Afghan National Police (ANP)
Vetting and Recruiting Presentation
Recruiting Personnel Contact Information

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Afghan National Police (ANP) Vetting and Recruiting Guide
پولیس ملی افغان
رهنمای سوق و جذب
Afghan National Police
پولیس ملی افغان

ANAP Vetting and Recruiting Guide
رهمت سوق و جذب پولیس کمکی افغان

• Step 1 - Initial Recruit Paperwork
    مرحله 1 - اوراق ابتدائی مجلوب

• Step 2 - Recruiting Process
    مرحله 2 - یروسه جلب و جذب

• Step 3 - Paperwork filing
    مرحله 3 - تکمیل اوراق

Step 4 - I.D. Card
    مرحله 4 - کارت هویت
Recruit shows up with:
- 12 passport photos
- National ID certificate
  "The TAZKERA"

Governor, Sub Gov., or Designee Signs and Stamps all Forms

Forms go to the following offices:
- District Police and Gov
- MOI
- Provincial Recruiting Office

Province Personnel Officer / Recruiting takes records to the RTC for training

ANP Mol ID Card Team verifies personal verification forms against Tazkera and assists in preparation of ID card application.

Overview

**Step 1**
Personal verification form and signatures
- Amna و فورم شناسانی شخصی

**Step 2**
2 sided form: contract and biographical information
- صحت/صحیح
- ترویژ
- جنایی
- استخبارات

Signature and stamp of each office on all three forms and personnel verification form

**Step 3**
Signatures on all four forms
Photo attached to each form

**Step 4**
Governor, Sub Gov., or Designee Signs and Stamps all Forms

Afghan National Police

Combined Security Transition Command – Afghanistan

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Afghan National Police

Step 1 - Initial Recruit Paperwork

(1) Local / District Level

- Each recruit must have his National ID certificate “The “TAZKERA ”.
  (see page 6). Individuals can get the ”Tazkera” at any official District HQ
  through the Sub Governor. 

- Each recruit must then go to the District HQ.

- The Governor, Sub Governor, or one of their Designees then verifies, with
  district records, or confirms the authenticity of the 2 tribal elders who have
  verified the identity and background of the recruit, as to who he says he is.
  (see page 6)
Afghan National Police

Step 1 - Initial Recruit Paperwork
(Local / District Level)

• Each recruit must be at least 18 and can not be over the age of 28. (However, an age waiver can be granted by the MOI for those above 35, but not over 45, if the applicant has special technical qualifications and other capabilities.)

• Each recruit must bring (12) passport photos, (6) for recruiting paperwork and (6) for additional copies of the paperwork.
Afghan National Police
پولیس ملی افغان
Tazkera/National ID
تذکره / کارت هویت ملی

Stamp of General of Directorate
مهر تذکره

Afghanistan National Emblem
نشان ملی افغانستان

Photo
عکس

Directorate Signature
امضا مدير

Responsible Signature
امضا شخص مسئول

Nationality
ملیت

Job / Business
وظیفه/شغل

Sex
جنس

Income
عاید

Language
لسان مادری
Afghan National Police

Personal Verification Form / both halves

Name
Fathers Name
Grandfathers Name
Village
District
Job
Qualification
Age
Appearance:

Top Half is the Personal Identification Verification Portion

This page is cut or torn in half

Abridged Name:
Fathers Name:
Grandfathers Name:
Village:
District:
Job:
Qualification:
Age:
Appearance:

This page is cut or torn in half.
Afghan National Police

Bottom half of the Personnel Verification Form

Name
Father
Grandfather
District
Job

District Commanders signature

Recruiters page number and date

Approval Signature

Second picture taken during training and for ID Card
Afghan National Police

Step 2 - Recruiting Process

(Provisional Level)

