



**United States Coast Guard Officer Program Check Sheet**  
**Direct Commission Maritime Academy Graduate (MARGRAD)**  
**Civilian & Non – Coast Guard Member**

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**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. \_\_\_ Narrative
5. \_\_\_ Letters of Recommendation
6. \_\_\_ Official College Transcripts
7. \_\_\_ Official Letter from Degree Granting Institution
8. \_\_\_ Personal Awards
9. \_\_\_ Officer and/or Enlisted Evaluations/FITREPs (if applicable)
10. \_\_\_ Merchant mariner credential, license examination reports, or license (if applicable)
11. \_\_\_ Statement of sea service or merchant seaman discharge certificate(s) (if applicable)



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**Accession Documents**

**Left Side Documents (Initial)**

12. \_\_\_ Statement of Understanding (SOU)
13. \_\_\_ Certificate of Release or Discharge from Active Duty, DD-214 (if applicable)
14. \_\_\_ Points Summary Statement (if applicable)
15. \_\_\_ Request for Conditional Release, DD-368 (if applicable)
16. \_\_\_ Statement of Financial Obligation/Spouses Consent, CG-4891
17. \_\_\_ Qualification to Possess Firearms or Ammunition, DD Form 2760
18. \_\_\_ Employment Eligibility Verification Results
19. \_\_\_ Birth Certificate, Driver's License, Social Security Card, Evidence of Change of Name (if applicable)
20. \_\_\_ Documentary evidence of dependents (if applicable)
21. \_\_\_ Proof of naturalization (if applicable)
22. \_\_\_ IRS W-4 Employee's Withholding Allowance Certificate
23. \_\_\_ State Employee's Withholding Allowance Certificate (if applicable)
24. \_\_\_ State of Legal Residence, DD Form 2058
25. \_\_\_ Designation of Beneficiaries, CG-2020D
26. \_\_\_ Dependency Worksheet, CG-2020
27. \_\_\_ Pay Delivery Worksheet, CG-2015
28. \_\_\_ SGLV Election and Certificate, SGLV 8286
29. \_\_\_ SGLV Family Coverage Election, SGLV 8286A

**Recruiter Email Submissions (Initial and Date)**

30. Officer Physical Coversheet with Commissioning Physical \_\_\_\_\_
31. National Police Record Check NCIC DD-369 \_\_\_\_\_
32. DHS Form 11000-9 \_\_\_\_\_
33. Electronic Questionnaires for Investigations Processing (e-QIP) (if applicable) \_\_\_\_\_



# United States Coast Guard Officer Program Check Sheet

## Direct Commission Maritime Academy Graduate (MARGRAD)

### Civilian & Non - Coast Guard Member Instructions

This check sheet should be used by applicants who are NOT currently members of the Coast Guard or Coast Guard Reserves (not including IRR members) and are applying for the Direct Commission Maritime Academy Graduate (MARGRAD) program. Coast Guard IRR members SHOULD use this check sheet. 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](http://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 1/2" 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 narrative including goals and objectives. This narrative must use a standard Time New Roman 12-point font and must not exceed two (2) one-sided pages, single-spaced. The narrative must also be signed by the applicant.
- Item 5 – Include no more than three (3) signed letters of recommendation from non-family members. If only less than three (3) letters are included, it will be assumed that less than three (3) letters were intended to be submitted. If more than three (3) letters are included, any letter(s) included after the first three (3) letters will be removed.
- Item 6 – 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 7 – 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 8 – 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 9 – If the applicant is a prior or current military member, include copies of the applicant's officer/enlisted evaluations (FITREPS) for periods of service within the past 36 months.
- Item 10 – Include merchant mariner credential or license examination reports or licenses (if applicable). Credentials must be valid with no history of sanctions or negative actions; sanctions require written explanation. All documents must be certified true by a recruiter.
- Item 11 – Include statement of sea service or merchant seaman discharge certificate(s) (if applicable).

