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.")

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/transferrable credits, coursework and projected completion date). Not Required for HCA.

☐ 9. Evaluations. (Copies of last 5 years observed NAVFERS 1616/26 Evaluation Report and Counseling or NAVFERS 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


☐ 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)