



**DEPARTMENT OF THE ARMY
REGIONAL TRAINING INSTITUTE
2nd Battalion (OCS/WOCS), 218th Leadership Regiment
5411 Leesburg Road
Eastover, South Carolina 29044-9732**

NGSC-LDR-BCO

05 November 2024

MEMORANDUM FOR RECORD

SUBJECT: Letter of Instruction (LOI) for Operation Palmetto Warrior

1. The purpose of this Letter of Instruction (LOI) is to provide guidance to Soldiers interested in attending Operation Palmetto Warrior.
2. Operation Palmetto Warrior (OPW) is an annual recruiting event designed to give all Soldiers the opportunity to learn about and begin the enrollment process for the Officer Candidate School (OCS) and Warrant Officer Candidate School (WOCS). Our staff will be available to answer Soldiers' questions about these courses. All 09S (Officer Candidate enlistment Option) Soldiers who have completed Basic Combat Training will also attend this event. The enclosed OCS Packet provides additional guidance on the application, required documents, and training schedules for the OCS/WOCS programs.
3. Location. OPW is scheduled for 4 January 2025 in Room 400-A, Building 3800 at McCrady Training Center. Registration will be from 0800-0900 in the main entrance foyer of building 3800, and the event will start at 0900. We ask everyone to arrive early.
4. Duty Status. All attendees should be in a paid duty status. At registration, all Soldiers will provide a signed AGSC-48 (Split Train Certificate) for processing. A consolidated attendance roster will be provided to all units for pay processing.
5. Uniform. The Duty Uniform is OCP with Patrol Cap.
6. DA 5913's will be submitted NLT 20 December 2024 to 2nd BN (OCS/WOCS), Attn: MSG Thomas Spencer, for all Soldiers attending Operation Palmetto Warrior.
7. Enrollment Application Checklist. All Soldiers attending Operation Palmetto Warrior will be provided an Enrollment Application Checklist. This packet will need to be completed prior to the start of Phase I.
8. Pre-OCS is a critical part of all Officer Candidate's success. The focus for Pre-OCS is to prepare Candidates for the rigorous academic and physical requirements of OCS. Pre-OCS will be held on the following dates: 1-2 February 2025, 01-02 March 2025, 05-06 April 2025, and 3-4 May 2025. Soldiers and their units must provide 2nd BN OCS/WOCS an AGSC Form-48 each month for drill until they are attached to the 2/218th. We will provide an attendance roster to all units for pay purposes.

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9. ATRRS Enrollment: All Soldiers enrolling in OCS will require an ATRRS enrollment application to be completed NLT 30 April 2025. Units must ensure this is completed for accurate planning. Enrollment for ATRRS is as follows: School Code – 1014, Course Number - 071-2-7-F1 (OFFICER CANDIDATE SCHOOL) Phases I & II. Ensure that the all reservation checklists are completed.

10. For Soldiers interested in attending the Warrant Officer breakout session. See the attachments (Basic WO Requirements and WO MOS Feeder List) to determine your eligibility. Point of contact for the WO breakout is CW3 Jared Howe at 803-299-2740 or jared.l.howe.mil@army.mil.

11. Point of contact for this LOI is MSG Thomas Spencer at 803-299-2351 or Thomas.p.spencer.mil@army.mil.

Encl 3

1. OCS Enrollment Checklist
2. Basic WO Requirements
3. WO Feeder MOS List

ASHLEY M. YOUNG
LTC, LG, SCARNG
Commanding