

AFRISS-TF
INITIAL INTERVIEW PROCESS

The information captured in AFRISS-TF is used to determine eligibility and complete an enlistment, commission, or assignment into the Air Force, Air Force Reserve, or Air National Guard. The required information is collected through a series of questions which are verbally asked by the Air Force Recruiter to the Applicant. NOTE: There is no point of time where the Applicant inputs his/her own data into AFRISS-TF or complete a form on their own. Listed below are the series of questions that are asked of each Applicant.

Applicants must meet all eligibility requirements in order to complete an enlistment, commission or assignment. The General Conditions Making Applicants Ineligible for Enlistment or Appointment table provides a list of conditions that can make an Applicant ineligible for enlistment of appointment. The eligibility questions are a capture of the qualification information that is asked by the Recruiter to the Applicant to determine whether the Applicant meets any of the conditions in the Table. Once the Applicant furnishes the requested the information then Recruiter then annotates the responses in AFRISS-TF.

THE SCRIPT

In order to assist us with determining your eligibility to enter into the (Air Force, Air Force Reserve, or Air National Guard), I will ask you a series of questions but first I will read to you the Agency Disclosure Notice and the Privacy Act Statement. I am also providing you a copy of AFRS Form 6, *Air Force Applicants Rights*.

AGENCY DISCLOSURE NOTICE (Read to Applicant)

The public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100 (0701-0150). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PRIVACY ACT STATEMENT (Read to Applicant)

AUTHORITY: Title 10, United States Code (U.S.C.), Subtitle E, Section 10202 – Armed Forces, Reserve Components, Organization and Administration, Administration of Reserve Components, Regulations; Title 10, U.S.C. Subtitle E, Section 10205 – Armed Forces, Reserve Components, Organization and Administration, Administration of Reserve Components, Members of Ready Reserve: requirement of notification of change of status; Title 10, U.S.C., Subtitle E, Section 10174 – Armed Forces, Reserve Components, Organization and Administration, Reserve Component Commands, Air Force Reserve Command; Title 10, U.S.C., Subtitle E, Section 10110 – Armed Forces, Reserve Components, Organization and Administration, Reserve Components Generally, Air Force Reserve: composition; Air Force Policy Directive (AFPD) 36-20, Accession of Air Force Military Personnel; Air Force Instruction (AFI) 36-2115, Assignments within the Reserve Components; Executive Order (EO) 9397 (SSN), as amended.

PURPOSE: To determine your mental, medical, and moral qualifications for entry into the US Air Force. This data is FOR USE ONLY and will be maintained in strict confidence with the Department of Defense according to Federal law and regulation. If you are accepted and subsequently enter into a component of the Air Force, the information becomes a part of your military personnel records which is used to provide information for personnel management actions. If you are not accepted or do not subsequently enter a component of the Air Force, your records will be destroyed as specified by regulation.

ROUTINE USES: This information may be disclosed to the Social Security Administration and the Department of Treasury to establish a record of income; to federal, state, local or foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law; to federal, state, or local agencies to obtain information concerning hiring or retention of an employee, issuance of a security clearance, letting of a contract, or issuance of a license, grant or other benefit; to a federal agency in response to its request in connection with the hiring or retention of an employee, issuance of a security clearance, reporting of an investigation of an employee, letting of a contract, issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; to a congressional office in response to their inquiry made at the request of the individual; to the Office of Management and Budget (OMB) in connection with review of private relief legislation as set forth in OMB Circular A19; to foreign law enforcement, security, investigatory, or administrative authorities to comply with requirements of international agreements and arrangements; to state and local taxing authorities in accordance with Treasury Fiscal Requirements Manual Bulletin 7607; to the Office of Personnel Management (OPM) concerning information on pay and leave, benefits, retirement deductions, and other information necessary for OPM to carry out its functions; to NARA for records management functions; and to the Department of Justice for pending or potential litigation.

DISCLOSURE IS VOLUNTARY: However, failure to furnish information needed to determine your mental, medical and moral qualifications for entry into the US Air Force will result in a denial of application.

GENERAL INFORMATION

PURPOSE STATEMENT: In order to determine eligibility you will be required to show proof of eligibility requirements regarding your age, name, citizenship, education and dependency status. Substantiation must be in the form of original documents, notarized true copies, or certified true copies by the issuing agency. Now we will start the interview process by collecting some general information from you.

Q1: Please state and spell your last name, first name, and middle name.

Q2: Male Applicant: Are there any additions to your name such as Jr., Sr., I, II, III?

Female Applicant: Is this your maiden name? If not, please state and spell your maiden name?

Q3: What is your Social Security Number?

Follow-on question(s) to Q3: Do you have your Social Security card with you for verification purposes? May I see it?

Q4: What is your current address? Please include the street address, city or county, state and ZIP code?

Follow-on question(s) to Q4: Is this your Home of Record? For example: Some applicants may reside at a school in another state but their Home of Record, the state they are a

resident of, is elsewhere. Active duty members are permitted to consider the state from which they enlist/commission as their home of record throughout the course of their career but their current address is where to send official mail.

Q5: What is your home telephone number to include the area code?

Q6: What is your work telephone number to include the area code?

Q7: What is your age?

Q8: What is your date of birth to include the day, month, and year?

Follow on question to Q8: Are you a registered voter? **NOTE TO RECRUITER:** Ask only if applicant is 18 or older

Q9: Do you have a driver's license? May I see it?

ETHNICITY/RACE VERIFICATION

PURPOSE STATEMENT: Now we are going to ask some questions related to your ethnicity and race.

Q10: Do you consider yourself to be Hispanic or Latino? Yes or No?

NOTE TO RECRUITER: According to Federal Regulation, this question must be asked before asking questions related to the "applicants" race and asked as it is written here.

