



United States Coast Guard Officer Program Check Sheet
Selected Reserve Direct Commission (SRDC)
Civilian & Non – Coast Guard Member

Page 1 of 4

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)



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Accession Documents

Left Side Documents (Initial)

- 10. ___ Statement of Understanding (SOU)
- 11. ___ Certificate of Release or Discharge from Active Duty, DD-214 (if applicable)
- 12. ___ Points Summary Statement (if applicable)
- 13. ___ Request for Conditional Release, DD-368 (if applicable)
- 14. ___ Statement of Financial Obligation/Spouses Consent, CG-4891
- 15. ___ Qualification to Possess Firearms or Ammunition, DD Form 2760
- 16. ___ Employment Eligibility Verification Results
- 17. ___ Desired Position Information:

	1 st Choice	2 nd Choice	3 rd Choice
State of Position:			

Recruiter Email Submissions (Initial and Date)

- 18. Officer Physical Coversheet with Commissioning Physical _____
- 19. National Police Record Check NCIC DD-369 _____
- 20. DHS Form 11000-9 _____
- 21. Electronic Questionnaires for Investigations Processing (e-QIP) (if applicable) _____



United States Coast Guard Officer Program Check Sheet

Select Reserve Direct Commission (SRDC)

Civilian & Non - Coast Guard Member Instructions

Page 3 of 4

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 Select Reserve Direct Commission (SRDC) 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 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 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.

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 10 – Include the [SRDC Statement of Understanding \(SOU\)](#), signed by the applicant and recruiter.
- Item 11 – 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 12 – 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 13 – 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 14 – 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 15 – Include a [DD Form 2760](#) signed by the applicant (blocks 3.e. & f.). Applicants must initial and date their response in block 1.
- Item 16 – Include the results (E-Verify Case Details) of the Employment Eligibility Verification (DHS I-9)
- Item 17 – Applicants should list three (3) desired choices for the state they desire to receive a position if selected. Assignments are attempted to be made close to selectees' home addresses.



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Page 4 of 4

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 18 – 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.**
- Item 19 – Scan and email a completed [DD Form 369](#) to CGR-SMB-Accessions@uscg.mil. Write **SRDC** on the top right corner of this document. **This form shall be submitted prior to CGRC deadline.**
- Item 20 – Scan and email a completed [DHS Form 11000-9](#) to CGR-SMB-Accessions@uscg.mil. Write **SRDC** on the top right corner of this document. **This form shall be submitted prior to CGRC deadline.**
- Item 21 - **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.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)
- [SRDC Accession Handbook](#)