

**Naval War College Senior Level Program  
Nomination Package Checklist**

- ✓ Endorsement letter from applicant's Program Office Director, Program Manager, Functional Director, Special Assistant, Area Commander, or Ship's Master (as applicable). When submitting more than one nomination, list applicants in priority order.
- ✓ A completed Naval War College (NWC) Civilian Student Application(attached), including confirmation (letter, printed confirmation, or memo) from MSC Security Office of the applicant's security clearance.
- ✓ Transcripts from baccalaureate and advanced degrees.
- ✓ Biography or resume to include education and relevant work history. Limited to two pages.
- ✓ Two letters of recommendation, at least one from a direct supervisor addressing communications skills both written and oral.
- ✓ Sample written essay addressing how you would benefit from participating in a Professional Military Education (PME) program offered at the NWC and how other students, especially military personnel, would benefit from your unique civilian agency perspective. Limited to two pages.
- ✓ An essay (at least five, double-spaced typed pages) by the applicant on the future of MSC and how to improve service to the fleet with the financial and manpower constraints of today's environment.
- ✓ A list of all MSC assignments (**for Civmars only**).
- ✓ A SF-182 A completed/signed SF-182 (upon request for Civil Service employees selected to attend the program).
- ✓ A completed/signed Continued Service Agreement (**upon request for Civil Service employees selected to attend the program**). You agree upon completion of training that you will serve the agency for 3 times the length of training. This is a one-year program; therefore, you will serve the agency for a period of 2 years, 1 month, and 20 days.

**NOTE: Do not submit application packages using a bind style or in sheet protectors as copies of application packages will be made during the nomination package review process. Also, please ensure that social security numbers have been removed from all documentation papers.**