#### 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 1/2" X 11" copy paper. **Each item should be initialed by the applicant on the application when completed or submitted.**

- Item 12 – Include the applicable [DCO Reserve Statement of Understanding \(SOU\)](#), signed by the applicant and recruiter.
- Item 13 – This item applies to applicant's that have separated from active duty from another branch of the military. 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 14 – This item applies to applicants that have served in the Reserve or National Guard component of a branch of the military. Include a copy of the applicant's Points Summary Statement showing total time served.
- Item 15 – This item applies to applicants who are currently serving in another branch of the military (including IRR). Include a [DD-368](#) approved by the applicant's current service. This form must certified true by a recruiter.
- Item 16 – Include a [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.
- Item 17 – Include a [DD Form 2760](#) signed by the applicant (blocks 3.e. & f.). Applicants must initial and date their response in block 1.
- Item 18 – Include the results (E-Verify Case Details) of the Employment Eligibility Verification (DHS I-9)
- Item 19 – Include a copy of the applicant's birth certificate, driver's license, and social security card. If the applicant has changed his/her name, include evidence of change of name. All documents must be verified and certified true by the recruiter.



# United States Coast Guard Officer Program Check Sheet

## Direct Commission Maritime Academy Graduate (MARGRAD)

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- Item 20 – If the applicant has dependents, include documentary evidence (i.e. marriage and birth certificates, and SSN cards. All documents must be verified and certified true by the recruiter.
- Item 21 – If the applicant is a naturalized citizen, include proof of naturalization. Recruiter must verify and certify true.
- Item 22 – Include a current [IRS Form W-4](#) signed by the applicant.
- Item 23 – Include a current State Employee's Withholding Allowance Certificate if the applicant's state withholds income taxes. State tax withholding forms can be found at <http://www.bls.gov/jobs/statetax.htm>.
- Item 24 – Include a [DD Form 2058](#) signed by the applicant. The legal residence city (or county) and state should match the city and state used on the IRS Form W-4. If the applicant is not currently reside in their State of Legal Residence, he/she must indicate the address where they last resided in that state.
- Item 25 – Include a [CG-2020D](#) signed by the applicant and recruiter (as the witness).
- Item 26 – Include a [CG-2020](#) signed by the applicant and recruiter. This form should be completed even if the applicant does not have dependents. If the applicant does not have dependents, place "N/A" on the form.
- Item 27 – Include a [CG-2015](#) signed by the applicant and recruiter. Also include a voided check or official document from the applicant's financial institution verifying the bank account.
- Item 28 – Include a [SGLV 8286](#) (pages 1-2) signed by the applicant. The recruiter will fill in the "For Branch of Service Use Only" section.
- Item 29 – If the applicant is married, include a [SGLV 8286A](#) (pages 1-2) signed by the applicant. The recruiter will fill in the "For Branch of Serve Use Only" section.

### **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 30 – Scan and email an [Officer Programs \(program specific\) Physical Coversheet](#) and commissioning physical to [CGRC-OfficerPackages-Medical@uscg.mil](mailto: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.**
- Item 31 – Scan and email a completed [DD Form 369](#) to [CGR-SMB-Accessions@uscg.mil](mailto:CGR-SMB-Accessions@uscg.mil). Write **MARGRAD** on the top right corner of this document. **This form shall be submitted prior to CGRC deadline.**
- Item 32 – Scan and email a completed [DHS Form 11000-9](#) to [CGR-SMB-Accessions@uscg.mil](mailto:CGR-SMB-Accessions@uscg.mil). Write **MARGRAD** on the top right corner of this document. **This form shall be submitted prior to CGRC deadline.**
- Item 33 – **If the applicant does not have an active security clearance, recruiters shall initiate the applicant in e-OIP, have the applicant fill out the SF-86 and certify it.** Refer to CGRC's [Personnel Security and Suitability for Accessions Instruction \(CGRCINST 5530.1A\)](#) for further guidance. If the applicant has an active security clearance, **recruiters must complete the reciprocity process prior to the CGRC deadline. A copy of the email from SECCEN shall be included in this package.**

### **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.goastguard.com](http://www.goastguard.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](#)