

APPENDIX E
CHECKLIST FOR MEDICAL SERVICE CORPS IN-SERVICE PROCUREMENT PROGRAM
(MSC IPP) APPLICANTS

1. Commanding Officer's Endorsement/Recommendation. Move page 9 of 14 (Commanding Officer's Endorsement/Recommendation of OPNAV 1420.1B Officer Programs Application) to front of package, (original signature of CO/Acting only, no BY DIRECTION). **DO NOT INCLUDE PAGES 11-14 IN YOUR PACKAGE.**
- 1a. Conditional Release Document: Marine Corps, Nuclear Rates, Other Rates
2. Officer Programs Application. (Complete, legible, correct name, rate, SSN, original signature.)
3. Personal Motivation Statement. Use form provided in OPNAV 1420.1B Officer Programs Application. Provide statement directed toward the field desired or state the specific program section to which you are applying. Include Statement of Age (calculated age in years/months/days at projected date of program completion, under personal statement section) Note: Age statement does not count against 200-250 word motivation statement.
- ("My date of birth is _____. Age computed to 1 October of the fiscal year in which selection board is held is _____ years, _____ months, _____ days. My projected date of graduation is _____ (Month and Year) at which time my age will be _____ years, _____ months, _____ days.")
4. NAVCRUIT 1131/5 (Rev 02-2017) Interviewer's Appraisal Sheets. Package should contain not less than (3) IA sheets. Applicants may not be provided copies of interview sheets until after the CO has signed and forwarded package.
5. Degree Awarded/College Transcripts of all colleges attended. Provide originals or clear copies (unless otherwise stated) for all undergraduate and graduate level coursework. (Copy of degree certificate, college transcripts, JST transcript)

- 6. Test Scores. ACT, SAT, Graduate Record Examination (GRE), Graduate Management Aptitude Test (GMAT), or appropriate scores completed within 5 years of application due date. (If scores are low, applicants should consider taking a review course to improve their score and make themselves more competitive.)
- 7. Letter of Acceptance. For applicants requesting an education opportunity from an accredited university or college.
- 7a. HCA TRAINING. Package should contain a letter of competitiveness from Army/Baylor and/or USU. GRE scores A/B 300 and higher, GRE scores USU 290 and higher and GMAT 525 and higher.
- 8. Academic Degree Completion Plan. (Signed by accredited school official; projected program of study; number of accepted/transferable credits, coursework and projected completion date). Not Required for HCA.
- 9. Evaluations. (Copies of last 5 years observed NAVPERS 1616/26 Evaluation Report and Counseling or NAVPERS 1610/2 Fitness Report and Counseling Record.)
- 10. Letters of Recommendation. (LOR Required, Rank should be 05 & up).
- 11. Awards. NAMS and higher. Provide copies of citations: include Flag Letters
- 12. Proof-of-Birth. Make a copy of birth certificate or Naturalization Document, DD 372 Report of Birth or Certificate of Citizenship. (Original documents cannot be returned)
- 13. Security Clearance. Prepare a Memo stating clearance or include a print out of Joint Personnel Adjudication System (JPAS).
- 14. Medical Examination/History. This is a commissioning physical examination! Report of Medical Examination (DD 2808) and Report of Medical History (DD 2807-1) must be within last 12 months. Must include HIV results, eye exam, dental exam, EKG, Auditory etc. as outlined in this chapter.)

Appendix E to Enclosure (1)