
CHAPTER 7**FORMS AND DOCUMENTS****SECTION 1****INTRODUCTION**

070101. CONTENTS OF CHAPTER. This chapter provides information on the various forms, documents and checklists required to complete and process an applicant's package for enlistment/commissioning.

a. Forms. All forms are good for 90 days from date of applicant's signature unless otherwise indicated. Forms and documents necessary for the processing of Navy applicants for Active and Reserve commissioning that do not appear in this manual can be located on the NAVCRUITCOM publication website <http://www.cnrc.navy.mil/Publications/directives.htm>.

b. Documents, forms, and checklists. When documents, forms, and checklists are handwritten, they must be legible. When they are typed, they must be as close to letter perfect as they can be, due to the contractual nature of the package. Reproduced documents must be legible.

c. Handwritten Initials. Unless otherwise indicated, all applicants' initials are to be handwritten, not printed.

d. Full Signature. Unless otherwise indicated, the applicant's signature will be in full (first name, middle name, last name) format.

e. Witness Signatures. All certification or witness signatures must be completed at the same time and place as the applicant's signature.

070102. FORM CHANGES, ADOPTION AND CANCELLATION PROCESS. All changes, adoptions and cancellations to forms, checklists, and page 13s must be authorized by the NAVCRUITCOM Forms Control Officer, (002SD). Personnel are **PROHIBITED** from altering or promulgating any form without prior approval from NAVCRUITCOM (002SD). All NAVCRUITCOM forms, checklists and page 13s are available for download at <http://www.cnrc.navy.mil/publications/forms.htm>.

070103. FILLABLE FORM SAVE RESTRICTION. Many of the forms use Adobe Reader. They can be filled in and printed, but cannot be saved with changes unless using the full version of Acrobat Adobe Writer or SCAN to PC Desktop Professional.

070104. APPLICATION PROCESSING AND SUMMARY RECORD (NAVCRUIT 1131/238). This form must be completed prior to submission for all applications.

070105. MAXIMUM AGE STATEMENT OF UNDERSTANDING. All officers who will be beyond their 42nd birthday on the day of their commissioning are required to acknowledge the potential limitations on their careers as a result of their inability to complete 20 years of service prior to age 62 by signing the Maximum Age Statement of Understanding contained within the respective Service Agreement.

070106. GPA CALCULATION WORKSHEET. Worksheet is located at [http://www.cnrc.navy.mil/Publications/checklists/gpa conversion](http://www.cnrc.navy.mil/Publications/checklists/gpa%20conversion). GPAs scale shall be normalized to a 4.0 scale. Colleges and classes with a pass/fail system/grade will not be added to the GPA.

a. Refer to individual program checklists to determine which programs require the submission of GPA Calculation Worksheets as not all officer programs require this item to be submitted with the application.

070107. CONTINGENT RESIGNATION LETTER. Applicants holding a commission who desire to resign the commission contingent on acceptance to a program should refer to MILPERSMAN Articles 1920-170 and 1920-190 for proper format.

070108. REQUESTING COPIES OF MILITARY PERSONNEL RECORDS Military personnel records of former military personnel may be requested by the applicant online from the National Personnel Records System at: <http://www.archives.gov/veterans/evetrecs/>.

SECTION 2**FORMS**

070201. EVIDENCE OF CITIZENSHIP (NAVCRUIT 1100/25). The NAVCRUIT 1100/25 will be completed by all officer applicants who are naturalized citizens. Certificates of Naturalization shall not be photocopied.

070202. HOLD HARMLESS AGREEMENT AND RELEASE FROM LIABILITY CERTIFICATE (NAVCRUIT 1100/27). All collegiate and OCS applicants shall read and sign the NAVCRUIT 1100/27 prior to participating in any physical fitness activities, including testing.

070203. APPLICATION PROCESSING AND SUMMARY RECORD (NAVCRUIT 1131/238)

a. Will be completed by all applicants prior to submitting an application package.

b. Dependent upon the applicant's answers to individual questions, additional documentation may be required.

