



**DEPARTMENTS OF THE ARMY AND THE AIR FORCE**  
**JOINT FORCES HEADQUARTERS KANSAS**  
**2800 SOUTHWEST TOPEKA BOULEVARD**  
**TOPEKA, KANSAS 66611-1298**

NGKS-AAG

17 November 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: ATAG Policy Letter #17, Attachment for Officer Candidate School (OCS) and Warrant Officer Candidate School (WOCS) Students Attending 1-235<sup>th</sup> Regiment, Kansas Regional Training Institute (KS-RTI)

1. This action is being taken to simplify the process of managing Officer Candidates and Warrant Officer Candidates in the areas of Administration, Pay, Training and Logistical support. Effective immediately, the following process will be followed in support of OCS and WOCS Candidates:

a. The OCS and WOCS Candidate parent unit will be responsible for the following tasks:

(1) Enroll OCS Students in both "Pre-OCS" (formerly Phase "0") and Phase "1" and "2" of the OCS Course in ATRRS, School Code 990.

(2) Enroll WOCS Students in Phase 1 "DL", Phase 2 in ATRRS, School Code 990 and a Phase 3 in ATRRS, School Code 988. WOCS Students must complete Phase 1 DL prior to the start of Phase 2.

(2) During Phase Pre-OCS, units will prepare, process and ensure payment of RTA certificates for traditional Soldiers and request IDT travel orders for Soldiers whose parent unit and HOR is more than 50 miles from Salina. AGR Travel orders will be requested for AGR Soldiers. Upon completion of duty, the certified RTA will be returned to the unit for action.

(3) Forward clothing records to HQ's 235<sup>th</sup> Regt S4, 2850 Scanlan Avenue, Salina, KS 67401-8128 the week prior to April IDT for the KSRTI.

(4) Coordinate with OCS Company Readiness NCO, WOCS Program Manager and Regt S4 NCO to correct all identified record and supply shortfalls prior to May IDT.

(5) The parent unit, as well as their BN and MSC, will maintain contact with and provide on-going mentorship to their candidates while in the course. The ultimate goal is for Soldiers to return as a 2LT or WO1 to fill a vacancy within that Command.

b. Parent unit is responsible to initiate attachment PAR in MILPO orders. The attachment orders will be for Pay, Administration, Training and Logistical support. OCS Candidates requiring special advancements to E-6 will be effective one day prior to Phase I, reference AR 600-8-19, Para 7-15b.

c. AGR Soldiers will not be attached, but will have a letter of authorization to attend from HRO. If an AGR Soldier is eligible for special advancement, HRO, JFHQ-G1-E, 235<sup>th</sup> Regt S1, WOCS Company and OCS Company will coordinate.

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d. Once Soldier is attached, all responsibilities for Pay, Administration, Training, and Logistical support will shift from the parent unit to HQ's 235<sup>th</sup> Regt.

e. IDT travel orders will not be required for traditional Soldiers once they are attached.

f. HQ's 235<sup>th</sup> Regt will coordinate with JFHQ-G3 and will request and ensure that sufficient funds are budgeted and that quarterly allotments are forecasted to cover the costs of the attached OCs/WOCs.

g. DCS-LOG and 235<sup>th</sup> Regt S4 will support the OCS and WOCS students directly both on CCDF (Personal Clothing) and CIF (OCIE) through the 235<sup>th</sup> Regt S4 account already established. The OCS Company, WOCS Company and 1st BN, 235<sup>th</sup> Regt S4 will coordinate with 235<sup>th</sup> Regt S4 to ensure the students get the required clothing and supplemental OCIE as shown in the OCS Student Guide, WOCS Student Guide and CTA 50-900. It is imperative that the OCS and WOCS Candidates have the required clothing and OCIE prior to attendance at Phase I and replaced as needed throughout training.

2. Points of Contact for this process at 235<sup>th</sup> Regt are:

a. OCS Company: OCS Company Readiness NCO, 785-822-6621

b. WOCS Company: WOCS Program Manager, 785-822-6688

c. HQs 1<sup>st</sup> BN (OCS/WOCS)

(1) OCS/WOCS BN Operations Officer, 785-822-6633

(2) OCS BN Readiness NCO, 785-822-6684

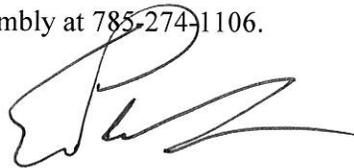
d. HQs 235<sup>th</sup> Regt (KS-RTI)

(1) 235<sup>th</sup> Regt S1, 785-822-6612

(2) 235<sup>th</sup> Regt S4, 785-822-6645

(3) 235<sup>th</sup> Regt S3 NCOIC, 785-822-6650

3. POC for this memorandum is MAJ Matthew Twombly at 785-274-1106.



ERIC C. PECK  
Brigadier General, GS, KSARNG  
Commanding

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