

Summary Report for Individual Task
805K-79R-7405
Manage OCS WOFT Program
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Knox, KY 40121 foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: The Battalion Operations Officer has received an OCS/ WOFT packet from a company and must process, plan, and oversee the battalion OCS/ WOFT selection program.

Standard: Manage the Battalion OCS/ WOFT Program IAW USAREC Regulation 601-91 to ensure each applicant's packet is process accurately and timely for the next scheduled OCS/WOFT Examination Board.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Schedule battalion OCS/ WOFT examining board monthly.
 - a. Publish board times and location on battalion calendar.
 - b. Appoint three commissioned officers (O-3 and above). Enlisted personnel are not authorized.
 - (1) One commissioned officer must be from Cadet Command (O-3 or above).
 - (2) President of board must be O-4 or higher.
 - c. Submit OCS/ WOFT packets to battalion no later than 10 working days before the next schedule board.
2. Receive scanned OCS/ WOFT packet from Company and ensure all applicants are processed in accordance with AR 601-210 and USAREC 601-91.
3. Conduct a quality control review of each OCS/ WOFT application packet to verify eligibility and to ensure completeness and accuracy of all required forms and documents. Use USAREC FL 136 (Transmittal of Application for Officer Candidate School or Warrant Officer Flight Training Enlistment) as a guide for quality control (see USAREC 610-91 fig 2-1).
 - a. Determine if eligibility waiver is required.
 - b. Contact SI and submit USAREC Form 1227 for clearance.
4. Conduct the battalion OCS/ WOFT examining board and review USAREC 601-91 appendix b for information on conducting an OCS/ WOFT board.
5. For RA and AR applicants receiving favorable recommendation by two or more examination board members:
 - a. Ensure Battalion Commander or XO (while on orders) endorses USAREC FL 136.
 - b. Schedule applicants for MEPS processing NLT 10 working days after receiving endorsement.
6. Inform RA and AR applicants receiving non favorable recommendation by two or more examination board members of a six month wait for resubmission.
7. For WOFT applicants receiving favorable recommendation by two or more examination board members:
 - a. Ensure Battalion Commander or XO (while on orders) endorses USAREC FL 136.
 - b. Forward packet to USAREC Special Missions for submission to USAREC WOFT board which are conducted every two months.
8. For WOFT applicants receiving non favorable recommendation by two or more examination board members:
 - a. Inform applicant of six month wait for resubmission.
 - b. Ensure Battalion Commander calls applicant (if not selected at USAREC board).

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Scheduled battalion OCS/ WOFT examining board monthly.			
a. Published board times and location on battalion calendar.			
b. Appointed three commissioned officers (O-3 and above).			
(1) One commissioned officer from Cadet Command.			
(2) President of board an O-4 or higher.			
c. Submitted OCS/ WOFT packets to battalion 10 working days before the next schedule board.			
2. Received scanned OCS/ WOFT packet from Company and ensured all applicants were processed in accordance with AR 601-210 and USAREC 601-91.			
3. Conducted a quality control review of each OCS/ WOFT application packet to verify eligibility and to ensure completeness and accuracy of all required forms and documents. Use USAREC FL 136 (Transmittal of Application for Officer Candidate School or Warrant Officer Flight Training Enlistment) as a guide for quality control (see USAREC 610-91 fig 2-1).			
a. Determined if eligibility waiver is required.			
b. Contacted SI and submitted USAREC Form 1227 for clearance.			
4. Conducted the battalion OCS/ WOFT examining board and reviewed USAREC 601-91 appendix b for information on conducting an OCS/ WOFT board.			
5. For RA and AR applicants that received a favorable recommendation by two or more examination board members:			
a. Ensured Battalion Commander or XO (while on orders) endorses USAREC FL 136.			
b. Scheduled applicants for MEPS processing NLT 10 working days after receiving endorsement.			
6. Informed RA and AR applicants that received a non favorable recommendation by two or more examination board members of the six month wait for resubmission.			
7. For WOFT applicants that received a favorable recommendation by two or more examination board members:			
a. Ensured Battalion Commander or XO (while on orders) endorses USAREC FL 136.			
b. Forwarded packet to USAREC Special Missions for submission.			
8. For WOFT applicants that received a non favorable recommendation by two or more examination board members:			
a. Informed applicant of the six month wait for resubmission.			
b. Ensured the Battalion Commander called applicant (if not selected at USAREC board).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 40-501	Standards of Medical Fitness	Yes	No
	AR 601-210 w Ch 3	ACTIVE AND RESERVE COMPONENTS ENLISTMENT PROGRAM	Yes	No
	USAREC REG 601-210 v2	Enlistment and Accessions Processing	No	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None