070204. ACADEMIC DEGREE COMPLETION PLAN (NAVCRUIT 1131/4)

a. The NAVCRUIT 1131/4 shall be completed if required per the appropriate application check list.

b. All degree plans shall include the course number, title and number of hours listed by specific term. Generic lists of courses needed for graduation are not acceptable. The degree plan shall indicate the applicant's major and expected graduation date. The form must be signed by the applicant's academic advisor or other appropriate school official. It is acceptable to list elective courses without showing specific course number/title.

c. On-line academic degree plans are acceptable, provided they include the specific information listed in items 1 through 3 of the NAVCRUIT 1131/4.

070205. ADMINISTRATIVE REMARKS (NAVPERS 1070/613). To be used to document special circumstances not covered by other forms or directives. If necessary, the NAVCRUITDIST shall complete additional NAVPERS 1070/613 entries per MILPERSMAN Article 1070-320.

070206. APPLICATION FOR RECALL TO EXTENDED ACTIVE DUTY (NAVPERS 1331/5). Applicants for recall to active duty in the Medical Corps, Dental Corps, Nurse Corps, and Medical Service Corps shall complete the NAVPERS 1331/5.

070207. DEPARTMENT OF THE NAVY FAMILY CARE PLAN CERTIFICATE (NAVPERS 1740/6)/FAMILY CARE PLAN ARRANGEMENTS (NAVPERS 1740/7). Any applicant that is a single parent with physical custody of dependent children or any applicant with a military spouse and dependents shall complete the NAVPERS 1740/6 and NAVPERS 1740/7 for review by the NAVCRUITDIST CO/XO. The NAVCRUITDIST CO/XO shall evaluate the NAVPERS 1740/7 and, based on his/her evaluation, endorse a Family Care Plan Certificate (NAVPERS 1740/6). Such applicants shall be advised by the R-OPS that all individuals accepted for Naval service are expected to maintain a high degree of commitment to his/her professional responsibilities, and that no exemptions from policies or preferential treatment, to include duty assignments, are extended on the basis of dependency status.

070208. ENLISTMENT/REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES (DD FORM 4)

a. **Use of Form.** DD Form 4 (OCT 2007) documents enlistment and reenlistment in the Armed Forces. Upon execution, the DD Form 4 is an official legal agreement between the U.S. Government and the enlisted member. The language used in the DD Form 4 specifies in clear English the terms of the enlistment, to avoid future recruit and/or parent misunderstandings.

b. **Preparation.** Although the processor completes the DD Form 4, the service representative who accepts an applicant for enlistment must verify typed entries for corrections before signing the completed form and explain all applicable parts of the document to the applicant; therefore, instructions for completion are provided to ensure quality control.

(1) The processor prepares the DD Form 4, when used for initial enlistment, by typewriter or automatic writing machine equipment. Natural capitalization (i.e., the first letter of most proper nouns) and spacing must be used for all entries requiring the individual's name. Punctuation is not used in individual's name.

Example: Jones James La Verne; de la Croix Roger William.

Other entries must be typed exactly as shown on the example. All signatures must use reproducible black or blue-black ink.

(2) The DD Form 4 is the basic document establishing a legal relationship between the United States Government and the enlisted member; therefore, use special care to complete all items correctly without typewriter strikeover. Erasures or corrections in *Items 5* (date of enlistment) and *8* (service, period of enlistment, and paygrade) and sections E, G, and H are not authorized and require the form to be regenerated. The applicant and sponsoring service representative must initial any changes or corrections in other items.

(3) Errors discovered after the member's enlistment must be corrected under MILPERSMAN Article 1070-210 by the appropriate Navy Administrative Command/Personnel Support Activity with delegated authority to correct and report errors on new enlistment documents directly to the Chief of Naval Personnel.

(4) Before signing the completed form, the processor will verify typed entries for corrections and explain all applicable parts of the document to the applicant.

