

# United States Coast Guard Officer Candidate School (OCS)



## Officer Accession Handbook

17 February 2016

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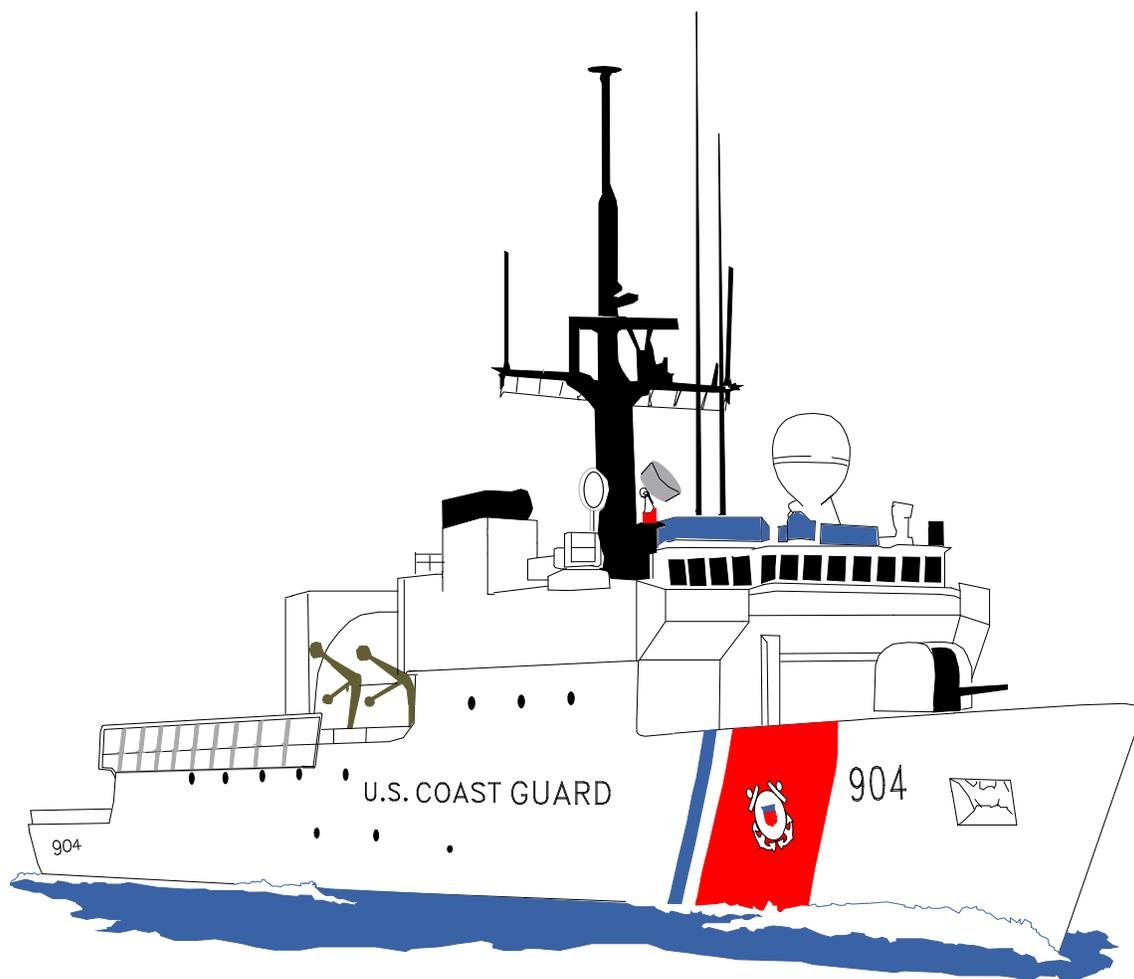
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# Introduction/Purpose

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Congratulations on your selection as a candidate for commissioning into the U. S. Coast Guard!



The purpose of this handbook is to explain the importance of required accession documents and the time frame for submissions. It is your responsibility to make sure that all required information is completed in a timely matter to make this transition. All applicants must complete everything that is required to remain eligible.

