



**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

23 August 2022

MEMORANDUM FOR RECORD

SUBJECT: Letter of Instruction (LOI) for Operation Palmetto Warrior and Pre-Officer Candidate School (OCS)

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 your 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 7-8 January 2023 in the Multi-purpose Room of Building 3800 at McCrady Training Center. Registration will be from 0800-0900 in the lobby 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) to the 2/218th S1 NCOIC for processing. We will complete a consolidated attendance roster and provide it to all units for pay processing.
5. Uniform. The Duty Uniform is OCP with Patrol Cap.
6. DA 5913's will be submitted NLT 15 December 2022 to 2nd BN (OCS/WOCS), Attn: SFC Porter, for all Soldiers attending Operation Palmetto Warrior.
7. Enrollment Application Checklist. The enclosed checklist is required for attendance to OCS Phase I. This packet is the Soldier and unit's responsibility to have completed. Please complete your enrollment packet and bring it with you to Operation Palmetto Warrior.
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: 03-05 February, 03-05 March, 01-02 April, and 20-21 May. Soldiers and their units must provide 2nd BN OCS/WOCS an AGSC

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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.

9. ATRRS Enrollment: All Soldiers enrolling in Officer Candidate School will require an ATRRS enrollment application to be completed NLT 30 April 2023. Unit must ensure this is completed for accurate planning. School Code: 1014, OCS PH I 3-17 June 2023, OCS PH II 14 July 2023- 14 July 2024.

10. Point of contact for this LOI is CPT John G. Tucker at 843-901-8007 or john.g.tucker.mil@army.mil or SFC James M. Porter at 803-299-1176 or james.m.porter9.mil@army.mil .

Encl

JOHN G. TUCKER
CPT, IN, SCARNG
Company Commander

OCS STUDENT ENROLLMENT PREREQUISITE CHECKLIST

NAME (LAST, FIRST, MI) _____ SSN: (LAST 4) _____ STATE _____

_____ **TRADITIONAL PROGRAM** _____ **AOCS PROGRAM**

_____ **EMERGENCY CONTACT INFORMATION SHEET**

_____ **ENROLLMENT APPLICATION (not required for 09S)/ ATRRS RS PRINTOUT**

_____ **LETTER of RECOMMENDATION / not required for 09S or Reserve Soldier's**

_____ **ETS DATE:** (_____) **MUST BE LATER THAN END OF COURSE (PQR Printout or DA 4836)**

_____ **TDY/TRAVEL ORDERS:** PHASE I: _____ PHASE II: _____ PHASE III: _____

_____ **ATTACHMENT ORDERS: (if applicable)**

_____ **PROMOTION:** PROVIDE COPY OF PROMOTION ORDERS TO E-5

_____ **AGE:** DOB (_____) Birth Certificate, **MUST NOT EXCEED 41 YEARS AND 364 DAYS AT TIME OF INITIAL APPOINTMENT,**
Proof of Citizenship required if not born in the US. Name change documents (If applicable)

_____ **MEDICAL:** A COPY OF THE CURRENT MEDICAL PROTECTION SYSTEM (MEDPROs) – INDIVIDUAL MEDICAL READINESS (IMR)
RECORD PRINT OUT **MUST ACCOMPANY THE APPLICANT'S OCS ENROLLMENT PACKET / CHAPTER 2 VERIFICATION MEMO**
(AND MEDICAL WAIVERS, IF NECESSARY)

_____ **EDUCATION:** SEMESTER HOURS _____ DEGREE _____ (MUST HAVE A **MINIMUM OF 90 SEMESTER HOURS** TOWARD AN
ACCREDITED DEGREE AND SUBMIT AN APPROVED DEGREE COMPLETION PLAN PRIOR TO ENROLLMENT ALONG WITH A COPY
OF THE MOST CURRENT CERTIFIED COLLEGE TRANSCRIPT)

_____ **TEST SCORES:** GT SCORE (MIN 110) SCORE: _____ (NO WAIVERS ARE AUTHORIZED)

_____ **PRIOR TRAINING:** COPY OF DD 214/DD 220 / NGB22, REFLECTING ALL ACTIVE DUTY, USAR AND NATIONAL GUARD SERVICE
*EFFECTIVE 4 APRIL 2011, APPLICANTS SEEKING ENROLLMENT INTO THE OCS PROGRAM MUST HAVE COMPLETED AN ARMY
OR MARINE CORPS BASIC TRAINING AND ADVANCED INDIVIDUAL TRAINING

_____ **OCS STATE ENLISTMENT OPTION:** PROVIDE COPY OF DD FORM 1966 – REMARKS **(IF APPLICABLE)**

_____ **SECURITY CLEARANCE:** MAY ENROLL WITH AN INTERIM CLEARANCE AT THE DISCRETION OF THE STATE SECURITY MANAGER

_____ **WAIVERS:** MORAL/CIVIL CONVICTION WAIVERS *PER NGR 600-100, date 15 Apr 94 (* MUST BE NGB APPROVED PRIOR TO
START OF COURSE AND A COPY INCLUDED WITH THE OCS ENROLLMENT PACKET)

_____ **BIO'S (PROVIDE 2 COPIES) placed in part 2**

_____ **APFT:** PROVIDE COPY OF DA FORM 705 WITH PASSING SCORE WITHIN 60 DAYS OF PHASE I, **705 placed in part 6**

_____ **HEIGHT/WEIGHT:** DA FORM 5500-R OR DA FORM 5501-R (AS REQUIRED) HT/WT _____/ _____ BODY COMPOSITION _____%
MAX ALLOWABLE _____% **DA Form 5500-R or 5501-R placed in part 6**

_____ **OPAT:** CURRENT OPAT SCORE CARD (USACIMT EDITION 6 JULY 2016 v10.1) **OPAT placed in part 6**

MEETS PREREQUISITES: _____ DOES NOT MEET PREREQUISITES: _____ (SEE REMARKS)

REMARKS: _____

QA Representative: _____ Date: _____

POC for OCS State Rep: Rank/Name: _____ E-mail: _____

Telephone number Office:: _____ Cell: _____