(5) In administering the oath, the words "So Help Me God," may be omitted by any person who elects to "affirm" rather than "swear".

c. Instructions for completing the DD Form 4:

(1) **Section A. Enlistee/Reenlistee Identification Data**

(a) **Items 1 thru 7.** Completed by the processor. Verification for accuracy will be conducted by the OR/OPL.

1. **Item 1.** Enter applicant's complete last name (including compound name if applicable), full first name, full middle name(s), and any suffix such as Jr., Sr., III. If the applicant was given initial(s) rather than a first and/or middle name, enter such initial(s). Do not use punctuation of any sort, including periods or commas. In addition, an apostrophe or hyphen contained within a name is not to be shown, and spaces are not to be inserted between sections of names nor used as substitutes for apostrophes or hyphens.

Examples:

John Q McAfee is shown as:
 MCAFFEE JOHN Q
 James Henry O'Brien Jr is shown as:
 OBRIEN JAMES HENRY JR
 M Harold Smith-Connally is shown as:
 SMITHCONNALLY M HAROLD

2. **Item 2.** Enter applicant's Full SSN

3. **Item 3.** Enter street, city, county, state, country, and Zip code the applicant claims as his/her permanent home of record.

Note: A post office box is not acceptable.

4. **Item 4.** Enter the military installation/city and state of enlisting/reenlistment activity's location.

Example: NAVY RECRUITING DISTRICT FRESNO, CA

5. **Item 5.** Enter date of enlistment/reenlistment in YYYYMMDD format.

6. **Item 6.** Enter date of birth in YYYYMMDD format.

7. **Item 7.** In the spaces provided, enter total active and inactive service completed before date of enlistment/reenlistment. If no prior service, enter "00" in each block. If member has prior service, enter as six numerals in each line:

Example: 03 09 11

(2) **Section B. Agreements**

1. **Item 8.** In the space following "list branch of service" enter "NAVY". In the space following "this date for", enter number of years applicant is enlisting for, using an Arabic numeral. If applicable fill out weeks. In the space following "in pay grade" enter permanent pay grade.

Example: "E3".

In the space following "list name of Annex(es) and describe" enter the name, form number, and date of the applicable service agreement.

Example: NURSE CORPS ACTIVE DUTY, 2900 SERVICE AGREEMENT
NAVCRUIT 1131/133 (Rev 10-08)

In the space following REMARKS: (if none so state) enter NONE

(3) Section C. Partial Statement of Existing United States Laws

(4) **Section D. Certification and Acceptance**

(a) **Item 13a.** Self-explanatory.

1. **Item 13b. Signature of Enlistee/Reenlistee.**
Applicant must sign full name in first, middle, and last name sequence.

Example: George Eldon Copperperson

2. Item 13c. Date Signed (yyyymmdd)

Example: 19970605

Note: Items 14 thru 17. Will be verified for accuracy by either the OR or R-OPS and signed in the appropriate blocks.

(4) **Section E. Confirmation of Enlistment or Reenlistment**

(a) **Item 19.** Enlistment/Reenlistment Officer Certification

(b) **Item 19 a thru g.** Will be verified for accuracy by either the OR or R-OPS and signed in the appropriate blocks.

(5) **Sections F, G, and H ARE NOT REQUIRED FOR OFFICER ENLISTMENTS.**

070209. CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 214) and REPORT OF SEPARATION AND RECORD OF SERVICE (NGB-22)

a. The DD Form 214 is required whenever an applicant has indicated prior active or inactive duty in another service. The NGB-22 is required whenever an applicant has indicated prior service in the National Guard (including State National Guard).

b. As applicable, Copy 2 or Copy 4 of the DD-214 or a copy of the NGB-22 shall be forwarded to NAVCRUITCOM in the application package (USPHS may not have a DD 214, so a Discharge Certificate or Annual Point Summary must be provided).

