

Appendix E

Checklist for IPP Applicants

- ___ 1. Commanding Officer's Endorsement/Recommendation. Move page 2-25/16 (Commanding Officer's Recommendation of Officer Programs Application found in Chapter 2 of this instruction) to front of package, additional endorsement not required (Original signature of CO/Acting only, no BY DIRECTION).
- ___ 2. Officer Programs Application (Complete, legible, correct name, rate, SSN, original signature.)
- ___ 3. Personal Motivation Statement. Use form provided in the Officer Programs Application form OPNAV/1. 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: does not count against 200-250 word motivation statement.**
- ___ 4. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13 provided in Chapter 2, Officer Programs Application). Applicants will not be provided copies of interview sheets until after the CO has signed and forwarded application.
- ___ 5. Degree Awarded/College Transcripts/List of all colleges attended. Provide originals (unless otherwise stated) for all undergraduate and graduate level coursework.
- ___ 6. Test Scores. ACT, SAT, GRE, GMAT, or appropriate scores completed **within 5 years of application due date**. If scores are low, applicants should consider retaking to improve their score and make themselves more competitive.
- ___ 7. Letter of Acceptance. For applicants requesting further education from an accredited university or college.
- ___ 8. Academic Degree Completion Plan. (Signed by accredited school official; projected program of study; number of accepted/transferrable credits, coursework and projected completion date).

___ 9. Evaluations. (Copies of last 5 years observed Evaluation Report & Counseling (NAVPERS 1616/26) or Fitness Report & Counseling Record (NAVPERS 1610/2)).

___ 10. Letters of Recommendation (not required, place here if included).

___ 11. Awards. Provide copies of citations or letters (not required, place here if included).

___ 12. Proof-of-Birth. Certified copy of birth certificate or Report of Birth (Form DD 372) or certificate of citizenship and/or naturalization number. **(It is illegal to copy, Xerox, photograph birth certificates from some states and certificates of citizenship or naturalization documents, unless granted permission.)**

___ 13. Security Clearance. OPNAV 5520/20, Certificate of Personal Security Investigation, Clearance and Access.

___ 14. Medical Examination/History. Report of Medical Examination (SF 88 or DD 2808) and Report of Medical History (SF 93 or DD 2807-1) within last 12 to 18 months to include HIV results, eye exam, etc. as outlined in this chapter.