever arrested, charged or held by Federal, State, or other law enforcement authorities for any violation of any Federal Law, State Law, County, or Minicipal Law, regulation or ordinance or were you ever convicted of a felony or any other offense, or adjusted a youth offender or juvenile delinquent (including violations of local ordinance)\*, or were you ever imprisoned under sentence of any court, or were you ever convicted by any court martial, or are you now or were you ever on a suspended sentence, parole, probation or are you waiting final action on charges against you? (Yes/No) If your answer to any question is "Yes", attach a full explanation.

**\*NOTE:** Traffic offenses which result in fine of forfeiture of \$50.00 or less are not considered violations of local ordinances for this purpose.

4. I understand that I will be required to attend two (2) field training phases of fifteen (15) days and as a minimum, fifty-two (52) Inactive Duty Training Assemblies (IDT) prior to completion of Officer Candidate Training. I further understand that I must become branch qualified not later that twelve (12) months after receiving my commission as a Second Lieutenant (2LT).

5. I certify that, to the best of my knowledge, I have no physical disability which would disqualify me for appointment as a commissioned officer. (If you have any question in your mind, have your unit administrator check the requirements of AR 40-501.)

(signature)

1st End

TO: President, OCS Screening Board, \_\_\_\_\_  
(UNIT) (DATE)

1. Approval (recommended/not recommended). If not recommended, attach explanation.
2. If this individual is commissioned, I would/would not be happy to have him/her serve as an Officer under my command.
3. Applicant has attained the following scores:
  - a. GT: \_\_\_\_\_
  - \* b. OSB: \_\_\_\_\_
4. Applicant has attained the following standards necessary for enrollment in OCS:

- \* a. Has completed the required college hours: YES \_\_\_ NO \_\_\_
- b. Is of good moral character: YES \_\_\_ NO \_\_\_
- c. Is at least 18 years of age: YES \_\_\_ NO \_\_\_
- \* d. Will complete OCS prior to age 30: YES \_\_\_ NO \_\_\_
- e. Has favorable NAC or NAC has been initiated: YES \_\_\_ NO \_\_\_
- f. Has completed BCT and AIT: YES \_\_\_ NO \_\_\_
- \* g. Has no civilian or military offenses: YES \_\_\_ NO \_\_\_

\*NOTE: Items 3b, 4a, 4d, and 4g may be waived under exceptional circumstances. Submit waivers as enclosures to the application.

5. Individual's military sponsor: \_\_\_\_\_  
(NAME/GRADE)

\_\_\_\_\_  
(Signature of Unit Commander)

\_\_\_\_\_  
(Typed Name, Grade, and Branch)

2d End SUBJECT: Application for Enrollment, West Virginia Officer Candidate School

Date \_\_\_\_\_

FOR Commandant, WV Military Academy, 240 Army Road, Kingwood, WV  
26537-1077

The OCS Screening Board of this headquarters has examined the following Candidate for attendance at the West Virginia Officer Candidate School with the results indicated:

_____ (last name, first name, middle initial)	_____ (ssan)
a. Has leadership potential:	Yes ___ No ___
b. Has proper military appearance:	Yes ___ No ___
c. Possesses good military bearing:	Yes ___ No ___
d. Is able to express him/her self will orally:	Yes ___ No ___
e. Demonstrates proficiency in the English language:	Yes ___ No ___
f. Is motivated to be an officer:	Yes ___ No ___
g. Is of good moral character:	Yes ___ No ___
h. Has the required college hours for enrollment:	Yes ___ No ___
i. Is at least 18 years of age:	Yes ___ No ___
j. Will complete OCS prior to age 30:	Yes ___ No ___
k. Has favorable NAC or NAC has been initiated:	Yes ___ No ___
l. Has completed BCT and AIT:	Yes ___ No ___
m. Has no civilian or military offenses:	Yes ___ No ___
n. Understands the physical and mental demands of OCS:	Yes ___ No ___

\*NOTE: Items j and m, may, under exceptional circumstances, be waived (Unit should initiate the waiver IAW NGR 351-5, para 2-27). Waiver/s enclosed as required: Yes \_\_\_ No \_\_\_ N/A \_\_\_

We recommend that he/she be/not be admitted to the Academy.

\_\_\_\_\_  
(signature and grade of Screening Board President)

\_\_\_\_\_  
(signature and grade of Screening Board member)

\_\_\_\_\_  
(signature and grade of Screening Board Recorder)