

# Orientation Packet

**1. PURPOSE:** The purpose of this orientation booklet is to provide general information for Soldiers scheduled to attend Warrant Officer Candidate School (WOCS).

**2. COURSE OVERVIEW: Report in ACU uniform** to Headquarters & Headquarters Company (HHC), building 5910, on or before your report date. Hand-carry the Pre-Execution Checklist with all applicable documents required to begin training and strive to arrive before noon on report day. Upon arrival, the HHC Cadre or Candidate Duty Officer will provide in-processing instructions and assign rooms in the billets. **Early reporting is authorized.** On report day, the class will have formation around 1400hrs in HHC (bldg 5910) area for the WOCS orientation. Study the WOC SOP and pay close attention during the orientation and briefings. Take care of all administrative requirements prior to your arrival. The link for the in-processing schedule while assigned to HHC is located online at <http://usacac.army.mil/cac2/wocc/wocs.asp>

a. The Warrant Officer Candidate School is the sole source of appointment for all U.S. Army Warrant Officers. Training, Advising, and Counseling (TAC) Officers, with academic instructors, evaluate each candidate's potential to become an Army Warrant Officer, while simultaneously training and mentoring each Warrant Officer Candidate with the needed tools for a successful career as an Officer.

b. TAC Officers and Cadre members at the Warrant Officer Career College educate, train, and evaluate each candidate in the following areas: leadership, academics, and performance in the garrison and field environment. Moreover, TAC Officers advise, counsel, develop, and make recommendations concerning the progress of each candidate. They demand maximum performance and strive to set the example for all candidates to follow. In order to graduate WOCS, candidates must pass all course requirements.

**3. ENROLLMENT/COURSE PREREQUISITES:** Applicants must;

a. Meet all application and selection prerequisites outlined by the Warrant Officer Procurement Program and the Selection Board.

b. Candidates enrolling in WOCS must pass the standard three-event APFT as an enrollment requirement; the alternate APFT is only authorized with HQDA, DCS, G3/5/7 approval. The walk event on the alternate APFT is the only authorized alternate event used as an enrollment requirement. Candidates must pass the three event APFT on day three. Failure to pass the three event APFT prevents a candidate from entering WOCS training at 1<sup>st</sup> Warrant Officer Company (1<sup>st</sup> WOC). All candidates will participate in road marches and carry a rucksack weighing a minimum of 20 lbs. The regulation that governs the medical fitness standard for WOCS is AR 40-501, Chapter 2.

c. Candidates must pass the height and weight screening criteria of the Army Weight Control Program. Overweight personnel will be measured for body fat percentage. Candidates that fail to meet the body fat standards will be considered for elimination and processed IAW AR 350-1 and AR 600-9.

d. Candidates must have an initial issue of serviceable clothing as outlined in AR 670-1 and AR 700-84. Military clothing is discussed in depth later in this packet.

**4. SECURITY CLEARANCE REQUIREMENTS:** The Joint Personnel Adjudication System (JPAS) is the Army system of record for security clearance eligibility and access. Upon arrival to HHC, and prior to entering training at 1<sup>st</sup> Warrant Officer Company, you must have a SECRET security clearance. You will not begin WOCS training if security access is either suspended or denied. Recommend Soldiers check with the unit security officer to ensure secret access is granted in JPAS. However, HHC Cadre will verify (Fort Rucker Security Division) that each candidate has access prior to report day of every class. **Candidates who fail to meet the aforementioned security requirements will return to home station.**

**5. CONDUCT AND APPEARANCE:** Candidates are required to present a neat, professional appearance with a hair cut IAW AR 670-1. **Moustaches are not permitted.**

**6. DINING FACILITY:** Candidates will use the consolidated dining facility. The class will march to and from the dining facility during every meal.

**7. FINANCES:** Ensure financial matters are in order before WOCS training begins. A report of indebtedness or bad checks may result in your removal from training until the problem is resolved. Recurring problems of this nature may result in elimination. It is your responsibility to resolve personal affairs prior to arrival.

a. Do not spend money excessively on unauthorized items. The best course of action is to wait until the initial orientation at HHC. Candidates are given ample time to purchase required items. The average candidate spends \$300-\$400 during the course. Expenses are used for laundry and class/personal items. The taxi fee from Dothan airport to Fort Rucker is \$50. Once training begins, candidates are limited to have \$350 on hand. Personal checks, traveler checks, and ATM cards are authorized while in training.

**8. MILITARY CLOTHING:** Verify that you have the military clothing required for the course. Do not buy new uniforms if your old ones are serviceable IAW AR 670-1. Frequently, Soldiers buy an entire new issue when the expense is not warranted. Purchase missing or unserviceable items from your local Military Clothing Sales Store. The Fort Rucker Military Clothing Sales Store may not have all the basic issue items needed to attend WOCS. Appendix 1 and 2 list all military clothing requirements for males and females. Personnel reporting from Basic Training who have uniforms that do not fit (too large, too small, etc.), contact the HHC Cadre for direct exchange.

a. The ACU with brown boots is the standard daily duty uniform for wear in accordance with current Army Policy.

b. Reserve Component: CTA 50-900 (Para 8b and table 3) authorizes Reserve Component Warrant Officer candidates to receive two additional sets of ACUs from their unit supply prior to arrival. Candidates attending WOCS in a TDY or ADT status wear the unit patch of the current or last unit. All others wear the Aviation Center patch.

