



United States Coast Guard Officer Program Check Sheet Wilks Flight Initiative (WiFi)

Page 1 of 2

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. ___ RIC Letter of Recommendation
6. ___ Letters of Recommendation
7. ___ Official College Transcripts
8. ___ Official Letter from Degree Granting Institution
9. ___ Personal Awards
10. ___ Employee Review Summary
11. ___ Aviation Selection Test Battery (ASTB) results: ____/____
12. ___ WiFi Statement of Understanding (SOU)

Recruiter Email Submissions (Initial and Date)

13. Officer Physical Coversheet with Commissioning Physical _____



United States Coast Guard Officer Program Check Sheet

Wilks Flight Initiative (WiFi)

Instructions

Page 2 of 2

This check sheet should be used by applicants who are currently seniors in the College Student Pre-Commissioning Initiative (CSPI) program, meeting all aspects of the CSPI SOU and are applying for the Wilks Flight Initiative (WiFi) program. 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. **Do not include a copy of the check sheet instructions (page 2).** 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 letter of recommendation from the applicant's Recruiter-in-charge (RIC).
- 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 results of the Navy and Marine Corps Aviation Selection Test Battery (ASTB). Applicants must attain a qualifying score of "4" on the Academic Qualification Rating (AQR) and "5" on the Pilot Flight Aptitude Rating (PFAR). Scores should be listed on the applications as AQR/PFAR (e.g. 4 / 5).
- Item 12 – Include the [WiFi Statement of Understanding \(SOU\)](#) signed by the applicant and recruiter.

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 22 – 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. **Do not include a copy of the check sheet instructions (page 2).** **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)
- [OCS Accession Handbook](#)