MSC IPP Package Order

The package must be in a manila, two pronged, two-part folder, with all contents two-hole punched and on the right side of folder in the sequence described below. The exception to this is the Medical Screening forms (2808 / 2807-1) will be paper clipped to the left side of the folder. **DO NOT** hole punch these forms or add them into the application documents on the right side. **DO NOT** send your application package in loose leaf form. The application must be in a folder of some sort if the two-part folder is not available. The member's Rank, Last Name, First Name and Middle Name must be at the top right side of the two part folder or on the tab if the folder has one. This checklist is for personal use only. **DO NOT** include this checklist in your package.

1. ☐ 2808 / 2807-1 Medical Screening (Paper clipped on left side of folder)
2. ☐ Commanding Officer's Endorsement (Pg's 9 and 10 of OPNAV 1420/1)
3. ☐ Approved Conditional Release (NAVPERS 1306/7)
4. ☐ Remaining application (Pg's 1 through 8 of OPNAV 1420/1)
5. ☐ Addendums to OPNAV 1420/1 (Example: Awards or trainings that didn't fit on application)
6. ☐ Interview Appraisal Sheets (Minimum of 3)
7. ☐ College Transcripts
8. ☐ Joint Service Transcripts (copies or originals)
9. ☐ College Acceptance Letters with Degree Completion Plans
10. ☐ GRE / GMAT / SAT / ACT / PCAT test scores
11. ☐ Last 5 years of Evaluations (Example: If applying for FY20 board, the Evaluations should cover from January 2014 until October 2019 if possible)
12. ☐ Letters of Recommendation (Minimum of 1/Maximum of 4)
13. ☐ Awards in descending order of precedence
14. ☐ Proof of Citizenship (United States' Birth Certificate or United States' Citizenship Certificate)
15. ☐ Security Clearance (JPASS / MEMO for Security Manager / SF-86 Pg1)

Two Part Folder Example and Layout

This is an example only. We only require a two part folder to hold the application. Additional factors such as color, size, etc… of folder do not matter as long as folder is in good condition and application is in orderly fashion according to the above checklist.

Medical Screening Forms
(Paper Clipped)

Application

Rank, Last Name, First
Name and Middle Name