c. Intra-service transfer or a Soldier with six months or more break in service must report to HHC supply with a copy of his/her DD Form 214 in order to receive basic clothing issue from Fort Rucker Military Clothing Sales Store. Soldiers who meet this criterion are authorized to have patches and name tapes issued at the government expense. Recommend early reporting to receive basic clothing issue prior to the report date of class.

d. Sign in wearing the patrol cap, this is the headgear that you will wear during WOCS training. Candidates wear the beret with ASU/Class A and B uniforms. Soldiers who are authorized to wear the maroon beret and black jump boots will only wear these items to the graduation.

e. Wait until you get to HHC to mark your equipment to ensure it is marked IAW WOCS policy.

f. Wear of the Army Service Uniform (ASU) - It is highly encouraged that candidates wear the ASU for WOCS graduation. Per ALARACT message 099/2011, it is not a mandatory possession item until 1st Quarter, FY 2016; however, the Army blue uniform is required for all officers on extended active duty for periods of six months or more per AR 670-1, Table C-1, Note 3.

Additionally, if you are attending flight school after WOCS, you will be required to wear the ASU for flight school graduation.

**9. PRIVATELY OWNED VEHICLES:** On the second day of in-processing you will park POVs in the designated parking area. It will remain there for the duration of your time at WOCS. Every Sunday you are allowed to start and idle your vehicle as a class to prevent battery and engine problems.

**DO NOT** store any valuables in your POVs. Personal items are stored in a designated area at 1<sup>st</sup> WOC.

**DO NOT** store privately owned weapons (shotgun, rifle, and handgun) in your vehicle.

**10. PRIVATELY OWNED WEAPONS (POW):** We recommend that you leave your POW at your place of residence. If you have a POW with you, report it **IMMEDIATELY** to the HHC cadre (XO or Operations Officer). If it is after duty hours, have the Candidate Duty Officer alert the HHC Cadre using the phone roster. You will register your weapon with the military police and store it in the arms room until you complete the course. Ensure you receive a briefing on how you are to draw your weapon from the arms room when it is turned in.

**11. PROFILES:** Contact the Warrant Officer Recruiting Team or the HHC Cadre if your medical status changes after the selection board results. Candidates must provide HHC Cadre a copy of the G-3 waiver during in-processing to begin WOCS training. Furthermore, any candidate that receives a profile while in training may be placed on medical hold or returned to home station until medically cleared for training. Candidates placed on medical/administrative hold, who are assigned to HHC, will perform duties within the limits of their profile.

**12. STATIC ITEMS:** A static item is anything that duplicates an item that you display for inspections, or an inspected item that is hidden for the purpose of evading inspection. You can be eliminated from the course for having static items once you begin training. You will have ample opportunity to store extra items in a security room on your first day of active training, so do not throw these duplicate items away. If you wait until arrival at HHC to purchase the required items, you will avoid purchasing unnecessary items that may be considered “static.”

**13. UNAUTHORIZED ITEMS:** You are not permitted to use certain clothing items, equipment, and products in WOCS. They are items that are considered to give you an unfair advantage over others. Appendix 5 contains a list of unauthorized items. Static items are not authorized.

**14. ALCOHOLIC BEVERAGES AND TOBACCO USE:** Consumption or possession of alcoholic beverages or tobacco products by students assigned to WOCS is strictly forbidden. This restriction applies from the date of sign-in to date of departure, regardless of status (i.e., snowbird, active class, admin/medical hold, or holdover). Violation of this restriction is grounds for immediate elimination!

**15. MAIL:** You will be issued a mailbox when you in-process.

**16. TELEPHONES AND CELLULAR PHONES:** Candidates are not authorized to use military phones for personal business. Personal cellular phones are authorized during scheduled time while in-processing. Once training begins, candidates will not have telephone privileges until the class earns those privileges (usually for the first two weeks). At HHC, you are encouraged to call or email your family members to inform them of your safe arrival and to advise them of your new address (once you receive your P.O. Box assignment). Candidates are not authorized to store cellular phones in their POVs.

**17. AKO ACCOUNT and INTERNET ACCESS:** Candidates are required to have an AKO account. Register in advance at [www.us.army.mil](http://www.us.army.mil). Ensure that your password will not expire during your time in WOCS. We recommend that you renew it at least one week prior to your arrival. A computer lab is available at HHC for candidates to use. Prior to training, e-mail all documents required to your AKO account, (SR TAC essay, autobiography, awards, lease, marriage certificate, etc.).

**18. MOVING DEPENDENTS:** Candidates authorized to move their dependents to Fort Rucker must do so **PRIOR** to their report date for WOCS. It is the individual's responsibility to request 10 days permissive temporary duty (PTDY) for house hunting, from the losing command, and to settle their family prior to signing in to HHC. Once signed in, you will **NOT** be authorized PTDY until completion of WOCS. Candidates who are intra-service transfers will be processed case-by-case due to the limitations and restrictions placed upon them by their losing branch of service. All personnel arriving to Fort Rucker, PTDY for house hunting, are required to first report to the Post Housing Office (located in Bldg 5700) to have their PTDY paperwork stamped. Warrant Officer Candidates scheduled to attend Aviator training are authorized to reside in on post housing.

**19. BAH:** All Soldiers (including National Guard, Reservists and Inter-Service Transfers) who currently receive BAH at the without dependent rate, and are PCSing to Fort Rucker will not be authorized to receive BAH while assigned to the WOCS. This includes single and dual military members. Authorized housing allowances will start upon completion of WOCS.