070210. REQUEST FOR CONDITIONAL RELEASE (DD FORM 368)

a. The DD Form 368 is required prior to enlisting/commissioning any applicant currently under contract with the Reserve component of any branch of the Armed Forces (including the Navy Reserve, National Guard, or Air National Guard). Navy Reservists may be authorized release from the Navy Reserve for recall or enlistment in another component or service, active or inactive, per DoD Directive 1205.5 and as specified in this chapter. Transfers from the SELRES to the IRR or Standby Reserve of another service are not permitted. NAVPERSCOM (PERS-913) is the approval authority for all enlisted DD Form 368 requests. NAVPERSCOM (PERS-911) is the approval authority for all officer requests. Unit and NAVOPSPTCEN COs do not have approval authority to release members to another branch of service.

b. Application requirements. The following are prerequisites for release to be commissioned, recalled, or enlisted in another component or service, active or inactive:

(1) The DD Form 368 shall be used when enlisted personnel are entering the U.S. Navy active component (AC) via NAVCRUITCOM.

(2) Personnel are not authorized release for enrollment in the DEP of an active component.

c. Special procedures for enlisted personnel. Personnel serving under the following programs or policies have specific conditions for release that must be met prior to approval.

(1) Members currently affected by a Navy-wide stop-loss policy or identified for mobilization/Presidential Selected Reserve Call-Up (PSRC).

(2) Navy Reserve Accession Course (NRAC) personnel who have not completed their IADT requirements.

(3) Members serving in a rating that is listed as CREO category "1".

(4) Members possessing a critical NEC.

(5) Members assigned to a priority placement unit designated by Commander Fleet Forces/Commander Navy Reserve Forces Command.

(6) Members in receipt of a bonus for their current enlistment.

(7) Members serving in a temporary rating.

(8) Individuals enrolled in the NCS program.

(9) Members in the NAT program with fewer than 24 months of service as a mandatory drilling Reservist.

(10) All members of the IRR who wish to enlist USN (AC) must have a DD Form 368 approved by NAVPERSCOM (PERS-913). Personnel who were transferred to the IRR as "UNSAT drillers - not recommended for reaffiliation" or "not recommended for reenlistment" will receive a note in the remarks section of the DD Form 368 reading "not recommended for reaffiliation" or "not recommended for reenlistment," as appropriate, if approved for transfer.

d. Processing Procedures.

(1) Ensure the document is accurately completed and all information and dates are correct.

(a) For members assigned to a NAVOPSPTCEN, forward the DD Form 368 to the NAVOPSPTCEN. The NAVOPSPTCEN will forward the DD Form 368 and all required endorsements to NAVPERSCOM (PERS-913).

(b) For members of the IRR, forward the DD 368 for disposition to:

Commander
Navy Personnel Command
Attn: PERS-913
5720 Integrity Drive
Millington, TN 38055-4911

(2) For an approved DD Form 368: The NAVCRUITDIST will complete Section III and attach enlistment documentation and forward to the losing activity (i.e., NAVOPSPTCEN for members currently drilling or NAVPERSCOM (PERS 912) for members of the IRR) for proper discharge procedures. For IRR personnel, mail the DD 368 to:

Commander
Navy Personnel Command
Attn: PERS-912
5720 Integrity Drive
Millington, TN 38055-4911

(3) For a disapproved DD Form 368: File with the applicants residual file and maintain for the appropriate time frame.

e. Responsibility. The NAVOPSPTCEN shall track approved DD Form 368s for their members to ensure enlistment/appointment paperwork is received so that discharge entries may be entered into NSIPS.

f. Other Service Reserve Component, National Guard or Air National Guard

(1) Member is participating with a Reserve Unit. The DD Form 368 will be prepared, indicating the applicant's intention of enlisting, and forwarded to the appropriate approving authority. Enlistment or reenlistment will not be effected until approval of the release has been received in writing by the enlisting activity. Approving authority is the unit commanding officer or as delegated by the unit commanding officer.

