

# 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)

## Part III

- Interview Appraisals (NAVCRUIT 1131/5 (Rev 2-2021) **or** (Rev 2-2022) – 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. \*\*\***

Updated: May 13, 2022

References: OPNAVINST 1420.1B Chapters 1, 2 & 6

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## Six Part Folder Example



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References: OPNAVINST 1420.1B Chapters 1, 2 & 6

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