If you still have questions, contact HHC, Warrant Officer Career College for information. Commercial Phone: 334-255-1287/1967 or DSN: 558-1287/1967.

## **APPENDICES**

- Appendix 1. Inventory Form - Male Clothing Requirements
- Appendix 2. Inventory Form - Female Clothing Requirements
- Appendix 3. Inventory Form - Required Additional Items
- Appendix 4. Inventory Form - Authorized Additional Items
- Appendix 5. Unauthorized Items List
- Appendix 6. Example DD Form 2808
- Appendix 7. MSAF Instructions

# Warrant Officer Candidate School Pre-execution Checklist

NAME (type or print)	SSN	
UNIT	DOR:	BASD (AC only)
COURSE TITLE Warrant Officer Candidate School		START DATE:

Supervisor Initial	Soldier Initial	<b>PART I – PRE-EXECUTION (D-90 to D-1)</b>
		Unit verified the Soldier has a valid WOCS ATRRS seat and date.
		Candidate in receipt of school/course information. Candidates will read the entire welcome packet (at <a href="http://usacac.army.mil/cac2/wocc/wocs.asp">http://usacac.army.mil/cac2/wocc/wocs.asp</a> ), and view all links related to WOCS prior to arrival.
		All required clothing/equipment IAW school/course information packet
		Soldier successfully passed physical fitness requirement on standard three-event APFT administered within 30 days of scheduled departure for WOCS. No Alternate event is authorized unless approved by exception to policy through Army G-3. Must score 60 points in each event or receive a “GO” in the authorized alternate event. Approved exceptions will not preclude participation in daily PT, road marches, or carrying a rucksack. (Bring DA Form 705 APFT Scorecard)
		Soldier meets standards of AR 600-9
		Adequate cash/traveler checks/Government Credit Card
		15 copies of individual orders received (PCS for Aviation.)
		School Mailing address/Telephone numbers received (for family)
		Soldiers Transportation requirements completed
		Valid Identification Card/ID tags (1pr)
		Personnel Data Sheet
		Completely fill-out and print MSAF: <a href="https://msaf.army.mil">https://msaf.army.mil</a> MSAF Instructions (In-processing requirement)(Instructions/Appendix 7)
		If applicable: Candidate requiring corrective lenses has a set of military prescription eyeglasses.
		<i>dL Phase I Candidates only</i> – Candidate has completed WOCS Phase I dL. All dL training must be completed NLT 14 days before scheduled arrival at WOCS.

<b>Unit POC List:</b>		
Commander	Work phone	Home phone
First Sergeant	Work phone	Home phone
ARNG/USAR Unit Tech/AGR	Work phone	Home phone
Unit FAX	Unit Email	

<b>Equipment Qualifications (if applicable)</b>	
<b>YES / NO</b>	Soldier has current military and civilian vehicle operator license(s) through end of course.
	List special equipment qualifications (e.g., bus driver. Bring DA Form 348):
	Complete the AAAC at <a href="https://safety.army.mil">https://safety.army.mil</a>

Soldier Initial	<b>PART II – REQUIRED DOCUMENTS</b>
	Joint Personnel Adjudication System (JPAS) verification that candidate possesses Secret level access. Individuals are required to complete ALL security submissions, i.e. e-QIP, fingerprints, etc., prior to reporting to WOCS. Individuals who have not received a Secret Clearance will NOT be allowed to attend WOCS. (Attach if applicable. <b>Do not give candidate print out of JPAS information, verification ONLY</b> ).
	Approved appointment physical (DD Form 2808) (Chapter 2, AR 40-501). <b>Hand carry this with you, ensure that you have all three pages.</b> <i>The Report of Medical Examination (SF 88 or DD Form 2808) must be no more than 24 months old for Techs, 18 months for Aviators (from the date signed by the examining physician) as of your projected graduation date.,. If the physical will expire prior to your graduation date, complete a new physical.</i> NOTE: If physical has a disqualifying condition listed on page 3 of the DD Form 2808, you MUST have an approved medical waiver (SF 507), approved by Command Surgeon, HQ USAREC (NOT a recommendation for a waiver).
	If applicable, permanent profile attendees must have a copy of Profile (P2) results, with DA Form 3349 signed by his/her commander. Profile attendees must be able to run and walk at own pace & distance. Permanent profile attendees must be able to participate fully and meet all training requirements with their class. Must be able to pass standard three-event APFT. No alternate events are authorized unless approved by exception to policy through Army G3. Approved exceptions will not preclude participation in daily PT, road marches or carrying a rucksack.
<b>All candidates, either PCS or TDY, MUST hand carry the following records/documents.</b> All records must have been screened and updated within 30 days of your departure for WOCS by the unit S-1 or supporting personnel office/company.	
	a. Your complete personnel file, updated Enlisted Record Brief (ERB), updated SGLI forms and DD 93 (Emergency Data Card), DA 2-1, ARNG/USAR Personnel Qualification Record (PQR). RA only, DA 61, Pages 1-3.
	b. Copies of all orders for awards, decorations, and qualification badges issued during your current enlistment that are NOT already listed on your most current ERB, DA 2-1, or PQR. If you have been issued a DD Form 214 (Certificate of Release / Discharge from Active Duty or DD 220 bring it. Deployment Proof if not annotated on ERB. <i>(These additional documents are essential to ensuring that the DD Form 214 issued prior to your Warrant Officer appointment is complete and correct. Entries on DD Form 214 must be verified against copies of the source documents.)</i> -RA soldiers w/break in service (INITIAL enlistment contract pages 4/1, 4/2, and 4/3). -ARNG/USAR time needs to be accounted for on a Retirement Points Worksheet, previous DD 214, or NGB 22. (Also, bring copy of contract and orders bringing you into the ARNG/USAR. -All ADSW/ADOS orders and ALL amendments/extensions are required. -Active Guard Reserve (AGR) Title 10 or Title 32 needs to provide copies of orders bringing you into AGR with ALL amendments/extensions. -ARNG/USAR may be required to provide copies of their lease/mortgage agreement, marriage license/certificate or proof of court ordered child support in order to receive BAH entitlements.