- The recruit must then go to the ANP Recruiting Officer at the Provincial HQ. مجمل باید به آمر جلب و جذب در مرکز ولایت برود.
- The Personnel / Recruiting Officer from the Provincial HQ or the MoI will help complete most information. آمر جلب و جذب یا از مرکز ولایت در تکمیل اوراق کمک میکند.
- The recruit must complete a two sided form, with the contract on one side and biographical information on the other. The recruit must have (4) copies of the form, of which all are supplied by, and filled out, with the assistance of the Personnel Officer from the Provincial HQ. (see page 9) مجمل باید فورم دوطرفه را تکمیل کند، با قرارداد در یکطرف فروم و معلومات بیوگرافی در طرف دیگر آن. و مجمل باید 4 نقل تمام اوراق که با همکاری آمر تکمیل شده را داشته باشد. (ورق 9 را ببینید)
- Each two sided form has (1) picture attached. (see page 9) هر فروم دوطرفه زیرتر یک عکس باشد. (ورق 9 را تماشا کنید)
Afghan National Police

Two Sided Form (Contract and Biographical)

Affixed fingerprints are for each individual who has signed the document.
Afghan National Police

Step 2 - Recruiting Process

Cont.

- The Provisional Personnel Officer assigns an escort to lead the recruit to the following Provincial sections and a stamp and signature for each section, except for the Intelligence Section which only requires a signature, is affixed to the forms. (see page 11)

- Health/medical section for screening
- Terrorism
- Criminal records
- Intelligence

- All paperwork then goes back to the district for the District Sub Governor’s signature, or his designee, and stamp. (see page 13)
Afghan National Police

Approval Stamps (CID/Terrorism/Health)

Letter of Introduction, List of ANAP

Signature only for MoI Intelligence

Stamp and Signature for Mol Health, Mol CID, and Mol Terrorism
Afghan National Police Personnel Officer Forms

Appointment Letter

Signature of Recruiting Director

Recruiting HQ Kabul Province
Afghan National Police

Step 3 - Paperwork Filing Process

 مرحله ۳ – پروسه تکمیل اوراق
سطح وزارت (MoI Level)

1. Two sided form and top half of the Personnel Verification Form goes to the Provincial Recruiting Office. (pictures attached, see pages 9 and 6).

شناشی شخصی به دفتر جلب و جذب ولایتی انتقال داده می‌شود. (صفحات ۶ و ۹ را تماشا کنید).

1. Two sided form stays at the District Police Station.

یک فورم دو طرفه در ولسوالی باقی می‌ماند.

1. Two sided form is sent to the training sites, with the recruit. The recruiting office at the MoI reviews the recruit information, verifies it, and then notifies the Province by issuing a training directive by phone, radio, or message that the recruit can begin training.

یک فورم دو طرفه با مجلوب به مرکز تربیتی روان می‌شود، دفتر جلب و جذب در وزارت معلومات شخص مرور نموده و تائید می‌کند. و بعداً مکتوب برای شمومیت شخص در ترنگ روان می‌کند و یا توسط تلفن، رادیو خبر می‌دهد.

Recruits who fail to follow the process will be disqualified from participation in the program.

مجلوبین که مراحل را تکمیل نکند از پروسه اخراج می‌شود.

The training sites require a copy for admission to training, delivered with the recruits, by the Provincial Personnel Representative.

مرکز تربیتی برای شمومیت مجلوب به یک نقل آن ضرورت دارد، که بايد با مجلوب توسط نماینده ولايتی انتقال داده شود.
Afghan National Police
پولیس ملی افغان
Step 4 - I.D. Card مرحله 4
(Mol / National Level) به سطح وزارت

• Recruits need to fill out the ANP National Police ID Card Application Form. Mol ID Card Team assists in this process and verifies the data on this form against each Recruit’s Tazkera.

- مربیین نیاز به خانه پری فورم کارت هویت پولیس ملی را دارند. تیم کارت هویت وزارت داخله در تکمیل این معلومات از تذکره موجب همکاری می‌شود.

