

**OFFICER CANDIDATE SCHOOL**

**CLASS 63**

**STANDARD OPERATING PROCEDURE**

PLATOON

PURPOSE: To provide guidance for Officer Candidates in OCS Class 63 regarding standards at the start and end of each drill, TAC shack procedures, assault pack guidelines, flag, bugle, and cannon detail, and any miscellaneous details regarding the platoon as a whole.

SCOPE: This SOP applies to all soldiers training in OCS Class 63

REFERENCES: OC Guide – dated 01 JAN 2020

AUTHORITY: This SOP is approved by the class leadership of OCS Class 63 and will not be edited or revised without the approval of the class leadership

REVISION HISTORY:

27 AUG 2022 – First draft

**Start of Drill**

1. **Arriving to the RTI**
   1. When arriving to the RTI on Friday OC’s will begin drill by setting up their bunks and wall lockers, while simultaneously conducting details that need to be done before first formation.
      1. OC’s will be split into two groups
      2. The first group will stay in the barracks and make bunks/set up lockers, the second group will conduct preliminary tasks to include wet bulb, requesting the amnesty box, polishing brass, and any other essential tasks.
      3. These groups will be assigned by PL and PSG before the start of drill each month.
   2. Upon completing set up, OC’s will conduct weapons draw.
      1. Squad Leaders will take note of the weapon serial numbers for their squad members and push that up to the PSG.
      2. If no serial number is present on the weapon, OC’s will create a serial number label and assign a number to the OC’s.
2. **TAC Time**
   1. After weapons draw, the 1st and 2nd squad leader will request TAC time from a platoon trainer, using the appropriate courtesies based on the rank of the platoon trainer.
   2. When TAC time is given, the 1st and 2nd squad leader will sync their watches to TAC time and then relay this information to their respective squads. The rest of the squad does not have to sync their watch but know the time difference between their watch and TAC time.
3. **PCC and PCIs**
   1. After weapons draw, squad leaders will conduct PCC’s (Pre-combat-checks) on each of their squad members.
      1. Squad leaders will be checking for ranger beads, assigned weapon admin number, CAC, dog tags, pen/pencil, notebook, OC Guide, two full canteens, and a full camelback.
      2. All deficiencies will be written down and passed up to the PSG

**TAC Shack Procedures**

1. **General**

TAC Shack procedures will be followed IAW the procedures written in the OC Guide. The purpose of this section of the SOP is to fill in any gaps not explicitly stated in the OC Guide.

1. **Procedures**
   1. An OC will always enter the TAC Shack with a battle buddy.
   2. When entering the TAC Shack, the two Officer Candidates will enter the first door and one will exclaim “Officer Candidate on the floor!” and walk directly to where they intend to go.
   3. If the cadre are in the room, the OC will center themselves on the door frame and toe the line.
      * 1. The OC requesting to speak will move his or her weapon to their left hand, and then loudly bang the right side of the door frame with his or her right palm three times.
        2. The OC will then move the weapon back to his or her right hand and remain at the position of attention until addressed by a cadre member. The OC will remain waiting until acknowledged by a cadre member and will not knock a second time.
        3. Once addressed, the OC will then request permission to enter. If permission is granted the OC will then enter the room and walk directly to a position of two steps and centered in front of the desk (or officer’s location), assume the position of attention and simultaneously render the hand salute while saying, “Sir/Ma’am, Officer Candidate [Last Name] reports as ordered / with a question / with a statement”. The candidate will execute order arms when the officer returns the salute.
        4. If the cadre does NOT grant permission to enter, the OC will remain centered in the doorframe and promptly say “Sir/Ma’am, Officer Candidate [Last Name] reports as ordered / with a question / with a statement”. The candidate will execute order arms when the officer returns the salute.
        5. After the platoon trainer replies, then the OC will give the appropriate information to the platoon trainer or ask their question.
        6. When finished giving a statement / asking a question, the OC will request permission to carry on.
        7. When permission is granted, the OC will break contact with the cadre member appropriately by taking a step back with the left foot, give the greeting of the day, wait for a response from the cadre, then about-face leaving expeditiously.