I have been counseled and have read all requirements applicable to the WOCS. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent me from successfully completing course requirements.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed the above candidate's qualifications and potential to successfully complete this course; have counseled him/her on these requirements and hereby verify his/her readiness to attend same.

Commanding Officer (typed or printed name) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Unit commanders will ensure all candidates enrolled in WOCS meet course prerequisites. Candidates who report for training must have in their possession a completed pre-execution checklist, signed by the candidate and the unit commander. Unit commander can further certify the completion of prerequisite testing/evaluation (i.e., FAST test). Documentary evidence of security clearance, physical profile, and other non-routine prerequisites are required in addition to the pre-execution checklist. The unit commander's signature on the pre-execution checklist will suffice as certification that the candidate meets course prerequisites (as stated above) IAW all requirements of the course. Candidates reporting for training without the required supporting documents, and a completed checklist signed by the candidate and unit commander, will be returned to their unit. This checklist is a pre-enrollment requirement for the Warrant Officer Candidate School.

# Appendix 1

## WOCS Military Clothing Requirements

### INVENTORY FORM - MALE PERSONNEL

Item	REQ	Additional (Optional)	O/H
Bag, duffel	0 each	1 each	
Belt, black, web (brass tip)	1 each		
Beret, black, with flash	2 each		
Boots, Standard authorized boots (brown suede boots, 8-10 inch height).	2 pair	1 pair-field	
Buckle, Belt (brass)	1 each		
Cap, camouflage (patrol cap), ACU	2 each		
Coat, AG489 (AG491 also authorized) or (Coat Army Service Blue)	1 each		
Coat, All Weather, Black, w/liner	1 each		
Coat, Camouflage, ACU	4 each	2 each	
Coat, cold weather, camouflage (field jacket) or Gore-Tex parka	1 each		
Drawers, white or brown, Jockey or Boxer	7 each		
Gloves, Inserts, Wool	2 pair		
Gloves, Shell, Leather, Black	1 pair		
Gloves, Black, Leather, Unisex, Dress	1 pair		
*Handkerchief, Cotton, White or Brown	6 each		
IPFU Jacket	1 each	1 each	
IPFU Pants	1 each	1 each	
IPFU Trunks	2 each	2 each	
IPFU T-Shirt Long Sleeve	2 each	2 each	
IPFC T-Shirt Short Sleeve	2 each	2 each	
Necktie, Black (no clip on)	1 each		
Shirt, AG415 or AG 428 Long sleeve, Gray-Green w/ pleated pockets or Shirt Long sleeve, White (ASU)	1 each		
Shirt, AG415 or AG 469, Short sleeve, Gray-Green w/ pleated pockets or Shirt Short sleeve, White (ASU)	2 each		
Shoes, Dress, Black Poromeric	1 pair		
Socks, black, cotton-nylon or poly-nylon	2 pair		
Socks, black, cushion sole. Green are also authorized.	7 pair		
Towel, Bath, Brown	6 each	1 each	
Trousers, AG489 (AG491 also authorized) or Trousers, ASU w/belt loops	2 each		
Trousers, Camouflage, ACU	4 each	2 each	
Undershirt, Cotton, White	2 each		
Undershirt, Cotton, Tan	7 each		
*Washcloth, Cotton, Brown	6 each	2 each	
*Cap, PT (Microfleece, foliage green)	1 each		

1. The above list shows military clothing items required to be displayed and/or accounted for throughout the course. An asterisk (\*) indicates item deleted from the FY98 clothing bag issue.

2. I have physically inventoried all required military clothing and annotated the correct quantities on hand.

WOC \_\_\_\_\_ Class No. \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 2

