

APPLICATION/PROCESING TIMELINE

This application process takes no longer than three weeks. Processing events happen concurrently within each week.

WEEK I:

1. Statement of understanding, Application, and DD680/2807 completed on site.
Any application blanks will be returned to the OSO Office.
2. Personally obtain Academic Advisor Letter
Academic Advisor designates projected graduation date. Office must receive via mail by end of week II.
3. Personally obtain Academic Certification Form with official SATR/ACT/ASVAB scores.
Completed by current school Registrar. Office must receive via mail by end of week II.
4. Personally deliver Reference Questionnaires.
Office must receive via mail by end of week II.
5. Personally obtain transcripts from ALL colleges attended.
Official transcripts. Office must receive via mail by the end of week II.
6. Birth Certificate and SSN Card.
Fax
7. Proof of Degree (Graduates).
Original final transcript.
8. SF 86 worksheet (Graduates).
9. Copy of Spouse and children's birth certificate and SSN Card.
Fax
10. Marriage License and Statement of Understanding.
If applicable. Fax
11. Divorce Decree
If applicable. Fax
12. Name Change Documents.
If applicable. Fax
13. Reservists
Have your unit admin fax your: NAVMC118 page 3,8,9,11,12; DD Form 4 page 1 and 2; and DD Form 214 to our office.

WEEK II:

1. Physical examination and EKG at MEPS
If you wear glasses, bring them to MEPS. Do not wear contact lenses for three days prior to Meps. RESERVISTS MUST RETURN TO MEPS WITH ALL MED RECORDS FOR AN ELECTROCARDIOGRAM (EKG).
2. All faxable documents received by office
3. Reference Questionnaires received via mail by office.

WEEK III:

1. Inventory physical Fitness Test (PFT) with OSO.
You will have 3 months from initial PFT to score 225 or better
2. Contract with OSO
Dress in coat/tie for application photograph. Last chance to deliver documents from week I and II. DELIVER ESSAY IN BLACK INK, WRITTEN.