# Approved Physical

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- Make sure that your recruiter has sent your physical up for approval by Coast Guard Recruiting Command (CGRC) with all additional documents.
- Regular commission physicals are valid for two years from the examination date. Flight physicals are valid for one year from the examination date.
- Additional documents and waivers require additional time for approval. Make sure your recruiter receives the additional documents immediately. All physicals must be approved by CGRC.
- Any physical that will expire prior to going to Officer Candidate School (OCS), will require you to make arrangement to be administered a new physical immediately. Expired physicals will not be accepted.



# Background Investigation

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- All applicants must be eligible for a security clearance prior to entering the Coast Guard. Deadlines for eligibility are significant for you to have a successful commissioning. There are two possible ways of becoming eligible for your security clearance. Your recruiter will assist you in the process.
  1. Reciprocity - this is the simplest and swiftest way to become eligible. To qualify you must already have a background investigation with a military service or a federal agency. The recruiter will submit your reciprocity form (CG-5588) for approval. The recruiter will have a response back on the approval within 48 hours. If for some reason you are not eligible, the recruiter will need to initiate your e-QIP.
  2. e-QIP - the second method of becoming eligible for your security clearance. You will need to complete an electronic copy of your investigation. Your recruiter will initiate and assist you with the process. The e-QIP must be filled out properly or there is a possibility it could be returned incomplete by the agency that reviews the investigation. This process can take months, so make sure you do not postpone this procedure.

# NCIC/Credit Check

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- National Crime Information Center (NCIC) and a Credit Check will be completed on you within 180 days of your commissioning. Any negative findings may require additional documentation and may make you ineligible for a commission.
- Your recruiter will be responsible for sending up a DD-369 (NCIC) and a DHS Form 11000-9 (Credit) to CGRC that has an expiration date less than a year old.



# Prior Service Conditional Release

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- If you are coming from another service or a different component of the Coast Guard, you will need a conditional release (DD-368). This form allows a service member to transfer from one service/component to another.
- This form requires the service member to receive approval from the proper approving official. Your recruiter can locate this information in the CGRC Standard Operating Procedures (SOP) Manual (CGRCINST M1100.1).
- Conditional releases are only valid for a certain time-period. The time-period is normally only 90 days but can be longer in some cases. Your conditional release must be valid up to or past the day that you will be commissioned. Make sure that you know the expiration date and you promptly have it updated if the conditional release is going to expire before your commissioning date. This process can be lengthy and could take up to 60 days for approval for some services.
- Any service member on active duty (except for Coast Guard members) will be required to have their command sign an official Coast Guard Memorandum. The memorandum will state that the applicant will be released from their service the day before being enlisted in the Coast Guard.

# Weight Standards

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- Compliance with weight standards is crucial for all applicants to receive a commission and have a successful career in the United States Coast Guard. Please review the weight chart in [Appendix \(2\)](#) and determine your maximum allowable weight.
- The Recruiter-in-Charge will weigh all Non-Coast Guard members up to 30 days prior to going to OCS ([Appendix \(3\)](#)). If you are not compliant or you do not get weighed, you will not receive orders to class.
- You will be weigh-in ***again*** when you report to OCS. If you are not compliant, you will be disenrolled from the class.
- Coast Guard and Coast Guard Reserve applicants' Admin will complete their weigh-ins. Coast Guard members who are not compliant will be held accountable and will lose their opportunity to commission.
- Any applicant determined to not be compliant with weight standards or who does not weigh-in will not be commissioned or attend their respective school/course. All completed weigh-in worksheets for OCS will be emailed directly to [Izola.W.Proctor@uscg.mil](mailto:Izola.W.Proctor@uscg.mil) by the Recruiter-In-Charge.

