



APPLICANT FULL NAME: _____ DATE DUE TO RECRUITER: _____

Panel Document Checklist
MUST be completed/assembled by APPLICANT

Applicant Initial or Mark "N/A" (* denotes optional items – all other items are required)

1. _____ Officer Program Application, CGRC-1131
2. _____ Officer Programs Applicant Interview Form, CG-5527, or, Interview Status Sheet if pending interview results
3. _____ Resume – maximum of 2 pages
4. _____ Personal Narrative – maximum of 2 pages, signed by the applicant, 12-point font, Times New Roman
5. _____ Letters of Recommendation* – maximum of 2 pages and maximum of 3 total letters, signed by the author, addressed to "USCG Officer Selection Panel"
6. _____ All Official College Transcripts – must include all institutions and/or earned credits/semester hours, including Joint Service Transcripts, must be stamped "Certified to be True"
7. _____ College Diploma(s) or Official Letter from degree granting institution proving conferment of degree prior to program hire date, must be stamped "Certified to be True"
8. _____ Personal Awards/Recognized Achievements* – 1 per page and 1 page per award, maximum of 5 total (certifications, academic/athletic/leadership/service/etc. awards, public recognition, letters of appreciation, etc.), stamped "Certified to be True"
9. _____ Officer and/or Enlisted Evaluations/FITREPs, for last 3 years prior to panel, current or prior military service only
10. _____ Documentation of degree requirements from current institutional catalog
11. _____ Institution statement indicating tuition costs/determining eligibility for in-state tuition, stamp "Certified to be True"
12. _____ Proof of Enrollment or Acceptance for Enrollment from qualifying school, stamped "Certified to be True"
13. _____ Student Information and Degree Plan Form – signed by school representative and applicant
14. _____ Test Score Documentation – proving meeting minimum test score requirements for ASVAB, SAT, or ACT

Recruiter Pre-Submission Checklist
MUST be completed by RECRUITER

Recruiter Initial

1. _____ "Certified to be True" stamped by recruiter on all documents as required above.
2. _____ Package contents reviewed and verified, all required items included, clearly scanned and legible, pages oriented correctly, no extra/unauthorized items, document submitted in black and white, meets submission standards
3. _____ RIC acknowledges that their signature on page 2 of the CGRC-1131 indicates they have reviewed the electronic package and it is being submitted within the standard CG RC submission guidelines.



Accessions Pre-Panel Checklist
ALL accession documents signed in BLUE INK

Recruiter Initial

1. _____ CSPI Statement of Understanding
2. _____ Certificate of Release or Discharge from Active Duty, DD-214, for prior-service, stamped “Certified to be True”
3. _____ Reserve Points Summary Statement and/or Statement of Credible Service (current or prior reservists only)
4. _____ Approved Conditional Release, DD-368 (required for all applicants with existing military service obligation)
5. _____ Statement of Financial Obligations/Spouses Consent, CG-4891, must submit both pages regardless of marital status
6. _____ Qualification to Possess Firearms or Ammunition, DD-2760
7. _____ E-Verify Case Results
8. _____ Documentary Evidence of Divorce and/or Child Custody Information, if applicable, stamped “Certified to be True”

Accession Document Submission Checklist
MUST be completed by RECRUITER

Recruiter Initial

1. _____ Commissioning Physical with Physical Coversheet sent to HQS-SMB-CGRC-OfficerPackages-Medical@uscg.mil
2. _____ NCIC DD-369 and Credit DHS 11000-9 submitted to CGR-SMB-Accessions@uscg.mil
3. _____ E-QIP initiated or Reciprocity requested
4. _____ Waivers, if authorized by applicable ALCGRECRUITING Kickoff Message, submitted to HQS-SMB-CGRC-OfficerPackages-Medical@uscg.mil or HQS-SMB-CGRC-OfficerWaivers-Non-Medical@uscg.mil
5. _____ Accessions Pre-Panel Checklist is complete, ready to submit with Panel Documents to CGR-SMB-PARTS@uscg.mil using naming convention: CSPI-Scholarship_LastFM_Pan or CSPI-Scholarship_LastFM_Acc

Post-Panel Checklist – Primary and Alternate Selectees ONLY

NOTICE: SUBMIT TO CGR-SMB-PARTS@uscg.mil IMMEDIATELY UPON SELECTION NOTIFICATION FOR PRIMARY OR ALTERNATE SELECTEES. RECRUITER MUST PREPARE DOCUMENTS PRIOR TO PANEL RESULTS RELEASE TO ENSURE TIMELY SUBMISSION. FAILURE TO SUBMIT WILL DISQUALIFY APPLICANT.

Recruiter Initial

1. _____ Birth Certificate, stamped “Certified to be True”
2. _____ Social Security Card, stamped “Certified to be True”
3. _____ Driver’s License, stamped “Certified to be True”
4. _____ Evidence of Change of Name, if applicable, stamped “Certified to be True”
5. _____ Proof of Naturalization, if applicable, stamped “Certified to be True”
6. _____ Evidence of Dependents, if applicable, Marriage/Birth Certificates, SSN Cards, stamped “Certified to be True”
7. _____ Employee’s Withholding Allowance, IRS W-4 Certificate
8. _____ State Employee’s Withholding Allowance Certificate, if applicable
9. _____ State of Legal Residence, DD-2058
10. _____ Designation of Beneficiaries, CG-2020D
11. _____ Dependency Worksheet, CG-2020
12. _____ Pay Delivery Worksheet, CG-2015
13. _____ Verification of Checking Account, direct deposit request form, with voided check or letter from financial institution
14. _____ SGLV Election, SGLV-8286
15. _____ SGLV Family Coverage Election, SGLV-8286A (married applicants declining coverage only)
16. _____ E-QIP – release to SECCEN immediately upon notification of primary or alternate selection
17. _____ Applicant “Green Folder” – complete/accession ready, submitted to Cape May as is standard with enlisted recruits