

## Required Documents for IPAP packet (to USAREC) – NLT 1 MAR 2020

- Official DA photo (4x6 or 5x7 only)
- DA Form 705 (PT Scorecard – last 3 scores with most recent being after 1 OCT)
- DA 5500 or 5501 if body fat measurement is required
- Letter of Intent
- 3 Letters of Recommendation (First line supervisor, Commander, Army PA)
  - 80 shadowing hours with PA must be documented on USAREC Form 601-37.11 in the comment/remark section
  - Letter of recommendation from Commander must include their email address
- DA 61 (application for appointment) for ALL applicants to include officers
- DA 71 (Oath of Office) – only needed for officers
- ALL Military Career paperwork (NCOER's/OER's/ORB/ERB/DA 1059/Awards/Training Certificates/DD 214/NGB/Security clearance/MILPO statement)
  - If applicant does not have an NCOER, a letter from their 1SG regarding character and performance will be needed
- DD 2807-1 and DD 2808 (INCLUDE original copies of Urine Drug screen, Alcohol (ETOH) blood test, Urinalysis, HIV, CBC, HCG (for females), as well as Audiogram) – needs final signature from an MD or DO
  - Needs to be completed after June 2019
  - Required for ALL applicants including officers
  - PHA's WILL NOT suffice
- Waivers if needed (Age, Age in Grade, Time in Service, Conviction, Medical, and Profile Waivers (P2 only))
  - If conviction waiver is needed, send affidavit and court documents
- GT Scores – only for enlisted
- Scholastic Aptitude Test results (SAT's) – OFFICIAL test results - place copy of SAT scores in packet until OFFICIAL results come in
  - Required for ALL applicants
  - GRE WILL NOT suffice
- Request for Academic Delay memo (if needed)
- USAREC form 601-37.44 (Academic Worksheet)
- Curriculum Vitea (CV) – provide military and personal email address
  - Can use ANY template
- Application memorandum

- DA 160 desired class priority preference dates of JAN/APR/AUG (block 10)
  - o Block 9a – AD 4.5 years – USAR 8 years
- DA 4187 (RA conditional release) signed by BN CDR and Branch Chief/Manager
- DD 368 (Reserve conditional release) signed by Commanding General or USARC
- DA 1058 (Reserves)
- DA 4651 (Reserves)
- DD 214 and DA form 5016 (Reserves)
- ALL Tattoo wearers need to ensure your commanders perform a military grooming standards evaluation IAW AR 670-1
- ALL Tattoo wearers need a Self Identification memo to ensure your commanders perform the military grooming standards evaluation IAW AR 670-1
- ALL OFFICIAL Transcripts (send to USAREC and Liaison) – place copy of transcripts in packet until OFFICAL transcripts come in
  - o Include Medical Terminology certificate in packet

When application packet is COMPLETE, forward to HQ, USAREC, (RCHS-SVD-PA), 1307 Third Avenue, Fort Knox, KY 40121-2726

**DO NOT SUBMIT AN INCOMPLETE PACKET!!!**

**Ensure you read MILPER Message 19-221**

**ALL APPLICANTS MUST COMPLETE THE ONLINE IPAP REGISTRATION THROUGH  
UNICAS AT [IPAP.LIAISONCAS.COM](http://IPAP.LIAISONCAS.COM)**

**ONLINE REGISTRATIONS WILL BE OPEN FROM 1 OCT 19 THROUGH 1 MAR 2020**