



**ALABAMA ARMY NATIONAL GUARD
2nd BATTALION, 200th REGIMENT
POST OFFICE BOX 5280
FORT MCCLELLAN, AL 36205**

REPLY TO
ATTENTION OF

NGAL-EJC

21 September 2016

MEMORANDUM FOR All Students and their Units of Assignment

SUBJECT: Memorandum of Instruction (MOI) for Officer Candidate School

1. **PURPOSE:** To provide information to all students who will attend OCS at the 2nd Battalion (OCS), 200th Regiment (LDR), Bldg.1021, Patriot Drive, Fort McClellan, Alabama 36205.
2. **CONCEPT:**
 - a. **Phase I:**
 - (1) Leadership Assessment
 - (2) Operations, Training Management and Leadership Doctrine
 - (3) Land Navigation and Dead Reckoning
 - (4) Warrior Task Battle Drills
 - (5) Physical Training to include a 6 mile foot march
 - b. **Phase II:**
 - (1) Leadership Assessment
 - (2) Leadership Doctrine
 - (3) Military Intelligence
 - (4) Call for Fire
 - (5) Military Justice
 - (6) Military History
 - (7) Operations
 - (8) Communications
 - (9) Tactics
 - (10) Physical Training to include the following: 9 & 12 mile foot march, 3 mile release run.
 - c. **Phase III:**
 - (1) Field Leadership Exercise (FLX II)
 - (2) Combat Water Survival Test (CWST)
 - (3) Leadership Reaction Course (LRC)
 - (4) Confidence Course
 - (5) Tactical Exercise Without Troops (TEWT)

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d. Concept of the Operation:

- (1) The 2nd Battalion (OCS), 200th Regiment, will determine its training configuration based on the number of students enrolled.
- (2) All staff and cadre will be a composite of Battalion assets with support from other Battalions and States.

3. RESPONSIBILITIES:

a. Reporting and In-processing:

- (1) In-processing: Upon arriving at Fort McClellan, students will report to the OCS Classroom, Bldg. 1021 (in PT Uniform) to sign in, in-process and receive billeting assignments.
- (2) Arrival Time: Officer Candidates must in-process NLT 1500hrs on the ATRRS designated report day. The prior coordination for travel arrangement must be made with SSG Roberts NLT 3 days prior to the report date, on expected arrival time and mode of transportation to Fort McClellan, AL and any late arrivals. POC for SSG Roberts is christopher.j.roberts102.mil@mail.mil or phone (256) 847-4378.
- (3) The following stations will be conducted during in-processing:
 - (a) Administrative Data/Emergency contact sheet
 - (b) Height and Weight
 - (c) Text/Publications Issue
 - (d) Billeting / Linen Issue
- (4) States must ensure that the following items are present at in-processing for each student:
 - (a) Driver's License or Military ID.
 - (b) Dog Tags (Two each).
 - (c) Individual Officer Candidate prerequisite packet and checklist (IAW CMP).
 - (d) Individual Officer Candidate Training Folder (IAW CMP).
 - (e) Copy of Orders.
- (5) POV Information: All students driving to Ft. McClellan will turn in their keys to their chain of command. If you encounter difficulties while enroute to Fort McClellan that may delay your arrival, call the OCS Battalion HQs at (256) 847-4378.
- (6) Telephones / Computers: Students will have limited access to telephones and computers while attending the OCS program. Time will be allotted during the course to call home and get online to check pay status and pay bills BUT a plan needs to be in place for a family member to handle any financial problems that might occur during the course. Students must have an active CAC Card and know their PIN prior to arriving. Students should also be set-up on MyPay and know their password.
- (7) Students should enroll in DEERS prior to arrival at Ft. McClellan: The schedule of the course does not allow time to enroll students during the course. This is critical for family separation and insurance purposes.

- b. Billeting: All students will be provided housing during OCS. Washing machines and dryers are located in the barracks at no cost to the student.

