

**DIRECTIONS FOR COMPLETING THE NAVCRUIT 1131/238,
OMB NO. 0703-0029**

APPLICATION PROCESSING AND SUMMARY RECORD

Questions to be asked of the applicant by the recruiter. The recruiter then fills in the Applications Processing and Summary Record.

1. APPLICANTS PERSONAL INFORMATION

a. NAVCRUITDIST - Click on the drop down screen and click on the Navy Recruiting District that is processing this application for commission.

b. Last Name - Type in applicant's last name

c. First Name - Type in applicant's first name

d. Middle Name or NMN - Type in applicant's middle name or NMN if they have no middle name

.e. Suffix or Maiden - Type in applicant's suffix if they have one or applicant's maiden name for female applicants that are married

f. SSN - Insert applicant's nine digit social security number in the blocks provided

g. Place of Birth (City/State or Foreign Country) - Type in applicant's place of birth

h. DOB - Click on the drop down screen and using the calendar click on the applicant's date of birth

i. Age - Type in the applicant's age in actual years only

j. Age waiver request - Has the applicant submitted an age waiver.

k. Sex - Click on the drop down screen and identify the applicant's sex

l. Ht. - Click on the drop down screen and click on the applicant's height

m. Wt. - Type in the applicant's weight

- n. Body Fat - Type in the applicant's percent body fat
- o. Race - Click on the drop down screen and click on the applicant's racial preference
- p. Ethnic - Click on the drop down screen and click on the applicant's ethnic preference
- q. Citizenship - Click on the drop down screen and click on the applicant's citizenship
- r. If dual, list country - Type in what countries the applicant has dual citizenship in
- s. Enlisted - Click on the drop down screen if the applicant is currently an enlisted member applying for a commission.
- t. SKED to ship to RTC - Click on Yes or No
- u. Interview Scores - Type in the applicant's interview scores.
- v. Program - Type in applicant's five choices for commissioning programs.
- w. NOBC/SSP - Type in five choices

2. APPLICANTS MILITARY SERVICE QUESTIONS

- a. Current MIL Status - Click on the drop down screen and click on the applicant's appropriate response.
- b. Branch - Click on the drop down screen and click on the current branch of service
- c. Paygrade - Click on the drop down screen and click on the applicant's current paygrade
- d. Prior Service - Click on the drop down screen and click on yes or no
- e. Branch - Click on the drop down screen and click on the branch of service if the applicant had prior service
- f. Paygrade of Prior Service - Click on the drop down screen and click on the applicant's paygrade if they had prior service

3. APPLICANTS EDUCATIONAL STATUS - Most Current

a. Name of Educational Institution - Undergraduate Degree - Type in the name

b. Major (Code) - Enter appropriate code for level of degree - If more space is needed use block 15 for continuation

c. Education/Graduate Level - Click on drop down screen and select the Undergraduate Degree that applies

d. GPA - Type in applicant's grade point average

e. Grad Date - Click on the drop down screen and click on the date the applicant graduated

4. OFFICIAL TESTING RESULTS

a. AQR Academic Qualifications Rating - Insert the score

b. PFAR Pilot Flight Aptitude Rating - Insert the score

c. FOFAR Flight Officer Aptitude Rating - Insert the score

d. OAR Officer Aptitude Rating - Insert the score

e. Other Tests - Click on drop down and select additional testing completed

ACT American College Testing

DAT Dental Admission Test

EIT Engineer in Training

GMAT Graduate Management Admission Test

GRE Graduate Record Exam

LSAT Law School Admission Test

MCAT Medical College Admission Test

MCAS Massachusetts Comprehensive Assessment System

OAT Optometry Admission Test

SAT Scholastic Aptitude Test

f. Test Date - Click on drop down and identify the date applicant completed the testing

g. Availability date for OCS/ODS/SELRES - Click on drop down calendar to identify the availability date

j. Recon Reconsideration - Click on drop down and indicate yes or no

5. **COMMISSIONING DATA - NAVCRUITCOM USE ONLY**

a. Commissioning Program - Click on drop down and select appropriate program

b. Grade - Select appropriate grade

c. Date of Rank - Type in Date of Rank

d. Designator - Enter appropriate designator

e. Type - Click on drop down and select the appropriate type

f. Scroll Submission Date - Click on drop down and select the appropriate date

g. Scroll Application Date - Click on the drop down and select the appropriate date

h. Original Source Code - Click on the drop down and select the appropriate source code

i. Current Source Code - Click on the drop down and select the appropriate source code

j. Restrictions - Click on the drop down and select the appropriate restrictions code

k. Restrictions - Click on the drop down and select the appropriate restrictions code

l. Restrictions - Click on the drop down and select the appropriate restrictions code

m. Restrictions - Click on the drop down and select the appropriate restrictions code

n. Restrictions - Click on the drop down and select the appropriate restrictions code

o. Restrictions - Click on the drop down and select the appropriate restrictions code

Remarks - Use this block if extra space needed

Processor's Name - Type in the appropriate processor's name

BUPERS USE ONLY

Authority - Click on the drop down and identify the appropriate authorization

PC

Remarks - Used to provide justification or additional comments

OSD APP - Click on target if Office of Secretary of Defense Approved

SECNAV APP - Click on target if Secretary of Navy Approved

Senate Confirmed - Click on target of Senate confirmation completed

Date Approved - Click on drop down and click on the correct date approved

Null & Void Date - Click on the drop down and click on the appropriate date

6. APPLICANTS COMPENSATION, ALLOWANCES AND PENSIONS

DUAL COMPENSATION STATEMENT AND WAIVER OF CLAIM - This must be initialed by the applicant.

