

APPLICANT NAME:**LAST FOUR SSN:****DESIGNATOR/PROGRAM APPLYING FOR:****OFFICER DRUG/ALCOHOL ABUSE, DRUG OR ALCOHOL RELATED OFFENSES WAIVER CHECKLIST**

CHECK-LIST	RECRUITER	OFFICER PROCESSOR	NRC N32	COMMENTS
Waiver Brief Sheet – filled out completely				
DD Form 370 Employer Reference (minimum of three) Block 19 may be substituted by letterhead reference. All other blocks must be completed. Personal references may be substituted in cases where the member has no employment history.				
DD Form 369 Police Record Check – filled out completely				
Arresting Officer's Report – if not available, copy of letter from agency stating why it is not available.				
Court Documents – Include probation Conditions, Release from Probation.				
Legal Determinations – (if applicable)				
SF 86				
Hand-Written Statements on all police involvement and drug and alcohol use				
"Why Navy" hand-written statements (NPS only)				
Official College Transcripts				

Avoid delays in processing. Do not send incomplete packages to NRC. Additional documentation may be required at the discretion of the National Officer Programs Officer (CNRC N31).