(2) Member is not participating with a Reserve Unit

(a) United States Army Reserve. Approved release required. Upon enlistment, forward the original DD Form 368 and a copy of the DD Form 4 to the address below so discharge may be processed and the service/health records can be forwarded to the

duty station identified on the DD Form 368. A copy of the DD Form 368 will be filed in the residual.

Commander, ARPERCEN
Attn: ARPC-SFS-T
9700 Page Boulevard
St Louis, MO 63132-5200

(b) United States Air Force Reserve. Approved release required. Upon enlistment, forward the original DD Form 368 and a copy of the DD Form 4 to the address below so that discharge may be processed and the service/health records can be forwarded to the duty station identified on the DD Form 368. A copy of the DD Form 368 will be retained in the residual file.

Headquarters ARPC/DPS
6760 East Irvington Place
Denver, CO 80280-4000
ATTN: Separation Branch
FAX: (478)327-2215
DSN: 497-2215

(c) United States Marine Corps Reserve (USMCR), United States Army National Guard (USARNG), United States Air National Guard (USANG), United States Coast Guard Reserve (USCGR). Approved request required. Enlistment or reenlistment **WILL NOT** be executed until approved DD Form 368 is received by the enlisting activity. The DD Form 368 will be prepared, indicating the applicant's intention of enlisting, and forwarded to the activity listed below. A copy of the DD Form 368 will be retained in the residual file.

1. Marine Corps Reserve

USMCR
Commanding General
Marine Corps Reserve Support Command
15303 Andrews Road
Kansas City, MO 64147-1207

2. Army National Guard and Air National Guard. Mail to the Adjutant General of the state in which the National Guard unit is located.

3. Coast Guard Reserve. There are several Integrated Support Commands (ISCs) throughout the United States that maintain Service Records for Coast Guard IRR members. The

DD Form 368 must be sent to the specific ISC that maintains the member's service record. The address of the ISC that the DD Form 368 is forwarded to can be obtained from:

- a. The IRR member.
- b. The local Coast Guard recruiter.
- c. The Maintenance and Logistic Command (MLC) at (757) 628-4507.

4. Upon return of the DD Form 368, verify clearance recommendation for enlistment. If clearance is not granted, inform the applicant and stop processing. Upon enlistment, the recruiter will sign and date as the Certifying Official.

070211. POLICE RECORD CHECKS (PRCs) (DD FORM 369)

a. DD Form 369s are required on all applicants who self-admit to criminal or juvenile offenses, or have a current offense. A written statement with detailed information on the offense and lessons learned is required for each separate offense.

b. The application may be forwarded prior to completion of the DD Form 369. However, PRCs must be completed prior to enlistment/appointment. If, during the investigation, a PRC reveals any police or juvenile involvement not listed by the applicant, a statement from the applicant regarding the offense, and the reason for its omission, shall be included in the application.

c. PRCs shall not be forwarded to law enforcement agencies of foreign countries. If the applicant has indicated that a foreign record exists for any offense other than minor traffic violations, a request for a foreign police check shall be made to the Director of Naval Intelligence (DNI) for action. Where there is clear indication that rejection will ultimately occur, based on locally available information, rejection shall be effected without requesting a foreign police check from DNI. The results of foreign police checks shall be forwarded directly to NAVCRUITCOM by DNI.

d. All recruiting activities that originate out-of-town PRCs are authorized to utilize law enforcement telecopy/teletype facilities where access is feasible and permitted in

place of the DD Form 369. Hard copies of the request and response are acceptable verification for completion of the record check.

070212. REFERENCES - REQUEST FOR REFERENCE (DD FORM 370)

a. A minimum of three references are required.

b. The DD Form 370 form shall be used to document employment character, as well as peer, professional and military reference information.

c. The purpose of gathering personal data regarding an applicant is to provide information about the applicant's leadership potential, character, and integrity from sources other than the applicant. Any unauthorized disclosure of information provided in response to requests for personal data not only betrays the trust that an individual has placed in the Navy, but jeopardizes the reliability of future responses. No applicant shall be told the nature of any reply to an inquiry, nor shall he be told he has been disapproved for reasons of an unfavorable investigative report.

d. Employer references. Each employer listed on the NAVCRUIT 1131/238 and the Questionnaire for National Security Positions (SF-86), including part-time employers, for three years immediately preceding the date of application shall be queried using the DD Form 370. The following guidance applies:

(1) If requested by the applicant, a DD Form 370 shall not be forwarded to the applicant's current employer (e.g., the applicant feels it might jeopardize their job).

