

ENLISTED & IN-HOUSE RECRUITER ACCESSIONS CHECKLIST

PRIVACY ACT STATEMENT

AUTHORITY : Title 10 U.S.C., Section 275 and Executive Order 9397. **PRINCIPAL PURPOSES** : Request for Ready Reserve assignment must contain current personal information to complete processing. Use of the member's social security number is necessary to make positive identification of the individual and his or her records. **ROUTINE USE** : This information may be disclosed, upon request, to Federal, State, and local agencies for law enforcement purpose or in pursuit of their official duties and to the Department of Justice for litigation.

DISCLOSURE IS VOLUNTARY : An individual who chooses not to submit necessary documentation will not be eligible for Ready Reserve Assignment.

Applicant Name: (Last Name, First Name, Middle Name)	Recruiter Name/ Phone Number:	Flight Chief Name:
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Processing Category:

SECTION I - GENERAL INFORMATION

1. This form implements Air Force Manual (AFMAN) 36-2032, Military Recruiting and Accessions. The guidance outlines the policies and procedures for processing applicants through Enlisted Accessions & ISR Programs into the Air Force Reserve. Reference AFMAN 36-2032, AFEDC, AFOCD

SECTION II - APPLICATION RESPONSIBILITIES

1. AFRS/367th RCG hold responsibilities for the completion and processing of applicants into the Air Force Reserve.

SECTION III - REQUIRED DOCUMENTS AND FORMS

Utilize this checklist to ensure you have all required information and documentation. Below you will find the list of required forms and instructions for processing EA and ISR Applicants. All forms are available electronically and should be uploaded into AFRISS-TF. Ensure to RIC & FC initial all applicable.

Pre-QC

Item No.	Items	RIC	FC
1	Source Documents (Citizenship, Age Verification, PS Docs, Physical Med Docs, Education, Dependency, Marriage or Divorce Certificate ,SSN and SSR)		
2	PIR , Personal Interview Record		
3	PRC , Professional Relationship Contract		
4	AF Form 2030 , USAF Drug and Alcohol Abuse Certificate		
5	DD2807-2 , Accessions Medical History Report		
6	AF Disclosure Form , Gang/Extremist		
7	DD FORM 368 Request for Conditional Release (Inter-Service)		
8	USMEPCOM FORM 40-8-1-E (As Applicable)		
9	USMEPCOM 680 3A, Request for Examination (As Applicable)		
10	USMEPCOM 680 3A-1, FCRA Authorization (As Applicable)		
11	USMEPCOM 680 3A-2 Medical Records Review (As Applicable)		
12	DD Form 1966/pg.5 (17 Yrs. Old)		
13	DD Form 2005		
14	SCROLL Initiated - (Officers Only)		

REQUIRED FOR QC

15	AFCEP & SF86 completion (Also complete if Retraining into TS-SCI AFSC or Expired Clearance/Fingerprints)		
16	Security Clearance Verification		
17	Overage Letter (Only applicable if not entering into a valid vacancy)		
18	Completed/ Approved AF Form 1288 , Application for Ready Reserve Assignment (IMA Positions must have DET Approval)		
19	AF Form 357 , Family Care Certification (As Applicable)		
20	USMEPCOM 601-23-7-RE		
21	DD Form 369 , Police Record Check (As Applicable)		
22	ASVAB Scores (For Enlisted Only)		
23	Approved Waivers (As Applicable)		
24	Credit Report , (Required for TS-SCI Clearances, all Waivers and NPS over 25---(Not applicable for applicants already holding a valid clearance)		
25	SURF (Needs to be within 180 days of Enlistment/Assignment)		
26	AF Form 2631- (Finalize with new DOS)		
27	Separation/Discharge Order/AF Form 100/DD 214/NGB 22		
28	DAT Results (As Applicable)		
29	X-Factor , (As Applicable)		
30	RMVS Blocking Sheet or E-Mail		
31	MILPDS projection through MYFSS		
32	Fitness Test (For RegAF and ANG)		
33	Scroll Approved (For Officers Only)		
34	Physical (DD Form 2808, FCIII, Firefighter, PHA/DD Form 3024 (with-in 12 months), SHPE, AF Form 422 (within 180 days), RMU Countersign for PS within 12 months DOS)		
35	BMT/TTS Requested (If AFSC requires a TS clearance, dates must be scheduled to begin BMT no earlier than 180 days after enlistment)		

REQUIRED POST-QC

36	Transmit SF86- (Enlistment is prohibited until SAC annotated completion in AFRISS-TF)		
37	Statements of Understanding (Assignment, NPS/PS Statements)		
38	DD Form 1966 , Record of Military Processing - Armed Forces of the United States		
39	DD Form 4 , (NPS/PS, MSO < 90 TR/180 IMA, PC contract Expiration date)		
40	AF 133 (As Applicable)		
41	Verify SPD/RE Code for Eligibility		
42	SGLV 8286 , Servicemembers' Group Life Insurance Election and Certificate (Must match Date of Enlistment)		
43	DD Form 93 , Record of Emergency Data		
44	AF Form 40A , Record of Individual Inactive Duty Training		
45	DD Form 2983 , Recruit/ Trainee Prohibited Activities Acknowledgment (Must match Date of Enlistment)		
46	AF FORM 2030 , (pg 2) (Must match Date of Enlistment)		
47	UMF 601, Pre-Enlistment interview , (Only Applicable for MEPs Processing Applicants)		
48	AF Form 1288 to ARPC/RSOI Distro <arpcrsoidistro@us.af.mil> for Appointment Order -Officers & IMA		
49	Medical Re-Verification (Within 30-days of EDCSA)		
50	Proof of Accession (Case Number for ANG-AFR, DD Form 4, MILPDS Projection, MyVector #)		
51	BMT Visitor Request Letter		

OTHER FORMS AS REQUIRED

52	SF 180 Prior Service Records (Promotion Order, Separation Order, Disciplinary Actions, Certifications, Etc.)		
53	DD2992 (As Applicable for Rated Positions)		