### WOCS Military Clothing Requirements

#### INVENTORY FORM - FEMALE PERSONNEL

Item	REQ	Additional (Optional)	O/H
Bag, duffel	0 each	1 each	
Belt, black, 1" web (brass tip)	1 each		
Beret, black, with flash	2 each		
Boots, Standard authorized boots (brown suede boots).	2 pair	1 pair- field	
*Brassieres (sports brassieres authorized)	5 each	2 each	
Buckle, Belt (brass) 1 and 1/8"	1 each		
Cap, camouflage, (patrol cap) ACU	2 each		
Coat, AG489 (female) (AG491 authorized) or (Coat Army Service Blue)	1 each		
Coat, All Weather, Black, w/liner	1 each		
Coat, Camouflage, ACU	4 each	2 each	
Coat, cold weather, camouflage (field jacket) or Gore-Tex parka	1 each		
Gloves, Inserts, Wool	2 pair		
Gloves, Shell, Leather, Black	1 pair		
Gloves, Black, Leather, Unisex, Dress	1 pair		
*Handkerchief, Cotton, White or Brown	6 each		
IPFU Jacket	1 each	1 each	
IPFU Pants	1 each	1 each	
IPFU Trunks	2 each	2 each	
IPFU T-Shirt Long Sleeve	2 each	2 each	
IPFC T-Shirt Short Sleeve	2 each	2 each	
Neck tab, Black	1 each		
Blouse, AG415 or AG 469, Long sleeve (optional over blouse with 3 piece back and front princess pleats is authorized) or Shirt Long sleeve, White (ASU)	1 each		
Blouse, AG415 or AG 469, Short sleeve (optional over blouse with 3 piece back and front princess pleats is authorized) or Shirt Short sleeve, White (ASU)	2 each		
Shoes, Black, Poromeric	1 pair	1 pair pumps	
Skirt, AG489, female (AG491 authorized) w/non-slip waist band, back zipper closure, back open (kick) pleat and two darts in the front and back or (Skirt, ASU)	1 each		
Slacks. AG489, female (AG491 authorized) w/belt loops and non-slip waist band or (Slacks, ASU w/belt loops)	1 each	1 each	
Socks, black, cushion sole. Green are also authorized.	7 pair		
Socks, black, cotton-nylon or poly-nylon	2 pair		
Towel, Bath, Brown	6 each	1 each	
Trousers, Camouflage, ACU	4 each	2 each	
*Underwear, Cotton, White	7 each		
Undershirt, Cotton, Tan	7 each		
*Washcloth, Cotton, Brown	6 each	2 each	
* Cap, PT (Microfleece, foliage green)	1 each		

1. The above list shows military clothing items required to be displayed and/or accounted for throughout the course. An asterisk (\*) indicates items deleted from the FY98 clothing bag issue.
2. I have physically inventoried all required military clothing and annotated the correct quantities on had.

WOC \_\_\_\_\_ Class No. \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 3

<b>REQUIRED ADDITIONAL ITEMS INVENTORY</b>		
<b>ITEM</b>	<b>REQ</b>	<b>O/H</b>
Serviceable Athletic/Running Shoes	1 pr	
All White Athletic ankle or crew length Socks	6 pr	
Eyeglass retaining strap* (if wearing eyeglasses)	1 ea	
Shower Shoes	1 pr	
Boot care kit	1 ea	
Toothpaste	1 tube/ container	
Toothbrush	1 ea	
Padlock (combination preferable)	1 ea	
Clear Double-Stick Scotch Tape	1 roll	
White 1" Medical Tape	2 rolls	
3"x5" Cards, Ruled	2 pks	
Soap (bar or gel)	1 ea	
Eyewear, ballistic, Apel-approved, black (Wiley-X, ESS, Oakley M-Frame, Revision Sawfly, UVEX)	1 ea	
Hearing protection (foam or Army-issued flange type)	1 pr	

1. Candidates are advised of the required purchase of the above listed items for course attendance.
2. The required quantity is also the authorized quantity. Duplicate type items are considered “static” items and could be grounds for elimination from the program. Prior to purchasing any additional items, verify with your WOCS TAC Officer that you are authorized to possess them.
3. I understand that I may purchase required additional items prior to my arrival at Fort Rucker. However, waiting until I sign in at WOCS to purchase the listed items will better ensure I get the correct items (e.g., color, type, etc.).
4. My signature below indicates I have physically inventoried all required purchase items (both required and authorized), that I am in compliance with the maximum authorized quantities, and that prior to purchasing additional items I will verify with my WOCS TAC Officer that I am authorized to possess them.

WOC \_\_\_\_\_ Class No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 4

**Note:** These items are not required but can be useful during the course. You may decide to purchase 1 item or as many items you may think you will need during the course.

<b>RECOMMENDED ADDITIONAL ITEMS</b>		
<b>ITEM</b>	<b>Qty</b>	<b>O/H</b>
Baby wipes		
Branch insignia non-subdued		
Civilian long underwear – black or Army brown (Seasonal)		
CTT Manual, Warrior Task Battle Drill manual		
EM NU		
Extra bootlaces		
Field jacket liner (Seasonal)		
Foot powder (Goldbond, etc.)		
Gore-Tex/Polypro gloves (black) – no logos visible (Seasonal)		
Gore-Tex/Polypro socks (black) (Seasonal)		
Hand sanitizer		
Insect repellent		
Laundry bag, extra		
Leatherman type tool or pocket knife (folding blades 4 inches or less)		
Letter writing material		
Map case		
Map pens		
Moleskin		
Nonmilitary or modified issue boot inserts		
Nonmilitary or modified issue boot socks		
Pace cord		
Pantyhose		
Penlight		
Religious writings		
Sewing kit		

Small mirror		
Spandex type athletic wear/underwear (Black or gray)		
Waterproof bags (zip lock)		
Wire hangers	15 ea	
5"x 8" Cards (plain on at least one side)	1 pk	
Alarm clock (w/o radio) plug-in	1 ea	

At a minimum, the items on this list are required to ensure your success while at WOCS. Since all TA-50 will be issued at the Central Issue Facility, do not bring your personal TA-50 items.

\*\*\*Remember that due to very limited storage space, you should bring only the items on this list.

1. I understand that I may purchase authorized additional items prior to my arrival at Fort Rucker. However, waiting until I sign in at WOCS to purchase the listed items will better ensure I get the correct items (e.g., color, type, etc).
2. My signature below indicates I have physically inventoried all purchase items (both required and authorized), that I am in compliance with the maximum authorized quantities, and that prior to purchasing additional items I will verify with my WOCS TAC Officer that I am authorized to possess them.