Note: If the current employer is not queried, it shall be annotated in the officer processor's summary of the Application Processing and Summary Record (checklist rev 10/07).

(2) The OP/OPL shall complete the front of the DD Form 370 and mail it to the appropriate employer.

e. Military References. The CO of all applicants who are currently serving on active or inactive duty in all branches of the Armed Forces shall be requested to provide a reference utilizing DD Form 370.

f. Peer References. A peer reference is from an associate who shares the same occupation.

(1) Three peer references are required (on DD Form 370) for officer applicants applying for the Chaplain program.

(2) In addition to the two required peer references in the Personal and Professional Information Sheet (PPIS), an additional reference is required for medical programs. PPIS peer references are used to assess the applicant's clinical skills. See NMSCINST 6010.1.

g. Character References. Character reference(s) will only be required when employer references are not available and will be completed on the DD Form 370. One character reference will be required for each employer reference that is not available.

h. Congressional/Political References. Applicants inquiring about such endorsements or reference shall be advised that they are not necessary and will be favorably considered by the selection board only when the individual providing the reference has had personal knowledge of the applicant prior to the time of application.

070213. STATE OF LEGAL RESIDENCE (DD FORM 2058). The DD Form 2058 will be completed by the member and is used to determine the correct State of Legal Residence for purposes of withholding State income taxes from military pay.

070214. REPORT OF MEDICAL EXAMINATION (DD FORM 2808), AND REPORT OF MEDICAL HISTORY (DD FORM 2807-1). These forms are completed by the applicant and the MEPS examining physician normally at the time of physical examination. Prepare and distribute them for Navy applicants per the U.S. Navy Manual of the Medical Department (MANMED), Chapter 16 and this manual.

070215. MEDICAL PRESCREEN OF MEDICAL HISTORY REPORT (DD FORM 2807-2). This form is to be completed by each individual who requires a medical examination at MEPS. The form should be completed by the applicant with the assistance of the recruiter or processor, as needed.

070216. RECORD OF MILITARY PROCESSING - ARMED FORCES OF THE UNITED STATES (DD FORM 1966). This form will be used to enlist permanent resident aliens that are HCP applicants. Refer to COMNAVCRUITCOMINST 1130.8, Volume 3, Section 2, for detailed information on completing the DD Form 1966.

070217. SECURITY INVESTIGATION. The use of NASIS is required. Refer to Chapter 4, Section 9, Page 1, and Article 040901 for step-by-step directions.

070218. FINGERPRINTS (FD FORM 258)

a. Live Scan Fingerprints are completed for all applicants processed at MEPS. USMEPCOM personnel are responsible for ensuring fingerprint information for each applicant is submitted to OPM.

b. Applicants who are not processed through MEPS, or whose fingerprints are not submitted via Live Scan, shall be manually fingerprinted using the FD-258 fingerprint chart. The completed fingerprint chart will be attached to a copy of the NASIS signed release forms, and mailed to OPM at:

e-QIP Rapid Response Team
OPM - FIPC
1137 Branchton Road
Boyers, PA 16020

Note: For further guidance on fingerprint procedures refer to the COMNAVCRUITCOMINST 5510.62.

