STA-21 Applicant Check List

Application/Package should be assembled as listed below before command submits it to NSTC (N92/STA-21)

# PART II (Completed by Command) Do not return to applicant. Command sends the selection package.

* Commanding Officer’s Endorsement (Signed and Dated)
* Commanding Officer’s Recommendation Form (Signed and Dated)
* Officer Interview Appraisal Sheets (Internal Board) (3 URL Officers 03 or above) (Name Signed/ Printed with Grade/Designator/Billet Title/Branch of Service)
* Nomination Chairpersons Recommendation (Signed and Dated)
* Nomination Interview Board Appraisal Sheets (External Board) (3 URL Officers 03 or above) (Name Signed/ Printed with Grade/Designator/Billet Title/Branch of Service)
* Interview Verification Form (Signed and Dated by both COs)

# Part I (Completed by the applicant). Turned into command once the following is completed:

All copied/printed official documents must be certified to be true copies. See website for instructions.

* Applicant’s Cover Letter (Signed and Dated)
* Online Application Completed on Web Site
* Applicant’s Personal Statement (Signed and Dated)
* Last (5) Evaluations, if applicable. (No missing time)
* SAT/ACT Scores from test taken within the last 5 years. Minimums 500/500 (Critical Reading/Math). SAT/ACT scores not required for Nuclear applicants
* ASTB Scores (Pilot/NFO Option only)
* High School Transcript (GED, if applicable).
* College Transcripts.
* Additional Documents: (Certificates, Flag Letters of Commendation, or Page 4, is required for all awards and special qualifications).
* Last 3 PFA cycles printed from PRIMS Report/PFA memo. Most recent two must be GOOD LOW or better unless waived
* Approved NAVPERS 1306/7 as required by NAVADMIN 073/13 (Nuclear personnel only.)
* Page 13 Statement of Understanding for **each OPTION** applied for

# Instructions:

Once the command has completed Part II of the selection package it is highly recommended that the command make a copy of the entire selection package prior to mailing. It **does not** go back to the member to be mailed. The selection package is to remain in the custody of the command. The command submits the package through DOD safe to [GRLK\_STA21@US.NAVY.](mailto:GRLK_STA21@US.NAVY.MIL)MIL or mail to:

**Naval Service Training Command (N92/STA-21) 320A Dewey Avenue**

**Bldg. 3, RM 106**

**Great Lakes, IL 60088-2845**