# Post Selection Process for OCS Program Candidates

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## CIVILIAN SELECTEES

- You will be enlisted by your recruiter prior to attending OCS. CGRC will send an “authorization to enlist” letter and weigh-in sheet when you meet all eligibility requirements to your recruiter.
- Once the recruiter receives the “authorization to enlist” letter, he/she will contact you to set up an appointment to come in to be enlisted.
- Civilians with no prior military service shall be enlisted for a period of eight (8) years as Seaman Apprentice Officer Applicant (SAOC). Former enlisted members of the Coast Guard or Coast Guard Reserve shall be enlisted in the rate held at time of separation for a period of four (4) years. Former enlisted members or officers of another military service shall be enlisted as SAOC for four (4) years.
- The recruiter will conduct your weigh in 30 days prior to reporting to the Coast Guard Academy (CGA) to see if you are in compliance with the weight standards prior to enlistment. If you are not in compliance with the weight standards you will not be enlisted. If you are in compliance, the recruiter will proceed with the enlistment.
- After you are enlisted, the recruiter will send the original enlistment contract (DD4) to CGRC (Officer Accessions and Analysis Brand), Attn: Mrs. Izola Proctor.
- Upon receipt of the enlistment contract, Mrs. Proctor will send the enlistment contract along with the required documents listed on the left side of the OCS check-off sheet to the SPO at the CGA for accession. Your name will be added to DEERS to allow you to get your CAC card

(military ID). The recruiter will assist you with locating the nearest DEERS facility. You must have a CAC card prior to reporting to OCS. *Please allow 2-3 business days for the SPO at the CGA to process the accession before trying to obtain your CAC card.*

- Once you are accessed, the SPO will send your EMPLID to CGRC to generate “Standard Travel Orders.”
- Mrs. Proctor will send the orders to your recruiter to assist you in setting up travel and household goods storage. *You should expect to receive your Standard Travel Orders within 2 weeks after your accession has been processed.*
- House Hold Goods (HHG): You should get your HHG’s storage set up ASAP once you get your orders. The recruiter will help you locate the closest Transportation/HHG’s office, which will assist you in setting up your HHG’s storage. You will need your EMPLID and copy of orders before they can start your HHG’s process. Please give someone in your household power of attorney. It may not be possible for you to be present for the HHG’s pick up. Moving your household goods takes time and you could be in school or at your first unit. A power of attorney will give a family member permission to ship your household goods
- TRAVEL MODE: You are authorized to drive your POV or fly.  
Drive POV - Notify your recruiter of the city/state and mileage from your home to the Academy. The Coast Guard will only authorize travel from your Place of Entry into Active Duty (PLEAD) to the CGA. Any deviation will be at your own expense and not reimbursed.  
Fly - Notify your recruiter of the airport you are departing from and the exact date. SATO will require that info on your original orders; otherwise they will not accept them. The Coast Guard will only authorize travel from your PLEAD to the CGA, any deviation will be at your expense.

ADMIN ITEMS: You should hand carry your medical record, CGA Immunization Record and travel orders. Your commission physical exam will be sent to the CGA by CGRC prior to you reporting.

### **CG MEMBERS SELECTEES**

- CGRC will issue Standard Travel Orders in Direct Access for Coast Guard members on active duty or serving in the Coast Guard Reserve, indicating the OCS class convening date.
- For SELRES members receiving an OCS-R Commission, you will need to ensure your PDS Admin/SPO has entered and approved your IADT orders for pay and allowances while at OCS. The orders you receive from CGRC are for Travel and HHG's ONLY.
- If you are married, you will receive TDY orders. If you are single, you will receive PCS orders. If you decide to go PCS in lieu of TDY, please contact Mrs. Proctor by email at [Izola.W.Proctor@uscg.mil](mailto:Izola.W.Proctor@uscg.mil) or phone: (202) 795-6836. Changing married members' orders will be handled on a case by case basis. You must be counseled by your PDS SPO on the affect to your entitlements and CGRC must have confirmation from your SPO that it has been done. An approval of your request to change your orders will depend on your situation, and will be handled on a case by case basis.
- Your orders must be authenticated by your SPO/Admin. The notes on the orders CGRC generates are basic/generic. Any travel entitlements are entered on the orders by your SPO/Admin.
- Your SPO/Admin will require authorization from CGRC if an amendment to travel is required. Please contact Mrs. Izola W. Proctor. Your SPO/Admin is responsible for completing all amendments to orders after authorization is requested. The only amendments authorized are to your Mode of Transportation.