Q11: What is your race?

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

RECRUITER TO APPLICANT: Please note that you may select more than one selection from the categories just read to you.

NOTE TO RECRUITER: According to Federal Regulation, this question must be asked before as it is written here and "applicants" can only choose from the 5 options listed above

CITIZENSHIP VERIFICATION

PURPOSE STATEMENT: There are specific citizenship requirements that an Applicant must meet in order to determine eligibility. For example, for enlistment purposes; the US does not recognize dual citizenship. Therefore, I will ask you a few questions to verify your citizenship.

Q12: Are you a US Citizen? Yes or No?

Follow on question to Q12 if Applicant answered "Yes":

How did you obtain your citizenship?

By Birth – then ask for the city, county, and state

Naturalized – then ask for the certificate number, petition number, date, place and court

Derived – then ask for the parent's certification number

Follow on question to Q12 if Applicant answered “No”:

Can you provide your registration number, expiration date, date of entry and port of entry?

DRUG-RELATED ELIGIBILITY DETERMINATIONS

PURPOSE STATEMENT: Substance abuse in most cases is disqualifying. Next I will ask you a series of drug-related questions to assist in determining your eligibility.

Q13: Have you ever used, possessed, sold or transported any illegal drugs to include Marijuana?
Yes or No?

Follow on question(s) to Q13 if Applicant answered “Yes”:

What type of drug was it?

What did you do with it?

About how many times?

When was the last time?

Were there any other drugs?

Was the drug prescribed by a medical physician?

MEDICAL RELATED ELIGIBILITY DETERMINATIONS

PURPOSE STATEMENT: Applicants must be physically qualified and certain occupational positions require stricter physical standards. For example, male applicants less than 60 inches or over 80 inches and female applicants less than 58 inches or over 80 inches are ineligible for entry without a waiver. Next I will ask you questions related to your height, weight and the condition of your present health.

Q14: What is your current height and weight?

Q15: How do you consider your present health?

Q16: Have you seen a doctor for anything other than minor injuries and illnesses?

Q17: Have you taken any medications prescribed by a doctor?

EDUCATION RELATED ELIGIBILITY DETERMINATIONS

PURPOSE STATEMENT: The next series of questions are education related which is used to determine the grade or rank.

Q18: What is the highest grade level of formal education you have completed?

Q19: What is the name and location of the last school you attended?

Q20: When did you graduate or when will you graduate?

Q21: Have you taken any college or vocational-technical courses?

Follow on question to Q21:

What's the name and location of the school?

How many semester or quarter hours have you completed?

What is your major and/or degree?

What was or is your expected graduation date?

MARITAL/DEPENDENCY ELIGIBILITY DETERMINATIONS

PURPOSE STATEMENT: Single parents and an individual married to a military member with dependent children are ineligible for commissioning programs without a waiver or eligibility determination. I will ask you a series of questions to assist in determining your eligibility.

Q22: What is your marital status?

Follow on question(s) to Q22:

If single, have you ever been married?

If married, is your spouse a military member?

Q23: Do you have any children or anyone dependent upon you for their financial support?

Q24: Are you expecting any changes in your marital or dependency status in the next twelve months?

MORAL ELIGIBILITY DETERMINATIONS

PURPOSE STATEMENT: All applicants must be of sound moral characters. Now I will ask you questions directly related to moral standards

Q25: Have you ever been charged, arrested, cited, held or questioned by any law enforcement agency to include minor traffic, juvenile violations, or a crime of domestic violence regardless of the disposition?

Follow on question(s) to Q25 if Applicant answered "Yes":

What was the nature of the offense?

Where and when did the offense occur?

What was your age at the time of the offense?

What was the final disposition?

Have you completed the requirements of the disposition?

If charges were dismissed, were there any conditions to the dismissal?

Were there any other offenses?

FINANCIAL ELIGIBILITY DETERMINATIONS

PURPOSE STATEMENT: All applicants must be financially sound, therefore, a financial review and credit check must be completed on all applicants 18 years and older. In addition, I must ask the following questions:

Have you ever been issued a government travel card?

Have you ever been delinquent or misused it?

When did this occur?

What was the amount?

What were the circumstances?

JOB QUALIFICATIONS DETERMINATIONS

PURPOSE STATEMENT: The Air Force Enlisted Classification Directory identifies minimum job qualifiers for all jobs in the Air Force to include Armed Services Vocational Aptitude Battery (ASVAB) score required, education, PULHES, driver's license, moral violations, fear of heights, fear of confined spaces, emotional instability, law violations, etc. The following questions will provide assistance in determining your job qualification.

Have you ever been a member of the Boy/Girl Scouts?

Did you earn the Eagle Scout/Gold Palm Award?

Have you ever been a member of the Civil Air Patrol?

Did you earn any awards? Which awards?

Have you ever been a member of the Junior or Senior Reserve Officer Training Corps?

How long were you a member?

Did you receive a letter of completion?

Have you ever taken the Armed Services Vocational Aptitude Battery (ASVAB)?

When and where did you test?

Do you have your scores?

CONCLUSION

At this point the Recruiter has all the information needed to determine eligibility and will discuss whether the applicant would like to continue processing by signing/certifying the pre-populated forms that will allow them to process at Military Entrance Processing Station.

The forms are printed with the information provided by the Applicant and briefed by the Recruiter, in its entirety. The Recruiter asks the Applicant to attest the information by signing/initialing all applicable forms. The applicant is not required to interpret or certify a form without the assistance from a Recruiter.

Follow-up Appointment or Continuing during the Initial Meeting: The applicant is asked to bring source documents to verify the information provided (Date of Birth, Education, Social Security Number, Driver's License, etc.) if not provided during the initial interview.