WOC \_\_\_\_\_ Class No. \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix 5

## UNAUTHORIZED ITEM LIST

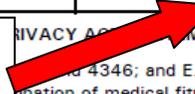
1. The following list indicates those items which have been identified as unauthorized for possession or use while attending WOCS. Possession or use of unauthorized items may result in elimination from the school for attempting to gain an unfair advantage over fellow candidates or for failure to comply with course guidelines and standards.

2. If you have any questions concerning the use of any products or aids, ask your TAC Officer. If you are not authorized to use an item, it does not mean that you have to throw it away. Storage locations are available. Coordinate with your TAC Officer(s) to place all unauthorized items (except for flammables) in the security room or class amnesty box.

Armor All or similar products		Poly sealants
Cap stiffeners		Steel wool
Civilian clothes		Spray lacquer
Commercial cleaners and waxes (not issued by supply)		Correction tape
Computer (PDA/pocket PC) Note: See WOC SOP		Fluid furniture polish
All weather coat with sewn-in liner		Hair dryers (males only)
Field jacket with sewn-in liner		Clear liquid waxes
Liquid shoe polish		Scouring pads
Edge dressing		

# Appendix 6

<b>REPORT OF MEDICAL EXAMINATION</b>				<b>1. DATE OF EXAMINATION</b> (YYYYMMDD) 20100301		<b>2. SOCIAL SECURITY NUMBER</b> 234-55-5555																																																																																																													
<p>Expiration Date: 2 years (TECH) or 18 months (AVN). Physical Dates must carry through WOCS graduation.</p>				<p>PRIVACY ACT STATEMENT 4346; and E.O. 9397. determination of medical fitness for enlistment, induction, tion will also be used for medical boards and separation of Service members from</p>		<p>Ensure SSN is correct</p>																																																																																																													
<p>ROUTINE OCCASION: None.</p> <p>DISCLOSURE: Voluntary; however, failure by an applicant to provide the information may result in delay or possible rejection of the individual's application to enter the Armed Forces. For an Armed Forces member, failure to provide the information may result in the individual being placed in a non-deployable status.</p>				<p>3. LAST NAME - FIRST NAME - MIDDLE NAME (SUFFIX) Lee, Bruce M.</p>		<p>4. HOME ADDRESS (Street, Apartment Number, City, State and ZIP Code) 1234 Hopkins Dr. APT# 123, Columbia, SC 29061</p>																																																																																																													
<p>5. HOME TELEPHONE NUMBER (Include Area Code) (813) 555-5555</p>		<p>6. GRADE SFC</p>		<p>7. DATE OF BIRTH (YYYYMMDD) 19701023</p>		<p>8. AGE 38</p>																																																																																																													
<p>9. SEX <input checked="" type="checkbox"/> Male</p>		<p>10.a. RACIAL CATEGORY (X one or more) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input checked="" type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> White</p>		<p>b. ETHNIC CATEGORY <input type="checkbox"/> Hispanic/Latino <input checked="" type="checkbox"/> Not Hispanic/Latino</p>		<p>11. TOTAL YEARS GOVERNMENT SERVICE a. MILITARY: 12 b. CIVILIAN: _____</p>																																																																																																													
<p>12. AGENCY (Non-Service Members Only)</p>				<p>13. ORGANIZATION UNIT AND UIC/CODE HHC, 264TH (WYQCSB0)</p>																																																																																																															
<p>14.a. RATING OR SPECIALTY (Aviators Only) Motor Officer</p>		<p>b. TOTAL FLYING TIME</p>		<p>c. LAST SIX MONTHS</p>																																																																																																															
<p>15.a. SERVICE <input checked="" type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Navy <input type="checkbox"/> Marine Corps <input type="checkbox"/> Air Force</p>		<p>b. COMPONENT <input checked="" type="checkbox"/> Active Duty <input type="checkbox"/> Reserve <input type="checkbox"/> National Guard</p>		<p>c. PURPOSE OF EXAMINATION <input type="checkbox"/> Enlistment <input type="checkbox"/> Medical Board <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Retirement <input type="checkbox"/> Reentry <input type="checkbox"/> U.S. Service Academy <input type="checkbox"/> Separation <input type="checkbox"/> ROTC Scholarship Program</p>		<p>16. NAME OF EXAMINING LOCATION, AND ADDRESS (Include ZIP Code) 28th MSD 2800 Doolittle Dr. Fort Jackson, SC 29061</p>																																																																																																													
<p>CLINICAL EVALUATION (Check each item in appropriate column. Enter "N" if not evaluated.)</p> <table border="1"> <thead> <tr> <th></th> <th>Normal</th> <th>Abnorm</th> <th></th> </tr> </thead> <tbody> <tr><td>17. Head, face, neck, and scalp</td><td>X</td><td></td><td></td></tr> <tr><td>18. Nose</td><td>X</td><td></td><td></td></tr> <tr><td>19. Sinuses</td><td>X</td><td></td><td></td></tr> <tr><td>20. Mouth and throat</td><td>X</td><td></td><td></td></tr> <tr><td>21. Ears - General (Int. and ext. canals/Auditory acuity under item 71)</td><td>X</td><td></td><td></td></tr> <tr><td>22. Drums (Perforation)</td><td>X</td><td></td><td></td></tr> <tr><td>23. Eyes - General (Visual acuity and refraction under items 61 - 63)</td><td>X</td><td></td><td></td></tr> <tr><td>24. Ophthalmoscopic</td><td>X</td><td></td><td></td></tr> <tr><td>25. Pupils (Equality and reaction)</td><td>X</td><td></td><td></td></tr> <tr><td>26. Ocular motility (Associated parallel movements, nystagmus)</td><td>X</td><td></td><td></td></tr> <tr><td>27. Heart (Thrust, size, rhythm, sounds)</td><td>X</td><td></td><td></td></tr> <tr><td>28. Lungs and chest (Include breasts)</td><td>X</td><td></td><td></td></tr> <tr><td>29. Vascular system (Varicosities, etc.)</td><td>X</td><td></td><td></td></tr> <tr><td>30. Anus and rectum (Hemorrhoids, Fistulae) (Prostate if indicated)</td><td>X</td><td></td><td></td></tr> <tr><td>31. Abdomen and viscera (Include hernia)</td><td>X</td><td></td><td></td></tr> <tr><td>32. External genitalia (Genitourinary)</td><td></td><td>X</td><td></td></tr> <tr><td>33. Upper extremities</td><td>X</td><td></td><td></td></tr> <tr><td>34. Lower extremities (Except feet)</td><td>X</td><td></td><td></td></tr> <tr><td>35. Feet (See Item 35 Continued)</td><td>X</td><td></td><td></td></tr> <tr><td>36. Spine, other musculoskeletal</td><td>X</td><td></td><td></td></tr> <tr><td>37. Identifying body marks, scars, tattoos</td><td></td><td>X</td><td></td></tr> <tr><td>38. Skin, lymphatics</td><td>X</td><td></td><td></td></tr> <tr><td>39. Neurologic</td><td>X</td><td></td><td></td></tr> <tr><td>40. Psychiatric</td><td>X</td><td></td><td></td></tr> <tr><td>41. Pelvic (Female)</td><td>X</td><td></td><td></td></tr> <tr><td>42. Endocrine</td><td>X</td><td></td><td></td></tr> </tbody> </table>									Normal	Abnorm		17. Head, face, neck, and scalp	X			18. Nose	X			19. Sinuses	X			20. Mouth and throat	X			21. Ears - General (Int. and ext. canals/Auditory acuity under item 71)	X			22. Drums (Perforation)	X			23. Eyes - General (Visual acuity and refraction under items 61 - 63)	X			24. Ophthalmoscopic	X			25. Pupils (Equality and reaction)	X			26. Ocular motility (Associated parallel movements, nystagmus)	X			27. Heart (Thrust, size, rhythm, sounds)	X			28. Lungs and chest (Include breasts)	X			29. Vascular system (Varicosities, etc.)	X			30. Anus and rectum (Hemorrhoids, Fistulae) (Prostate if indicated)	X			31. Abdomen and viscera (Include hernia)	X			32. External genitalia (Genitourinary)		X		33. Upper extremities	X			34. Lower extremities (Except feet)	X			35. Feet (See Item 35 Continued)	X			36. Spine, other musculoskeletal	X			37. Identifying body marks, scars, tattoos		X		38. Skin, lymphatics	X			39. Neurologic	X			40. Psychiatric	X			41. Pelvic (Female)	X			42. Endocrine	X		
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<p>43. DENTAL DEFECTS AND DISEASE (Please explain. Use dental form if completed by dentist. If dental examination not done by dental officer, explain in Item 44.) <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable Class II</p>				<p>35. FEET (Continued) (Circle category) Normal Arch Mild Asymptomatic Pes Cavus Moderate Symptomatic Pes Planus Severe Symptomatic</p>																																																																																																															



