

Eligibility Verification Checklist

Applicant must complete section I and acquire initials for each of the required areas in sections II – VIII.

I. APPLICANT INFORMATION

Applicants Rank/Name:	Current Unit of Assignment:
	PAFSC of Candidate:
Job Number: Position Rank:	DAFSC of Job Announcement:

II. FORCE DEVELOPMENT Initials

A. Highest PME completed is: _____	
B. Member has minimum 3 level in DAFSC of Job Announcement. Y or N -If No, proceed to Medical -If Yes, proceed to Military Personnel	

III. MEDICAL (ENLISTED ONLY)

A. Physical Profile: P____ U____ L____ H____ E____ S____ X____
B. AFSC _____ DOES/DOES NOT require a CLASS III physical
C. Normal Color Vision: Y____ N____ Depth Perception: Y____ N____ Weight Program: Y____ N____ Last Physical: _____ Word Wide Qualified: Y____ N____ Health Service Technician Signature: _____ Date: _____

IV. RECRUITING (OFFICER POSITIONS ONLY)

A. Member meets AFOQT score minimum.	
B. All officer positions require college transcripts.	

V. FORCE DEVELOPMENT

A. Member meets/does not meet requirements to retrain into the new AFSC. -If does not meet stop here	
B. Member has been briefed on mandatory training requirements.	

VI. MILITARY PERSONNEL

A. Applicant meets all requirements for promotion to the positions rank. Y or N	
B. If No, specify reason:	

VII. RETENTION

A. Member has been briefed on the effects this position move will have on incentive programs.	
B. Member has been briefed "If selected for position they are required to complete a Career Change Worksheet if they do not hold a minimum of 3 level in DAFSC."	

VIII. APPLICANT

Your complete application package must include the documents listed below:	
A. This Eligibility Verification form must be submitted.	
B. Record of Individual Personnel (RIP) – will be obtained through Virtual MPF.	
C. Current Fitness Assessment.	
D. Military/Civilian resume (if requested in the job announcement).	
E. Transcripts (if applicable).	
Application packages will be mailed or hand carried to the designated POC on the job announcement.	

Version: 26 April 2010