- Finally, make sure you give someone in your household power of attorney. It may not be possible for you to be present for the HHG's pick up. Moving your household goods takes time and you could be in school or at your first unit. A power of attorney will give a family member permission to ship your household goods.
- Congratulations and we wish you the best of luck!

# Check Sheet

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1. \_\_\_ Physical completed and approved (All Applicants)
2. \_\_\_ Waivers Approved (All Applicants)
3. \_\_\_ Reciprocity or EQIP completed (Prior Service and Civilians)
4. \_\_\_ NCIC and Credit Checks are favorable (Prior Service and Civilians)
5. \_\_\_ Conditional Release (Prior Service)
6. \_\_\_ Commission Weigh-In completed (All Applicants)
7. \_\_\_ Enlistment Contract (DD4) administered (Civilians)
8. \_\_\_ CAC obtained (Prior Service and Civilians)
9. \_\_\_ House Hold Goods completed (All Applicants)

**Note: The first seven items must be completed and approved in order for the applicants to receive their OCS Orders.**

## 2. For Officer Candidate School Selectees (civilians)

*Note about timing: all timing estimates should be considered approximate.*

- a. **Approx 1 Month After Panel:** CGRC will provide unofficial selection results to recruiters, recruiters will inform applicants of their status.
- b. **Approx 1-2 Months After Panel:** Panel Report approved by CG-PSC-c (Coast Guard Personnel Service Center), enabling the following to occur:
  - (1) CGRC will send official selection notification letters directly to primary selectees, alternates, non-selectees, and disqualified applicants.
  - (2) Selection letters will indicate which OCS class the selectee will be attending (OCS classes convene in early January or during the summer).
  - (3) Selection letters emphasize that selection is conditional on the selectee's ability to continue to meet all commissioning requirements.
  - (4) The selectee can render their official acceptance via email or letter to CGRC.
- c. **CGRC forwards an "Authorization to Enlist" letter to selectee's recruiter (approx 60-90 days prior to OCS convening).**
  - (1) Contingent upon selectee continuing to meet all eligibility requirements.
  - (2) CGRC will ensure background checks and commissioning physicals are up to date prior to issuing this letter.
- d. **Enlist in the USCG (approx 60-90 days prior to OCS convening)**
  - (1) Recruiter will execute the Oath of Enlistment for the selectee (Recruiter can execute the Oath of Enlistment as soon as the "Authorization to Enlist" letter is received.
  - (2) Recruiter will forward original enlistment contract (DD-4) to CGRC: ATTN to Mrs. Izola Proctor.
  - (3) Upon receipt of DD4, CGRC (Mrs. Proctor) will forward to the Central Accession Point (CAP) in New London, CT, along with the selectee's other accession and pay paperwork from their application package.
- e. **Receive Information From OCS School Staff (approx 45-60 days prior to OCS):**
  - (1) You will receive a Pre-Reporting Memorandum (via email) from the OCS School Staff

- (2) You will be provided with the link to the current OCS Pre-Reporting Guide, including information about “what to bring” to OCS.
- (3) You will be instructed to complete a fitness self-assessment and forward results to the OCS Health Promotions Coordinator no later than 30 days prior to attending OCS.
- (4) You will be instructed to provide your boot size no later than 30 days prior to Attending OCS.

**f. Hire (approx. 45 days prior to OCS)**

- (1) CAP will hire selectee in the CG human resources system and assign an EMPLID (employee identification number).
- (2) CAP sends EMPLID to CGRC.

**g. Travel Orders (approx 45 days prior to OCS)**

- (1) CGRC will generate a Standard Travel Order (Permanent Change of Station orders).
- (2) CGRC will send travel orders to selectee’s recruiter with instructions to set up travel and schedule house hold goods move via a local travel office.