070219. QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS (SF-86)
Refer to COMNAVCRUITCOM Instruction 5510.62 for instructions concerning the use and processing of the SF-86.

a. All candidates for commissioning require, at minimum, a Personnel Security Investigation (PSI) requesting National Agency Check/Local Checks (NACLC). An SSBI is required for all active duty SWO-N, SUB-N, Intel, and Crypto applicants. ENTNAC, NAC, and NACI are not acceptable. If the applicant has had an ANACI, NACLC, SSBI, or SBPR investigation completed within ten

years of their anticipated commissioning date, with no break in service greater than 24 months, submission of a new NACLIC is not required. If the applicant has a previous investigation completed more than ten years before their anticipated commissioning date, or has a break in service greater than 24 months, submission of a PSI requesting NACLIC (or SSBI if applicable) is required. An SBPR (SSBI Periodic Reinvestigation) is the only acceptable substitute for an SSBI.

b. OPM requires all accession PSI requests to be sent electronically. Navy Recruiting Command requires the use of the Navy Accession Security Information System (NASIS) to electronically submit all investigations.

c. Mailing a hardcopy of the SF-86 PSI request is not authorized.

d. The electronic PSI request is comprised of:

(1) Fingerprints (Livescan or mailed FD Form 258)

(2) Electronic SF-86 via NASIS with signed release forms.

e. (SF-86) The Officer Recruiter and Officer Processor are responsible for ensuring:

(1) The completeness and accuracy of the User's section of the SF-86, including all historical information (Residence, Education, and Employment) dated back seven years (10 years for SSBI). All other information must go back to birth. Omissions may result in rejection of the PSI request.

(2) A signed paper copy is required to be included in the residual record.

f. Action. Refer to the Navy Accession Security Information System (NASIS) Users Manual and/or COMNAVCRUITCOMINST 5510.62 for detailed procedures on completing and transmitting SF-86 information via NASIS.

SECTION 3**NUCLEAR FORMS**

070301. INTRODUCTION. Refer to the appropriate program checklist for all required program forms. The following forms are highlighted due to their importance.

070302. NUCLEAR PROPULSION OFFICER CANDIDATE LETTER OF INTENT TO ENLIST. All nuclear officer programs participants shall indicate their intent to enlist by submitting a signed NUPOC Letter of Intent to Enlist (Exhibit 070301) if selected by the Deputy Assistant Secretary of Naval Reactors. The original letter shall be included in the application.

070303. NUCLEAR PROPULSION PROGRAM PRE-SERVICE DRUG ABUSE STATEMENT (NAVCRUIT 1131/8). All nuclear officer program applicants, regardless of admitting to drug use or not, shall complete a NAVCRUIT 1131/8 as part of their application.

**EXHIBIT 070301. LETTER OF INTENT TO ENLIST FOR NUPOC, NAVAL
REACTORS ENGINEERS, AND NUCLEAR POWER
INSTRUCTOR APPLICANTS**

From: _____
(Applicant Name and last four of SSN)
To: Commander, Navy Recruiting Command (N313)
Subj: LETTER OF INTENT TO ENLIST
Ref: (a) Program Authorization 100A (NUPOC)
(b) Program Authorization 100B (Naval Reactors Engineer,
or Nuclear Power School Instructor)

1. I hereby apply for either the Nuclear Propulsion Officer Candidate (NUPOC), Naval Reactors Engineer, or Nuclear Power Instructor programs.
2. If selected by the Director, Navy Nuclear Propulsion Program for one of the above programs, I agree to enlist and be placed in an active/inactive status as an OC1 (E6) in the United States Navy Reserve in accordance with reference (a) or (b) as appropriate. Such enlistment will be executed following interview and prior to departing Washington, DC.
3. I further understand that I will serve in accordance with the requirements set forth in references (a) and (b).

Signature of Applicant

SECTION 4**CHAPLAIN FORMS**

070401. INTRODUCTION. Refer to the appropriate program checklist for all required program forms. The following form is highlighted due to its importance.