Must "X" Commission or "Other" with "WOCS" Specified

Ensure Dental CAT is annotated

# Appendix 6

LAST NAME - FIRST NAME - MIDDLE NAME (SUFFIX) Lee, Bruce M.						SOCIAL SECURITY NUMBER 234-55-5555									
LABORATORY FINDINGS															
45. URINALYSIS			a. Albumin			46. URINE HCG			47. H/H			48. BLOOD TYPE			
			b. Sugar												
TESTS			RESULTS			HIV SPECIMEN ID LABEL			DRUG TEST SPECIMEN ID LABEL						
49. HIV			<div style="border: 1px solid black; padding: 5px; display: inline-block;">                     Ensure LAB/HIV results are annotated                 </div>												
50. DRUGS															
51. ALCOHOL															
52. OTHER															
a. PAP SMEAR															
b.															
c.															
MEASUREMENTS AND OTHER FINDINGS															
53. HEIGHT		54. WEIGHT lbs.		55. MIN WGT - MAX WGT		MAX BF %		56. TEMPERATURE		57. PULSE					
58. BLOOD PRESSURE				59. RED/GREEN ( <i>Army Only</i> )				60. OTHER VISION TEST							
a. 1ST		b. 2ND		c. 3RD											
SYS.		SYS.		SYS.											
DIAS.		DIAS.		DIAS.											
61. DISTANT VISION				62. REFRACTION BY AUTOREFRACTION OR MANIFEST				63. NEAR VISION							
Right 20/		Corr. to 20/		By		S.		CX		Right 20/		Corr. to 20/		by	
Left 20/		Corr. to 20/		By		S.		CX		Left 20/		Corr. to 20/		by	
64. HETEROPHORIA ( <i>Specify distance</i> )															
ES <sup>o</sup>		EX <sup>o</sup>		R.H.		L.H.		Prism div.		Prism Conv CT		NPR		PD	
65. ACCOMMODATION				66. COLOR VISION ( <i>Test used and result</i> )				67. DEPTH PERCEPTION ( <i>Test used and score</i> ) AFVT							
Right		Left		PIP		/14		Uncorrected		Corrected					
68. FIELD OF VISION				69. NIGHT VISION ( <i>Test used and score</i> )				70. INTRAOCULAR TENSION							
								O.D.		O.S.					
71a. AUDIOMETER		Unit Serial Number				71b. Unit Serial Number				72a. READING ALOUD TEST					
		Date Calibrated (YYYYMMDD)				Date Calibrated (YYYYMMDD)									
HZ		500		1000		2000		3000		4000		6000		SAT <input type="checkbox"/> UNSAT <input type="checkbox"/>	
Right															
Left															
72b. VALSALVA												SAT <input type="checkbox"/> UNSAT <input type="checkbox"/>			
73. NOTES ( <i>Continued</i> ) AND SIGNIFICANT OR INTERVAL HISTORY ( <i>Use additional sheets if necessary.</i> )															

