



Supporting Documentation Instruction

(Rev: 10-21)

STEP I: Eligibility Application – Deadline 11:59 PM EST on March 1st

To be considered complete, the following information is **required**:

○ **Proof of Applicant's Relationship to Sponsor:**

Submit ONE of the following

a. ***applicant's*** military ID card (front and back)

or

b. a copy of ***applicant's*** birth certificate

or

c. front page of current 1040 tax form listing applicant as dependent

○ **Qualifying Command Form and Surface Qualification Documentation:**

Scan all documents, including a completed Qualifying Command Form, into one PDF file to upload into the online application. All submitted files (uploaded or emailed) should include the applicants name in the file name, i.e. JDoeEligDocs.pdf

Please note: In some cases, additional documentation may be required.

Officer (Active Duty, Retired, or Honorably Discharged)

a. **proof of Surface Warfare Officer qualification-** copy/copies of SWO certificate **or** Officer Data Card

b. copy of sponsor's Officer Data Card **and/or** detaching FITREP from each qualifying command

NOTE: A detaching FITREP must be supplied for each command that does not appear on the Officer Data Card

c. DD-214 Member Copy 4 – Only for Retired or Honorably Discharged

Enlisted (Active Duty, Retired, or Honorably Discharged)

a. **proof of Enlisted Surface Warfare Specialty qualification-** copy/copies of ESWS certificate **or** NAVPERS 1070 (p.13) Administrative Remarks

b. copy of sponsor's Administrative Data **and** Career History pages of sponsor's Electronic Training Jacket **or** detaching Evaluation from **each** qualifying command

NOTE: A detaching Evaluation must be supplied for each command that does not appear on the Administrative Data or Career History pages of the Electronic Training Jacket.

c. DD-214 Member Copy 4 – Only for Retired or Honorably Discharged

Deceased (Officer or Enlisted)

- a. **Anchor Scholarships:** The dependent child or spouse of any **Surface Warfare qualified** member of the U.S. Navy (Officer or Enlisted) who died while serving on active duty will qualify, regardless of the length of service of the deceased parent/spouse. Please submit a copy of the sponsor's Report of Casualty (DD Form 1300) in lieu of Qualifying Commands Form.
- b. **Ship's Company Scholarship:** The dependent child or spouse of any U.S. Navy sailor (Officer or Enlisted) and a member of a qualifying Ship's company, who died while serving on active duty must show sponsor's assignment to those commands that qualify, as well as the sponsor's Report of Casualty (DD Form 1300).