070402. DOCUMENTATION OF REQUEST FOR ECCLESIASTICAL ENDORSEMENT APPROVAL (DD FORM 2088)/DOCUMENTATION OF REQUEST FOR ECCLESIASTICAL ENDORSEMENT (NAVCRUIT 1131/10)

a. The DD form 2088 verifies that the applicant is a fully qualified clergy from a recognized religious organization; actively employed in a denominationally approved vocation; and recommended as being spiritually, morally, intellectually and emotionally qualified to represent the applicant's religious body in the Chaplaincy of the Armed Forces. An ecclesiastical approval attests that a seminary student is considered a potential candidate for ordination. The decision is up to the prerogative of the individual church or religious body to establish its own requirements. Each denomination has specific application procedures for endorsement consistent with the policy of that particular church body.

b. The Issuing of an Endorsement. In connection with an application for appointment in the Chaplain Corps/Theological Student Program, a copy of the DD form 2088 or NAVCRUIT 1131/10 shall accompany all applications forwarded by the NAVCRUITDIST. In many cases, the application for the Navy Chaplain Corps Program and the request for Ecclesiastical endorsement do not occur simultaneously. NAVCRUITDISTs shall forward applications if the applicant provides a completed (NAVCRUIT 1131/10) indicating the date of request for ecclesiastical endorsement and the name of the endorsing agent/office contacted. An application will not be considered by the selection board until the Ecclesiastical Endorsement is received in the Office of the Chief of Chaplains. Forwarding an application without ecclesiastical approval can extend the time before an applicant is notified of the final selection decision.

c. Requesting Endorsement or Approval. The point of contact in the endorsement system between individual religious bodies and the Department of Defense is the ecclesiastical endorsing agency. The endorsing agent is a descriptive term used by all three services to identify the committee,

commission, board, or diocesan office authorized by each organization and formally recognized by the Department of Defense to issue endorsements or approvals. For information regarding ecclesiastical endorsements, contact the Chaplain Programs Manager, NAVCRUITCOM (N312).

SECTION 5**MEDICAL CREDENTIALING**

070501. INTRODUCTION. Refer to the appropriate program checklist for all required program forms.

070502. NAVY MEDICINE SUPPORT COMMAND (NMSC) JACKSONVILLE CREDENTIALING PACKAGE

a. The Centralized Credentials and Privileging Directorate (CCPD) of NMSC Jacksonville reviews and verifies credentials for all Direct Accession, Direct Commission Officers (to include NAVETS), Intra-service Transfers, Career Transition Officers, and Medical Program Recall officer applicants. Medical Corps (MC), Medical Service Corps (MSC), Dental Corps (DC) and Nurse Corps (NC) applicants must have approved credentials prior to forwarding application to the Professional Review Board.

b. The following forms are found on the recruiting quarterdeck and must be completed for all medical providers indicated in paragraph c. The OP will upload the completed forms into OTools and forward via a "next action" to CCPD.

(1) Verification of Health Care Provider's Credentialing Checklist

(2) Personal and Professional Information Sheet (PPIS), also known as the CCPD Application Package

c. The health care providers listed below provide direct patient care and must have credentials/professional qualifications verified by CCPD prior to professional review:

(1) All Medical Corps officers (2100/2105)

(2) All Dental Corps officers (2200/2205)

(3) All Nurse Corps officers (2905)

(4) The following Nurse Corps Officers (2900)

(a) Nurse Anesthetist

(b) Nurse Midwife

(c) Family Nurse Practitioner

(d) Women's Nurse Practitioner (OB/GYN)

(e) Pediatric Nurse Practitioner

(f) Adult Psychiatric Mental Health Nurse
Practitioner

(g) Adult Nurse Practitioner (Note: Credentialing guidance is forthcoming. Please contact CCPD for clarification, or reference BUMEDINST 6320.66 (series).

(5) The following Medical Service Corps Officers
(2300/2305)

(a) Audiologist

(b) Clinical Dietician

(c) Occupational Therapist

(d) Optometrist

(e) Clinical Pharmacist

(f) Physical Therapist

(g) Physicians Assistant

(h) Podiatrist

(i) Clinical Psychologist

(j) Clinical Social Worker