# Appendix 6

LAST NAME - FIRST NAME - MIDDLE NAME (SUFFIX) Lee, Bruce M.						SOCIAL SECURITY NUMBER 234-55-5555	
74.a. EXAMINEE/APPLICANT (check one)				75. I have been advised of my disqualifying condition.			
<input checked="" type="checkbox"/> IS QUALIFIED FOR SERVICE		<input type="checkbox"/> IS NOT QUALIFIED FOR SERVICE		a. SIGNATURE OF EXAMINEE		b. DATE (YYYYMMDD) 20100301	
PHYSICAL PROFILE							
P	U	L	H	E	S	X	PROFILER INITIALS
1	1	1	1	1	1		DATE (YYYYMMDD)
76. SIGNIFICANT MEDICAL HISTORY (List diagnoses with item numbers) (Use additional sheets if necessary.)							
77. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers) (Use additional sheets if necessary.)							
78. RECOMMENDATIONS - FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify) (Use additional sheets if necessary.)							
79. MEPS WORKLOAD (For MEPS use only)							
WKID	ST	DATE (YYYYMMDD)	INITIAL	WKID	ST	DATE (YYYYMMDD)	INITIAL
80. MEDICAL INSPECTION DATE							
HT	WT	%BF	MAX WT	HCG	QUAL		
81.a. TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER				b. SIGNATURE			
82.a. TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER				b. SIGNATURE			
83.a. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)				b. SIGNATURE			
84.a. TYPED OR PRINTED NAME OF REVIEWING OFFICER/APPROVING AUTHORITY				b. SIGNATURE			
85. This examination has been administratively reviewed for completeness and accuracy.							
a. SIGNATURE				b. GRADE		c. DATE (YYYYMMDD)	
86. WAIVER GRANTED (If yes, date and by whom)						87. NUMBER OF ATTACHED SHEETS	
YES							
NO							

Physical Must Have: "EXAMINEE/APPLICANT" 74a. "X" annotated. If "X" is not annotated "IS QUALIFIED FOR SERVICE" block then you must provide a valid approved Army G-3 profile/waiver before you are allowed entry into WOCS. If PULHES identifies anything other than "1" it is obvious that you should have a profile and a waiver

Signature indicates your knowledge of your physical status and your need for a waiver or profile

Must be signed by an MD/Doctor/PA-C or equivalent "ONLY", NOT A PA OR NURSE PRACTITIONER'S SIGNATURE

# Appendix 7

## NEW MSAF Instructions

1. Access MSAF (<https://msaf.army.mil/>) or Google search “MSAF”
2. Log in using your AKO USERNAME and PASSWORD (you may have to log in again). CAC log in is optional.
3. Under “Assess” click “Begin Your 360 Event”
4. It then asks if you are ready to begin your 360 Assessment...select “Begin”
5. Select “No” for the PME/CES Class question, then skip to question 2.
6. Select when you want the assessment to end (*the date selected needs to allow you to have a print out the results and have them in hand when arriving to WOCS*), then select “Next”
7. Select “Leader Behavior Scale” out of the 3 options, then click “Next”
8. You will be prompted to enter a total of 13 email addresses to create a group for your assessment. This searches the entire Army Directory. You can search by name (and even partial names), rank, and UIC. Once the person is found, check the box by their name and add “Add”
  - \*\* You will be prompted to put 3 names in the supervisor position, 5 peers, and 5 subordinates.
  - \*\* You may want to select more than 13 names in case some do not participate in the assessment...you are required to receive 13 RESPONSES in order to complete the event.
  - \*\* When finished with each group, select “Next”
9. Review the Event Setup will allow you to go back and edit anything you need to. Once you are satisfied with your selections, select “Start My Event”
  - \*\* There are quite a few instruction pages for how to properly conduct an assessment before being required to assess yourself.
10. Complete the leadership survey as per the directions on the screen. Once done, click “Finish”
  - \*\* If you cannot complete the assessment all at once, ensure you click “Save & Exit”
11. Now...it’s wait time. You must have at least 13 people respond in order to select “Finish my Event”
12. Once a minimum of 13 responses are received, select “Finish my Event,” print out the final results, and have them in hand when you arrive at WOCS (required on pre-execution checklist)