• Mol ID Card Team takes verified applications to Mol HQ to process temporary ID cards.

- تیم کارت هویت وزارت داخله، معلومات کمپیوتری را به وزارت داخله برای چاپ کارت های موقتی انتقال می‌دهد.

• Once temp ID cards are prepared, they are delivered to the RTC.

- وقتی که کارت های مؤقتی آماده شد، کارت های مذکور به مراکز تربیتی ارسال می‌شود.
Afghan National Police
پولیس ملی افغان

Step 4 - I.D. Card
مرحله 4 کارت هویت
(Mol / National Level) به سطح وزارت

- Permanent ID cards are prepared and issued based on favorable biometric screening. The goal is to issue permanent ID cards to each FDD graduate; however, there is currently a backlog of approximately 12 weeks processing these cards. Mol is working to reduce this backlog.

- کارت های هویت دایمی به اساس معلومات کمپیوتری توزیع می‌شود. هدف اصلی توزیع کارت های هویت برای اعضای ایف دی میباشد، اما فعلاً تقریباً 12 هفته این کارت به عقب مانده است. و وزارت امور داخله در سدد کاهش این مدت میباشد.

- If permanent ID cards are not available upon FDD graduation, they are delivered to the District as they are prepared.

- اگر کارت های هویت در هنگام فراغت ایف دی ایف دی آماده نباشند، بعد از آماده شدن آنرا به ولسوالی ها ارسال خواهد کرد.
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<tr>
<td>Date of Birth</td>
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<td>العنوان الدائم / الأول</td>
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<td>رقم الهوية</td>
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<tr>
<td>Mark or signature</td>
<td>شئ مناسب / اسم</td>
</tr>
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</table>
AFGHAN NATIONAL POLICE I.D. CARD

Front Side:
- Name
- Government Emblem Which Shines in the light
- ‘Long Live Afghanistan’ in Micro text
- Government Emblem Which can be seen Normally

Back Side:
- Height
- Weight
- Hair Color
- Eye Color
- Blood Type
- One D Bar Code
- 2D Bar Code
Questions
Problems / Occurring Issues

- PHQ’s not allowing recruiters to operate vehicles and or given fuel to allow recruiters to be mobile
- Recruiting of handicapped persons
- Incomplete and or missing vetting paperwork (ex. missing photographs and or documents)
- Recruiters working with inadequate or no office space
- Recruiters without office equipment and or office equipment is inoperable
- Newly recruited persons not present for movements to training
- Newly recruited persons not being searched prior to movements
- Recruiters not being present for duty
- Regional and or district commanders refusing to cooperate with the movement of newly recruited persons to training
- Regional and or district commanders refusing to cooperate with the MoI Recruiters
Reporting of Numbers / Tashkil

• Recruiting numbers are reported two separate ways.

1. MoI Recruiters in the districts complete a monthly report. This report is forwarded to provinces then forwarded to the zone headquarters. The zone headquarters then forward the monthly report to the MoI Recruiting Department. This report will indicate how many ANP are present for duty, how many ANP have died, how many ANP have been recruited, and how many ANP are absent.

NOTE: Not present for 20 days considered absent.
Not present for 20 to 60 days, report is completed and forwarded to MoI Legal Department for an investigation to inquire why absent. Absent for a period longer then 60 days, person is dismissed from the ANP.
2. Daily strength numbers are reported by telephone directly to the MoI Recruiting Department. Afghan National Civil Order police (ANCOP), Afghan Border Police (ABP and Focused District Development (FDD).

NOTE: These numbers are captioned on a daily report and forwarded to CSTC-A CJ-1 Recruiting Department for accountability and further distribution.

These numbers need to be accurately reported. At times the Provincial and or District Commander’s reports and the recruiters reports, are reflecting different numbers.

Reported strength numbers are very important. For example: Recruiting is based on current strength reports, training is scheduled due to strength reports, finance and current working budgets are calculated on strength reporting.