**h. Begin Travel to OCS (several days prior to OCS):** On the date authorized by your orders, you will begin travel to Officer Candidate School in New London, CT.

**i. Report to OCS:** Begin 17 weeks of Officer Candidate School!

**j. Graduate OCS:** Receive commission as ENS in USCG.

**k. Report to first unit:** Following graduation and commissioning.

***Final note about weight and fitness:*** Your compliance with physical standards (weight and medical) will be verified several times throughout this process. ***Please ensure you are maintaining your physical fitness and weight standards in accordance with the eligibility criteria relevant to your program’s section in the O-JAK. Non-compliance with weight standards will be cause for disenrollment at OCS.***

### 3. For Officer Candidate School Selectees (CG members)

*Note about timing: all timing estimates should be considered approximate.*

- a. **1 Month After Panel:** CGRC will provide unofficial selection results to recruiters, recruiters will inform applicants of their status.
- b. **1-2 Months After Panel:** Panel Report approved by CG-PSC-c (Coast Guard Personnel Service Center), enabling the following to occur:
  - (1) CGRC will issue CGMS message on the ALCGRECRUITING message board, promulgating panel results
  - (2) CGRC will send Selection Letters to Primary and Alternate Selectees (non-selects will not receive a letter. The ALCGRECRUITING message substantiates as notification for non=selects).
  - (3) Selection letters will indicate which OCS class the selectee will be attending (OCS classes convene in early January and during the summer). Please note that CGRC coordinated class date in advance with CG-PSC-epm.
  - (4) Selection letters emphasize that selection is conditional on the selectee's ability to continue to meet all commissioning requirements.
  - (5) The selectee can render their official acceptance via email or letter to CGRC
- c. **Receive Information From OCS School Staff (approx 45-60 days prior to OCS):**
  - (1) You will receive a Pre-Reporting Memorandum (via email) from the OCS School Staff
  - (2) You will be provided with the link to the current OCS Pre-Reporting Guide, including information about "what to bring" to officer candidate school.
  - (3) You will be instructed to complete a fitness self-assessment and forward results to the OCS Health Promotions Coordinator no later than 30 days prior to attending OCS.

*Note about uniforms: Current CG members may bring their own uniforms, provided they have a full sea-bag, and all uniforms are fully serviceable and in excellent condition. Uniforms must be free from rank insignia (which includes being free from holes in the collar left over from previous rank insignia, and free from sewn-on patches on the ODU collars).*

**d. Travel Orders (approx 45-60 days prior to OCS)**

- (1) CGRC will request orders and issue orders in Direct Access
- (2) Selectee's SPO will prepare and execute travel orders (typically TDY orders for married CG members)

**e. Begin Travel to OCS (several days prior to OCS):** On the date authorized by your orders, you will begin travel to Officer Candidate School in New London, CT.**f. Report to OCS:** Begin 17 weeks of Officer Candidate School!**g. Graduate OCS:** Receive commission as ENS in USCG! (CWOs commission as LTJG)**h. Return to Unit:** Following graduation and commissioning, return to your previous unit.**i. Report PCS to First Unit as ENS:** PCS from your previous unit to your new job as an ENS!

***Final note about weight and fitness:*** Your compliance with physical standards (weight and medical) will be verified several times throughout this process. ***Please ensure you are maintaining your physical fitness and weight standards in accordance with the eligibility criteria relevant to your program's section in the O-JAK. Non-compliance with weight standards will be cause for disenrollment at OCS.***

## Appendix (2)

### SCREENING WEIGHTS & MAXIMUM ALLOWABLE BODY FAT PERCENTAGE

A. Screening Weights. Screening weights listed below are age and gender neutral. Service members who fall below the minimum weight standards shall be referred for a medical evaluation.