There are two blocks that need checked by the applicant with a Yes or No answer.

a. Has applicant ever claimed or been granted a pension/disability allowance/disability compensation or retirement pay from the U. S. Government.

b. Is applicant presently receiving such compensation? If yes, explain in the Remarks section and initial statement in block 6.

7. APPLICANTS EYE SURGERY

a. Has applicant ever had eye surgery? (Include Radial Keratotomy (RK), Photorefractive Keratectomy (PRK) or Laser in Situ Keratomileuisi (LASIK) procedures) Requires a Yes or No answer. If "YES", ensure pre-op, operative, and two post-op exams are included with physical.

8. APPLICANTS SWIMMING ABILITY (The following requires Yes or No answers)

a. Can applicant swim 50 yards using any combination of the crawl, breast, side and/or the back strokes?

b. Abandon ship jump: Can applicant jump from a 12-ft tower to simulate abandoning ship?

c. Can Applicant remain afloat for five minutes (prone position)? Remain afloat (face down), utilizing survival-floating skills?

d. Shirt and trouser inflation: Can applicant fill a shirt and pair of trousers with air to remain afloat?

If any of the preceding questions are answered no, ensure that the applicant is issued the "Officer Candidate School/Officer Development School Third Class Swim Test Letter" and that the applicant initial acknowledgement of the letter.

9. ILLEGAL ACTIVITIES INVOLVING THE APPLICANT

a. Has the applicant ever been charged of a crime to include drug or alcohol use? Applicant will check the Yes box or the No box. If yes complete the following.

Date - Click the select the appropriate date

Charges - List the charges that coincide with the above date

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b. Has the applicant ever used illegal drugs/as defined by Federal Policy (to include marijuana)? Click either Yes or No

c. Has the applicant ever been charged with domestic violence?

Check either Yes or No. If Yes give the date.

d. Has the applicant ever filed bankruptcy?
Check either Yes or No. If Yes give the date.

10. APPLICANTS CURRENT PHYSICAL FITNESS REGIMEN (If none enter N/A)

Activity - Enter the type of activity

Frequency - How often to perform this activity

Date Commenced - Date that the applicant started the above activity

11. APPLICANTS PROFESSIONAL LICENSES (If none enter N/A)

Enter License Name

Enter Expiration Date

Enter License Name

Enter Expiration Date

Enter License Name

Enter Expiration Date

Enter License Name

Enter Expiration Date

12. APPLICANTS FLYING EXPERIENCE (If none enter N/A)

Enter License and Ratings

Enter Model

Enter Number of Hours

13. APPLICANTS FOREIGN LANGUAGE SKILLS (If none enter N/A)

Enter Language

Enter How Acquired (School, Family, etc.)

Language Proficiency - Use drop down and click on applicants proficiency

14. APPLICANTS EXTRA CURRICULAR ACTIVITIES/ORGANIZATIONS/CLUBS/SPORTS HS = High School/C = College/PC = Post College

Name the Activity, the Period involved, the Number of Years involved, and Office Held while involved

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15. APPLICANT'S REMARKS

Recruiter enter any additional or continuation remarks from the applicant's questions listed above.

16. APPLICANT'S MOTIVATIONAL STATEMENT

Applicant enter written statement ton why they wish to become a naval officer

17. APPLICANT'S NAME

Applicant's typewritten name (Last, First, Middle)

18. APPLICANT'S SIGNATURE

Applicants signs and document is uploaded onto CIRIM.

19. APPLICANT'S TELEPHONE NUMBER

Applicant's telephone number entered by the recruiter.

20. DATE - Using the drop down screen click on the current date that the form has been filled out for the applicant.

Applicant's Email Address entered by the recruiter

21. Officer Recruiter's Remarks (Limited to the visible area.)

22. Officer Processor's Summary (limited to the visible area).

23. Recruiting Operations Officer (R-OPS) Remarks (limited to the visible area)

24. Based upon all available information, it is my opinion that the applicant is recommended as follows for appointment in the U.S. Navy or U.S. Navy Reserve for the programs listed above in order of preference listed.

Check one of the following; Highly Recommended, Recommended, Not Recommended

25. Recruiting Personnel Certification

26. Date

27. Recruiter's Telephone Number (Include area code)

28. Recruiter's Electronic Signature

29. Date

30. Processor's Telephone Number (Include area code)

31. Processor's Name

32. Date

33. R-OPS Telephone Number (Include area code)

34. R-OPS Name