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Commander

**HEADQUARTERS
NEW YORK GUARD**
BUILDING 503, CAMP SMITH
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NYSG-CDR

Date: 6 JUNE 2015

MEMORANDUM FOR: MSC's and Subordinate Commands

SUBJECT: New York Guard OCS/WOCS Requirements and Recommendations

OCS/WOCS is designed to be a one year+ program with the intention of preparing future officers of the New York Guard. This program consists of on the job training, Basic Officer Course and mentoring.

The following policy outlines the process for non-direct commission recruits and current enlisted personnel to enter the OCS/WOCS program in the New York Guard.

- 1) All candidates for OCS must be E4 or higher and currently promotable. This also applies to Non-Prior service entering the New York Guard. (There is an assumption that IET will have been completed during this period).
- 2) Each Brigade is allowed to present two candidates per year for admittance to the OCS program.
- 3) Each Brigade is allowed to present one candidate per year for admittance to the WOCS program.
- 4) Prospective candidates will be boarded at the MSC level by a Board consisting of the Brigade Commander and at least 3 Sr. officers. WOCS Board must have the Brigade commander and at least 2 Sr. Warrants on the Board. (Warrants may be used from other Brigades if necessary). This is not to be a paper board.
 - a. The Board must demonstrate that the candidate meets the minimum requirements for appointment as outlined in the NYG Directive 1304. (Schooling, TIG, Annual training, Management Experience, etc.)
 - b. A complete Appointment Application packet must be submitted as outlined in the NYG Directive 1304.
 - c. NYG CSM must approve the transfer from Enlisted. An approval or rejection memo needs to be included in the appointment packet.

- d. Upon approval by NYGHQ, the selected candidate will be discharged, then appointed as OCS and authorized to wear the appropriate OCS/WOC insignia. This is the start of the 1 + year program.
- e. Candidate will be assigned to an open officer TDA position within their Unit.
- f. He/she will be mentored by his/her Unit CDR per the requirements of the TDA position. Each candidate will be trained on the subjects in the OCS/WOC Training Program Circular ADD 1(TBP)
- g. Upon completion of the 1 year internship (OJT), Basic Officer Course and skills certification by the 12RTI, orders to 2LT will be issued by the G1.

The current ratio of Officer to Enlisted is 1 to 1.7 whereas the current DOD ratio (all services) is 1 to 5.6. As the ratio changes, the NYG Commander may adjust the authorized number of officers and or warrants on an annual basis, at the beginning of each fiscal year (1-April).

This policy will be incorporated into the 1304 and 1305 directives and supersedes contrary articles in all directives dated prior to the date of this policy.



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