**Assault Pack**

1. **Main Pouch:** The main pouch will contain the following items:
   1. OCS Binder with class material
   2. Note Pad/Book
   3. Clipboard
   4. Hydration System
   5. Wet Weather Top (dependent on weather forecast, as directed by PL)
   6. Abridged Leader’s Book (PL, PSG or SL-only)
2. **Front Zipper Pouch:** The front zipper pouch will consist of the following items:
   1. Whistle
   2. Spare pens/pencils
   3. Red light source (Headlamp or L-flashlight)
   4. Spare batteries
   5. Electrical Tape
   6. One (1) Liquid I.V. packet
3. **Front Velcro Pouch:** The front Velcro pouch will consist of the following items:
   1. US Army nametape (1 ea)
   2. Last name nametape (1 ea)
   3. OCS insignia (1 ea)
   4. US Flag (1 ea)
4. **Optional Items:** The following health and wellness items are deemed optional based on the unique needs of OCs:
   1. Eyeglasses with case and cleaning supplies
   2. Sunscreen
   3. Chapstick
   4. Approved Medication(s)
5. **Hydration System:** The hydration system is to be placed into the assault pack with the hose routed over the left shoulder. The hose should be inserted through the third loop on the left shoulder strap.
6. **Leaders Book:**
   1. The Platoon Leader will carry an abridged leaders book containing the training schedule, class roster, weather forecast, and any other documents relevant to drill.
   2. The Platoon Sergeant will carry an abridged leaders book containing the training schedule, class roster, weather forecast, and any other documents relevant to drill.
   3. The Squad Leaders will carry an abridged leaders book containing the training schedule, class roster, weather forecast, and any other documents relevant to drill.

**Flag, Bugle, Cannon**

1. **Retrieving the flag, bugle, and cannon box:**
   1. OC’s do not need to request permission to acquire the flag, bugle, and cannon. Enter the TAC shack using TAC Shack Procedures above, go straight to cabinet, use code 4302 to open the TAC locker, and grab needed items.
   2. OC’s will be responsible for locking the locker after acquiring said items.
   3. Ensure there are cannon shells and ear protection in the cannon box. Alert leadership if we are low on items or missing items completely.

**Uniform**

1. **General:**
2. This section describes what items must be carried on an OC’s person and where
3. **Boots:**
   1. Laces: From the wearer’s perspective, beginning loops – over into rivets. Remainder loops – right over left, tuck into boots.

3. **OCP Top:**

a. Right Shoulder Pocket: CAC

b. Left Shoulder Pocket: 1 small notepad

c. Left arm pen slot: 1 black ink pen on the left side and 1 mechanical pencil on right side as worn

4. **OCP Pants:**

a. Left Cargo Pocket: patrol cap

b. Right Cargo Pocket: OC guide (can be inside Ziploc bag)

5. **Belt:**

a. Worn, inserted inside all loops to the left (slack should be on the left)

6. **ID tags:**

a. Worn around neck and tucked underneath shirt

7. **Patrol Cap:**

a. If worn, OCS rank aligned and centered to the seam of the cover.

8. **FLC:**

a. Worn at all times unless in classroom settings or instructed otherwise.

b. Weaved on the left side are M4 magazine carrier innermost 1 space from zipper. Following is IFAC then canteen carrier. Weaved on the right side are M4 magazine carrier innermost 1 space from zipper and to follow canteen carrier.

A picture containing indoor, floor, seat, sofa

Description automatically generatedA pair of shoes on a couch

Description automatically generated with medium confidence

9. **ACH:** Worn at all times unless in classroom settings or instructed otherwise.

10. **APFU:**

a. Attire is determined by Platoon Leader based on forecast.

11. **Socks:**

a. White color

12. **Shoes:**

a. Conservative color. From the wearer’s perspective, beginning loops – over into eyelids. Remainder loops – right over left, tucked into shoes.

13. **Shirts:**

a.Cotton short sleeve or long sleeve are permitted.

14. **When conducting PRT:**

a. When conducting PRT OCs will leave weapons in wall locker

i. Weapons will be left in wall locker so that OCs maintain adequate weapon security whilst still being able to complete required fitness training.

**End of drill**

1. **Correspondence:**

a. The exiting PSG and PL will brief the incoming PL and PSG

i. The new PSG will assign new squad leaders

b. After dismissal from drill all members of the platoon will post in the accountability section of the class discord, that they have arrived home safely.

i. When all soldiers are accounted for, the PL will report this to the senior platoon trainer by text message

c. All emails throughout the month will be sent to both CPT Stumpf and SFC Bowman. At no point will an OC send an email to the RTI staff directly.

2. **Memos:**

a. The following memos will be sent to CPT Stumpf before drill every month:

i. Request for the EOTD (exercise of the day) for each day

ii. Request for the KOTD (knowledge of the day) for each day

iii. Barracks request (keys)

iv. Request for training schedule for visitor’s book

v. Meal request

vi. Request weapons draw with slings for visitor’s book

vii. Request student’s handout for visitor’s book

viii. Request lesson plan

ix. Request copies of approved waivers for visitor’s book

x. Request van for CASEVAC

xi. Request R2 Data Report (ATRRS)

xii. (Field only) Request challenge password and running password

1. The following memos will be sent to the class each month by the PL

i. Platoon battle roster with leadership assignments and weapon #s

ii. PRT DRAW(s)

iii. Commander’s Update Brief (CUB)

iv. Detail assignments

v. Fireguard roster

vi. Bugle, Cannon, Flag detail

vii. News Recon

viii. Reading of News and Joke

ix. Meal Recon

x. PRT demonstrators and instructors

xi. Wet bulb detail

c. Other memos will be sent out based on the needs of the platoon.