United States Coast Guard Officer Program Check Sheet
Direct Commission Physician Assistant (DCPA)
Coast Guard Member

Applicant Name: _____

Panel Documents

Right Side Documents (Initial)

1. ___ Officer Program Application, CGRC-1131
2. ___ Officer Programs Applicant Interview Form, CG-5527
3. ___ Resume
4. ___ CG Memorandum
5. ___ CO's Endorsement
6. ___ Letters of Recommendation
7. ___ Official College Transcripts
8. ___ Official Letter from Degree Granting Institution
9. ___ Personal Awards
10. ___ Employee Review Summary
11. ___ NCCPA Certification
12. ___ State license (if applicable)
13. ___ Proof of patient care experience (if applicable)

Accession Documents

Left Side Documents (Initial)

14. ___ Statement of Understanding (SOU)
15. ___ Certificate of Release or Discharge from Active Duty, DD-214 (if applicable)
16. ___ Points Summary Statement
17. ___ Request for Conditional Release, DD-368 (if applicable)
18. ___ Statement of Financial Obligation/Spouses Consent, CG-4891
19. ___ Qualification to Possess Firearms or Ammunition, DD Form 2760
20. ___ Proof of Active Secret Clearance

Recruiter Email Submissions (Initial and Date)

21. Officer Physical Coversheet with Commissioning Physical _____

United States Coast Guard Officer Program Check Sheet
Direct Commission Physician Assistant (DCPA)
Coast Guard Member Instructions

This check sheet should be used by applicants who are currently members of the Coast Guard or Coast Guard Reserves (not IRR members) and are applying for the Direct Commission Physician Assistant (DCPA) program. Coast Guard IRR members should use the check sheet for civilians. Include a copy of page 1 of this check sheet directly after the application form (CGRC-1131) in the package on the right side of the folder. Page 2 will be the first document on the left side of the folder. ***Do not include a copy of the check sheet instructions (pages 3-4).*** All signatures must be in blue ink. Check www.gocoastguard.com for the latest version of this form.

Panel Documents

Right Side Documents

All documents in this section shall be placed on the right side of the application folder in the order listed. All documents shall be submitted on standard white 8 ½" X 11" copy paper. Each item shall be initialed **by the applicant** on the check sheet when completed or submitted. ***Please reference the Officer Application Job Aid Kit (O-JAK) for additional information/guidance/best practices.***

Item 1 – Applicant must submitted a completed CGRC-1131. This form shall be signed by the applicant, recruiters, and RICs.

Item 2 – **Applicants are prohibited from viewing the CG-5527**. Recruiters shall ensure the CG-5527 form is placed in the applicant's package; ensure an active duty O-4 or above serves as the senior member of the interview board, and that all panel members are of equal or higher ranks than the rank the applicant is eligible for. Interviews are valid for two (2) years of panel convene date.

Item 3 – Include a detailed resume that does not exceed two (2) one-sided pages.

Item 4 – Include a CG memorandum to CGRC via the applicant's current command narrating degree type, years of experience, years of service, goals, and objectives. This memorandum must not exceed two (2) one-sided pages.

Item 5 – Include a CO endorsement. Refer to Chapter 7.B.2. of the Coast Guard Recruiting Manual (COMDINST M1100.2 (series)).

Item 6 – Include no more than two (2) signed letters of recommendation from non-family members, one (1) of which should be from a source outside the Coast Guard. If only one (1) letter is included, it will be assumed that only one (1) letter was intended to be submitted. If more than two (2) letters are included, any letter(s) included after the first two (2) letters will be removed.

Item 7 – Include official college transcripts from ALL colleges attended. Official transcripts MUST be mailed directly from the registrar to the recruiting office. Official electronic transcripts or eTranscripts are also acceptable. All transcripts should be original documents.

Item 8 – This item applies to applicants' who have degrees that have not been conferred by their school and noted on their transcripts or applicants who have not graduated. Include an official letter from the applicant's degree granting institution indicating the applicant's degree, major, GPA, and date the degree will be conferred.

Item 9 – Include a copy of no more than five (5) personal awards. **All awards must be certified true by a recruiter.** If less than five (5) awards are included, it will be assumed that less than five (5) awards were intended to be submitted. If more than five (5) awards are included, any award(s) included after the first five (5) awards will be removed.

Item 10 – Include a copy of the applicant's Employee Review Summary from Direct Access.

Item 11 – Include a copy of the applicant's National Commission on Certification of Physician Assistant (NCCPA) certification. This must be certified true by a recruiter.

Item 12 – Include proof of the applicant's state license. If the applicant does not have a state license, the applicant must be able to receive a state license within 6 months of commissioning, if selected.

Item 13 – Include proof of any patient care experience in adult/family medicine, ER/urgent care. This is not a requirement.

Accession Documents

Left Side Documents

All documents in this section shall be placed on the left side of the application folder in the order listed. Page 2 will be the first document on the left side of the folder. All documents shall be submitted on standard white 8 ½" X 11" copy paper. Each item should be initialed **by the applicant** on the application when completed or submitted.

Item 14 – Include the applicable DCO Reserve Statement of Understanding (SOU), signed by the applicant and recruiter.

Item 15 – Include a copy of the applicant's Certificate of Release or Discharge from Active Duty, DD-214. This document must be certified true by a recruiter.

Item 16 – This item applies to applicants that have served or are serving in any component of a branch of the military. Include a copy of the applicant's Points Summary Statement showing total time served.

Item 17 – If the applicant is in the Coast Guard Reserve, an approved DD-368 must be included. This form must be certified true by a recruiter.

Item 18 – Include the CG-4891 signed by the applicant, recruiter and spouse (if applicable). Only include spouse's income if the spouse is an active duty member of the military. Please view the Worksheet Calculator as a tool for filling this form out.

Item 19 – Include a DD Form 2760 signed by the applicant (blocks 3.e. & f.). Applicants must initial and date their response in Section II, block 1.

Item 20 – Include an acceptable source document that provides proof of an active security clearance as follows: CGMS message from unit CSO, official memo from command, print-out of member's security information from ISMS or Direct Access (as per COMDTINST 5520.12(series). If the applicant does not have a security clearance, see instruction for Item 65.

Recruiter Email Submissions

All documents in this section SHOULD NOT be placed in the application folder. All documents should be emailed to the email addresses listed below. All items shall be initialed and dated **by the recruiter** on the application on the date the items were submitted.

Item 21 – Scan and email an Officer Programs (program specific) Physical Coversheet and commissioning physical to CGRC-OfficerPackages-Medical@uscg.mil. The Commissioning Physical shall include all pages of the DD 2807-2, DD 2808, and supporting documents. ***Physicals shall be submitted prior to CGRC deadline.***

Additional Instructions

Include a copy of page 1 of this check sheet directly after the application form (CGRC-1131) in the package on the right side of the folder. Page 2 will be the first document on the left side of the folder. ***Do not include a copy of the check sheet instructions (pages 3-4). All signatures must be in blue ink***. Check www.gocoastguard.com for the latest version of this check sheet and other applicable references.

References

Officer Accessions, Evaluations, & Promotions Manual (COMDTINST M1000.3)
Coast Guard Recruiting Manual (COMDTINST M1100.2 (series))
CGRC Recruiting Standard Operating Procedure (SOP)
Officer Application Job Aid Kit (O-JAK)
DCO Accession Handbook