Minimum Screening Weight (lbs)	Height (inches)	Maximum Screening Weight (lbs)
91	58	131
94	59	136
97	60	141
100	61	145
104	62	150
107	63	155
110	64	160
114	65	165
117	66	170
121	67	175
125	68	180
128	69	186
132	70	191
136	71	197
140	72	202
144	73	208
148	74	214
152	75	220
156	76	225
160	77	231
164	78	237
168	79	244
173	80	250

B. Maximum Allowable Body Fat Percentage (MABF). Members who exceed **both** Maximum Screening Weight and MABF are considered non-compliant with this policy and subject to administrative actions outlined in Chapter 3 of this manual.

Age	Percent Body Fat (Men)	Percent Body Fat (Women)
Less than 30	22%	32%
Less than 40	24%	34%
Age 40 or greater	26%	36%

Record of Officer Commission Weigh-In

DATE: \_\_\_\_\_ PROGRAM: \_\_\_\_\_ CLASS: \_\_\_\_\_

FULL NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

**BLOCK 1: All members, initial screening, no shoes**

<b>Height</b> Round up to nearest whole number	inches
<b>MAX Allowable weight per BMI table</b>	pounds
<b>Weight</b> Round down to nearest whole number	pounds

- ✓ ODU w/ blouse – subtract 4.0 lbs.
- ✓ Tropical Blue or organizational clothing– subtract 3 lbs.
- ✓ T-shirt and trousers or sweatpants - subtract 2 lbs.
- ✓ T-shirt and gym shorts - subtract 1 lb.

HEIGHT	MAX WGT	MIN WGT
58	131	91
59	136	94
60	141	97
61	145	100
62	150	104
63	155	107
64	160	110
65	165	114
66	170	117
67	175	121
68	180	125
69	186	128
70	191	132
71	197	136
72	202	140
73	208	144
74	214	148
75	220	152
76	225	156
77	231	160
78	237	164
79	244	168
80	250	173

**BLOCK 2: Body fat determination (if needed)**

AGE	MAXIMUM BODY FAT		Enter MAX body fat  %
	MEN	WOMEN	
LESS THAN 30	22%	32%	
LESS THAN 40	24%	34%	
40 and above	26%	36%	
<b>Enter Circumference Value as determined below</b>			inches
<b>Enter Body fat from CIM 1020.8H enclosure (2)</b>			%

Compliant? Y \_\_\_ N \_\_\_

**Circumference Value determination:**

	<b>Waist</b> Round down to nearest half-inch. Measure over the bellybutton for males, smallest point for females.	<b>+ Buttocks (females only, use 0 for males)</b> Round down to nearest half-inch. Measure the widest point when viewed from side.	<b>- Neck</b> Round up to nearest half-inch, measure below larynx	<b>= Total</b>
<b>Set 1</b>		+	-	=
<b>Set 2</b>		+	-	=
<b>Set 3</b>		+	-	=

**Compare the three totals. Is any difference greater than 1.0?**

Set 1 total \_\_\_\_\_ - Set 2 total \_\_\_\_\_ = \_\_\_\_\_  
 Set 2 total \_\_\_\_\_ - Set 3 total \_\_\_\_\_ = \_\_\_\_\_  
 Set 3 total \_\_\_\_\_ - Set 1 total \_\_\_\_\_ = \_\_\_\_\_ } Are any of these differences greater than 1.0?

<b>No.</b> All totals are within 1.0 inches of each other. Enter lowest total of the three sets as the Circumference Value for block 2.
<b>Yes.</b> Complete an additional set of measurements and then calculate an average circumference value using only the three closest set totals. <b>Set 4:</b> Waist _____ + Buttocks (females) _____ - Neck _____ = Total _____  Add the three closest totals from sets 1-4 together then divide by three to find an average. Round the average down to the nearest 0.5: ( _____ + _____ + _____ ) ÷ 3 = _____ <b>circumference value to enter in block 2</b>

I agree that the above measurements are accurate (print and sign):

Member: \_\_\_\_\_

Cmdr Cadre &/or Witness: \_\_\_\_\_

Witness &/or entered by: \_\_\_\_\_