MSC-IPP 6 Part Folder Order

Part I
☐ Cover Letter **(not required)**
☐ CO's Endorsement (OPNAV 1420/1 - page 9 and 10)
☐ Conditional Release (Email from Enlisted Community Manager w/ the CO endorsed NAVPERS 1306/7)

Part II
☐ Remaining application (OPNAV 1420/1 – pages 1 through 8)
☐ Waivers

Part III
☐ Interview Appraisals (NAVCRUIT 1131/5 – Minimum of 3)
☐ Letters of recommendation (Minimum of 1/Maximum of 4)

Part IV (a) [DIRECT OPTION]
☐ Accredited Degree (see instruction for acceptable accrediting agencies)
☐ Transcripts
☐ JST

Part IV (b) [TRAINING OPTION]
☐ Degree (If applicable)
☐ Transcripts
☐ JST
☐ Test Scores (GRE/GMAT/PCAT/ACT/SAT) – **no older than 5 years from application submission**
☐ Acceptance Letters
☐ Degree Completion Plans

Part V
☐ Evaluations (Last 5 years)
☐ Awards (In descending order of precedence)

Part VI
☐ Security Clearance (Signed memo from Security Manager)
☐ Proof of Citizenship (Birth Certificate or Naturalization Certificate)
☐ Misc/Addendums (Certifications or trainings that did not fit on application)

*** The number of addendums allowed after the package has been submitted will be capped at (5) five.

That due date will be annotated on the annual NAVADMIN. ***

*** Paper clip medical documents (2808 / 2807-2 Medical Screening) together and place between Parts I and II. Do not use staples or punch holes. ***

Six Part Folder Example
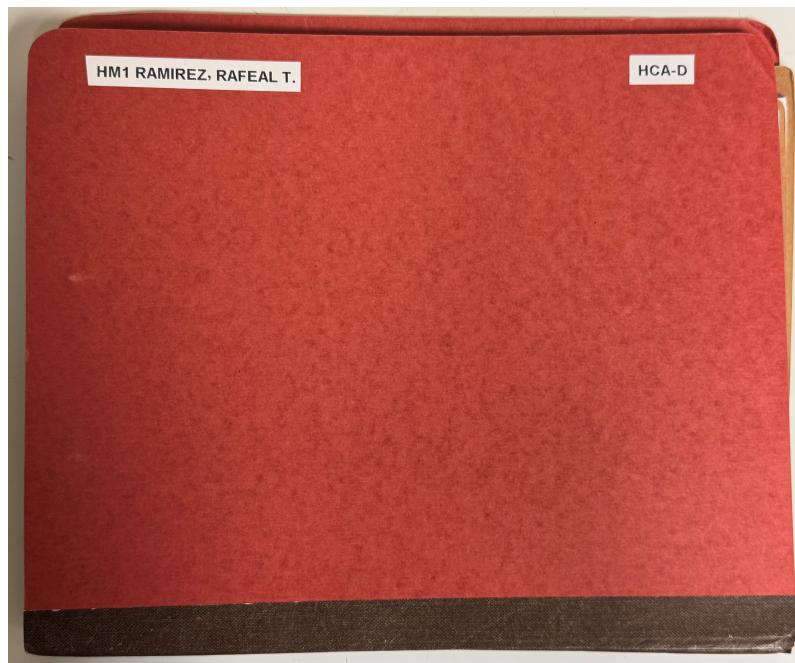
Please label application folders as shown in the above example.

Please use these program acronyms:

HCA-D	MEDLABSCI
HCA-T	OT
PA	PHARM
RHO-D or RHO-T	ENTOMOLOGY
IHO-D or IHO-T	OD
SW	CLIN PSYCHOL