

**INSTRUCTIONS FOR REQUESTING AN AFOSI LEOSA ID CARD**  
**Updated: 1 February 2018**

As of Jul 2019, we will require weapons qualification documents for LEOSA ID packages. These instructions have been updated below.

Original instructions: **ALL DOCUMENTS CAN BE EMAILED TO HQ AFOSI/IGE.**

**Step 1.** Complete and sign memorandum requesting the LEOSA ID Card (See page 5/6).

**Step 2.** Complete the AFOSI Form 108. (See page 8, 9, & 10)

**Step 3.** Submit records to show proof of service.

**Civilian Agents:** Attach copies of SF 50s. This includes your retirement or separation SF 50 and your initial appointment SF 50. In place of the initial appointment SF 50, you may substitute an SF 50 showing your 1811 service date to verify you have the qualifying number of years of service (10 years). The SF 50s must show that you are a former AFOSI Special Agent in an armed law enforcement position with of AFOSI and that you met the qualification requirements outline in DoDI 5525.12. If your AFOSI career does not cover the minimum number of years required, submit additional SF 50s from other law enforcement agencies or other documentation to prove that you had the required number of years of law enforcement experience. If you are a current Federal employee, you may obtain a copy of your latest SF 50 from HQ AFOSI, Civilian Personnel Operations (HQ AFOSI/DPCC). If you are a retired or separated Federal employee, you may obtain it by contacting the following address:

National Personnel Records Center  
111 Winnebago Street  
St. Louis, MO 63118-4126  
Phone: 314-801-9250  
E-mail: [cpr.center@nara.gov](mailto:cpr.center@nara.gov)

The written request to the National Personnel Records Center-National Archives and Records Administration (NPRC-NARA) must include:

- Your Name.
- Your Date of Birth.
- Your Social Security Number.
- The Agency Name (AFOSI).
- Dates of service.
- Retirement Date.
- Return address for the SF 50.
- Your signature of authorization.

The copy is free and takes 10 to 15 days to be processed and sent.

**Military Agents:** Attach a copy of your retirement orders and SURF or DD Form 214. The DD Form 214 must show you served in an armed law enforcement position with AFOSI (AFOSI agent career field) and that

you met the qualification requirements outline in DoDI 5525.12. The DD Form 214 may not include sufficient information to confirm those who retired more than 10 years prior. Due to records retention rules, HQ AFOSI may not have records to verify qualifications. For those applicants, HQ AFOSI/IG may ask the applicant to provide additional supporting documentations.

**IMA Agents:** To establish yourself as retired from OSI, provide a copy of your ARPC Retirement Order, which will contain your last assignment before retirement. To establish at least 10 years of duty as an OSI Special Agent, you can provide one of the following:

A copy of your duty history through VMPF (career data Brief). If you do not have one listing your AFSC and your assignments, you can obtain a copy by contacting the ARPC Call Center at (210) 565-0102 or (800) 525-0102.

Your performance appraisals (OPRs/EPRs) covering at least 10 years. If you do not have them, you can obtain copies from ARPC using the Call Center telephone numbers above.

DD214s. If you performed at least 10 years on active duty as an OSI agent and this is reflected on your DD214s, these can be submitted.

DD2586, Verification of Military Experience and Training (VMET). This can be obtained online through the following steps:

- Go to milConnect at <https://www.dmdc.osd.mil/milconnect>
- Sign in (you may need to create an account)
- Go to "Verification of Military Experience and Training (VMET) (found under Quick Links), which takes you to "Transition GPS"
- Select the VMET option
- Select "Access VMET Documents"
- Select the VMET Document (DD-2586) radial button and select "Submit"
- Save the pdf document

Even if you retired as a reservist many years ago, ARPC advises your records are accessible to them without having to go to the National Personnel Records Center in St Louis. Because all of these documents contain your SSAN, they cannot be sent to you electronically but must be mailed.

**Step 4.** E-mail two JPEG/JPG files to [ig.afosi@us.af.mil](mailto:ig.afosi@us.af.mil). You may also mail compact discs containing the files to HQ AFOSI/IG.

- One clear, current, and focused photograph will consist of a head and shoulder digital color portrait of the QFLEO dressed in business attire (e.g., coat and tie for men). The digital photograph should be taken at the highest camera resolution possible. Do not alter the size of the digital photograph. Photographs will be taken against a light blue colored background. QFLEOs who wear prescription glasses full time will wear them when the photograph is taken.

This digital file must be titled using the QFLEO's last name and the last four numbers of the SSAN followed by a P (denotes photograph) and in the JPEG/JPG format (e.g. Rockowitz1234 P). If you cannot obtain a digital photograph, please include two passport-sized color photos when you submit this packet.

- (See page 7) One clear and focused JPEG/JPG file showing ONLY the QFLEO's signature as normally written. The signature must match the printed name on the Request for AFOSI LEOSA ID card (attachment 3) on the identification and be on a WHITE BACKGROUND. This file must be titled using the QFLEO's last name followed by the last four numbers of the SSAN and an S (denoting signature) in the JPEG/JPG format (e.g., Rockowitz1234 S). A JPEG/JPG of the signature can be achieved using a signature pad, scanner, or digital camera. A digital camera photograph is the most complex way of capturing a signature, but it is the most certain way to achieve a JPEG/JPG file. If you cannot obtain a JPEG/JPG image of your signature, please sign your signature on a blank piece of white paper and send it to HQ AFOSI/IGE. This signature must be a minimum of 1/2-inch in height. If the applicant has no capability to scan to a digital JPEG/JPG, the below sample signature card can be signed and provided in hard copy.

If desired, applicant may delay providing digital photograph and signature pending approval of the application from IG office. This will allow applicants who do not have immediate access or capability to begin the application process and provide the digital files upon notification from the IG office that the application has been approved.

**Mailing Address:**

HQ AFOSI/IGE  
27130 Telegraph Road  
Quantico VA 22134

**Email Address:**

[ig.afosi@us.af.mil](mailto:ig.afosi@us.af.mil)

**Step 5.** Criminal history checks are not required for AFOSI employees. AFOSI is prohibited from conducting NCIC checks for retiree applicants for the purpose of LEOSA. Submit a request through CJIS for Identity History Summary using the link below:

<http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/submitting-an-identity-history-summary-request-to-the-fbi>

The I-783 form must be sent directly to AFOSI/IG, not to the applicant. It is downloadable from the link above but an I-783 form with the AFOSI address already included can be found at the AFOSI public website. There is no estimate on how long it will take to complete this process so applicants should consider submitting the criminal history check first.

When submitting FBI fingerprints, applicants should use AFOSI's ORI: VA OSI 0100

If applicants fail to use this ORI and their prints are rejected, AFOSI cannot discuss the failure and pursue other options with CJIS.

There is an option to use FBI approved channelers for these types of requests. The link above has a section on the right titled Channeler Option, you will see an FBI Approved Channeler List. Channelers are companies that have been approved by the FBI to complete the Identity History Summary by taking an applicant's fingerprints digitally and processing the requests. Some requests are complete on the same day. If you use a channeler, they can send the results to the IGE address listed in the instructions. If they cannot or will not send the results to the IG address

below, we will accept them from the member as long as they contain the results of the records check and a signature from the CJIS representative. Because of the risk of personal information (i.e., SSN, DOB, etc) being transmitted in an unsecure manner, we will not accept these via email.