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- c. Dining:
 - (1) The DFAC will provide all meals to all soldiers attending OCS
 - (2) Dining Facility Hours: See Training Schedule
- d. Pay: All National Guard members will be paid by their home state unless otherwise specified by the Host State. Soldiers on AT status will receive their pay IAW AT policies of their state. Any funding concerns need to be addressed prior to leaving home station.
- e. Tobacco and Alcohol Policy:
 - (1) Tobacco. Candidates will not use tobacco while at OCS. Cadre will not use tobacco in the presence of candidates.
 - (2) Alcohol. Students will not consume alcohol while at OCS. Cadre and Instructors will not consume alcohol 12 hours prior to any scheduled training. Alcohol is not permitted in the OCS Battalion or 200th Regiment area at any time.
- f. Personal Property:
 - (1) Weapons. Do not bring personal weapons or ammunition of any type.
 - (2) Personal Property. You are responsible for the security of your personal property. Do not bring jewelry, electronics or large sums of money to OCS. These items are unnecessary for the training events of OCS and may be unauthorized. Candidates are required to bring three locks for securing wall locker and duffel bag.
- g. Documents: Each state is responsible for bringing the following documents and manuals to OCS. These items will be turned in upon arrival to the orderly room in Bldg. 1021.
 - (1) All candidate training records. All records should be sent one week in advance to SFC Sims, Johnathan, **FEDEX or UPS** address 337 Regimental Avenue, BLDG 1021, Ft. McClellan, AL 36205, **USPS** PO Box 5280 Ft. McClellan, AL 36205.
 - (2) Individual Officer Candidate prerequisite packet and checklist.
- h. Uniforms and Equipment:
 - (1) Attached is the packing list for OCS. This is a required packing list! All items on this packing list are required for training. **Failure to report with the required items could result in the release from OCS.**
 - (2) The duty uniform is the Army Combat Uniform (ACU/OCP). You will have no need for your ASU uniform. For all other uniform requirements, students should refer to the attached Packing List or the OC Guide.
 - (3) All required field gear (TA-50) and uniforms must be brought from the home state. These items will not be issued at Ft. McClellan
- i. Physical Conditioning:
 - (1) General. OCS demands physical fitness. Students will not be able to keep pace with this high intensity training program if they are not in excellent physical condition upon arrival at Fort McClellan. Good physical conditioning decreases the chance of injury.
 - (2) Preparation. Students should already have a personal program of conditioning in place. If not, start immediately. To avoid injuries, a PT program before the start of OCS should include vigorous outdoor exercise in warm and cold weather to become acclimatized to physical exertion. Also, break in new combat boots to avoid foot injuries. **Do not bring new boots!** To avoid heat related injuries, a two-week pre-hydration is essential prior to the report date. Water consumption and electrolyte replacement are critical on an hourly basis to overcome heat and humidity.

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- j. Safety: Cadre and Instructors will keep a constant emphasis on safety during training. If an injury should occur, notify the Chain of Command immediately.
- (1) Medical Hazards. If students have known health problems, including allergic reactions to bee stings, previous heat or cold injuries, they must notify the staff during in-processing. Students who are allergic to bee stings should carry a bee sting kit. Bee sting kits should be brought from home state.
 - (2) Animals. Animal hazards are minimal but do exist. There are poisonous snakes and spiders. Bees, wasps and ticks are common in the training area. If a candidate or cadre or instructor should be bitten or stung, notify the chain of command immediately.
 - (3) Identification (ID) Card and Tags. Students, cadre and instructors must have ID tags prior to arrival. ID cards and tags will be worn at all times while at OCS and during travel.
 - (4) Terrain. The Fort McClellan terrain is wooded and open, with briar patches common. Poison Oak, Ivy and Sumac are found in the training areas. All living trees are to be left standing.
 - (5) Weather. The temperatures during the summer vary from the mid 60's at night to the high 90s during the day, sometimes peaking over 100 degrees. Humidity stays at or above 80%. The temperatures during the winter vary from mid 30s at night to mid 50's during the day. All students and staff should be familiar with both Cold and Heat Injury symptoms.
- k. Laundry: Washers and dryers will be available for the students.
- l. Phone Numbers: These numbers should be for emergency use only.

Day Admin/Command (256) 847-4378/4383

Night CQ (256) 847-4378

Gate Hours. **Galloway Gate.** Galloway Gate is the only gate that allows entrance to the Alabama ARNG Training Site. This is the gate closest to the 200th (LDR) Regiment. It is open 24 hours a day. You must have a military ID, valid driver's license and proof of insurance to be admitted onto the training site. For GPS use 6729 McClellan BLVD Anniston Alabama.

4. COORDINATING INSTRUCTIONS:

- a. Student Arrival: States must contact SSG Roberts at christopher.j.roberts102.mil@mail.mil and give estimated time of arrival and mode of transportation to Fort McClellan to ensure transportations from the airport is provided.
- b. Mailing Address for Students while at OCS:

Rank Name
Company
2nd Battalion (OCS), 200th Regiment (LDR)
P.O. Box 5280
Fort McClellan, AL 36205-5000

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c. Sick Call: Sick call hours/location will be posted upon arrival to OCS.

5. Point of Contact for this memorandum:

CPT Dustin P. Chasse
2nd Battalion (OCS), 200th Regiment (LDR)
PO Box 5280
Fort McClellan, AL 36205

Phone 256-847-4583 DSN prefix 363
Cell 334-782-2804
E-mail dustin.p.chasse.mil@mail.mil

2 Encls

1. OCS Packing List
2. OC Guide

/////Original Signed/////
THOMAS R. HARROLD
LTC, CM, AL ARNG
Commanding

For More information see our website at <http://www.al.ngb.army.mil/Careers/OCS/default.aspx> or scan the following bar code;

