

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

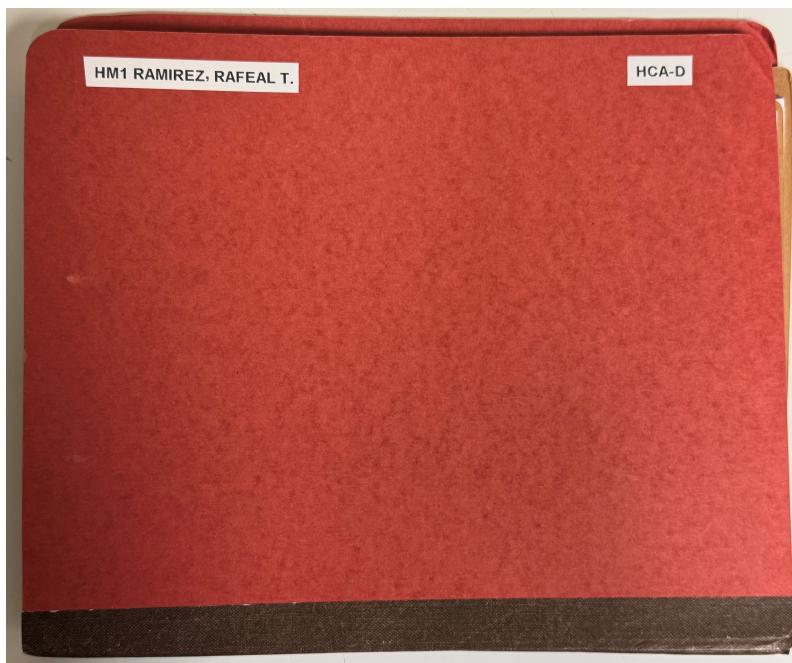
- Security Clearance (Signed memo from Security Manager)
- Proof of Citizenship (Birth Certificate or Naturalization Certificate)
- Misc/Addendums (Certifications or trainings that did not fit on application)

***** 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 / 2807-1 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 (Healthcare Administration Direct)

OT (Occupational Therapy)

HCA-T (Healthcare Administration Training)

PHARM (Pharmacy)

PA (Physician Assistant)

ENTO (ENTOMOLOGY)

RHO-D or RHO-T (Radiation Health Officer Direct or Training)

OD (Optometry)

IHO-D or IHO-T SW (Industrial Hygiene Officer Direct or Training)

CLIN PSYCHOL (Clinical Psychology)

MEDLABSCI (Medical Laboratory Science)