



**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, 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. \_\_\_\_\_ Student Loan account statements – most up-to-date, for loans covering the last 2 undergraduate school years, stamped as “Certified to be True”
10. \_\_\_\_\_ 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-SLRP Statement of Understanding
2. \_\_\_\_\_ Statement of Financial Obligations/Spouses Consent, CG-4891, must submit both pages regardless of marital status
3. \_\_\_\_\_ Qualification to Possess Firearms or Ammunition, DD-2760
4. \_\_\_\_\_ E-Verify Case Results
5. \_\_\_\_\_ 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](mailto:HQS-SMB-CGRC-OfficerPackages-Medical@uscg.mil)
2. \_\_\_\_\_ NCIC DD-369 and Credit DHS 11000-9 submitted to [CGR-SMB-Accessions@uscg.mil](mailto: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](mailto:HQS-SMB-CGRC-OfficerPackages-Medical@uscg.mil) or [HQS-SMB-CGRC-OfficerWaivers-Non-Medical@uscg.mil](mailto: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](mailto:CGR-SMB-PARTS@uscg.mil) using standard naming convention: CSPI-SLRP\_LastFM\_Pan or CSPI-SLRP\_LastFM\_Acc

**Post-Panel Checklist – Primary and Alternate Selectees ONLY**

**NOTICE: SUBMIT TO [CGR-SMB-PARTS@uscg.mil](mailto: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