Afghan National Police (ANP) Vetting and Recruiting Presentation
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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
رهنمای سوق و جذب پولیس کمکی افغان

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

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

• Step 3 - Paperwork filing
  مرحله 3 - تکمیل اوراق

Step 4 - I.D. Card
  مرحله 4 - کارت هویت
Overview

Recruit shows up with:
- 12 passport photos
- National ID certificate
  "The TAZKERA"

Step 1

Forms go to the following offices:

- Provincial Recruiting Office
- MOI
- District Police and Gov

Step 3

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

Step 2

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

Step 4

ANP

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

Personal verification form and signatures

Signatures on all four forms

Photo attached to each form

2 sided form: contract and biographical information

• Health/medical
• Terrorism
• Criminal records
• Intelligence

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

Step 1 - Initial Recruit Paperwork

• 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

• 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
tذکره / کارت هویت ملی
Afghan National Police

Personal Verification Form / both halves

Name
Fathers Name
Grandfathers Name
Village
District
Job
Qualification
Age

Top Half is the Personal Identification Verification Portion

This page is cut or torn in half

Appearance:

شانه های ظاهری
Combined Security Transition Command – Afghanistan

Afghan National Police

Bottom half of the Personnel Verification Form

District Commanders signature

Name

Father

Grandfather

Job

Approval Signature

Recruiters page number and date

Second picture taken during training and for ID Card

Number and date of the page in the recruitment document.

Name

Father

Grandfather

Job

Approval Signature
Step 2 - Recruiting Process

 مرحلة دوم: پروسه جلب و جذب
(Provisional Level)

• The recruit must then go to the ANP Recruiting Officer at the Provincial HQ. 
  مجلوب باید به آمر جلب و جذب در مرکز ولايت برود.
• The Personnel / Recruiting Officer from the Provincial HQ or the MoI will help complete most information.
  آمر جلب و جذب یا از مرکز ولايت 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)
  مجلوب باید فورم دوطرفه را تکمیل کند، با قرارداد در یکطرف فروم و معلومات بیوگرافی در طرف دیگر آن. و مجلوب باید 4 نقل تمام اوراق که با همکاری آمر تکمیل شده را داشته باشند. (ورق 9 را ببینید)
• Each two sided form has (1) picture attached. (see page 9)
  هر فروم دوطرفه باید دارای 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)

• 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)**

<table>
<thead>
<tr>
<th>Stamp and Signature for MoI Health, MoI CID, and MoI Terrorism</th>
<th>Signature only for MoI Intelligence</th>
</tr>
</thead>
</table>

**Letter of Introduction, List of ANAP**
Afghan National Police
Personnel Officer Forms

Appointment Letter

Signature of Recruiting Director

Recruiting HQ Kabul Province

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Afghan National Police

Step 3 - Paperwork Filing Process

(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)

(1) two sided form stays at the District Police Station.

(1) two sided form is sent to the training sites, with the recruit. The recruiting office at the Mol 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.

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

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

- میرجوبین نیاز به خانه پری فورم کارت هویت پولیس ملی را دارند. تیم کارت هویت وزارت داخله در تکمیل این معلومات از تذكره میرجوب همکاری میکنند.

• 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 مؤقتی 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 ۴ 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 دامی به اساس معلومات کمپیوتری توزیع میشود. هدف اصلی توزیع کارت های هویت برای اعضای ایف دی میباشد، اما فعلاً تقریباً ۱۲ هفته این کارت به عقب مانده است. و وزارت امور داخلی 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 دی آماده نباشند، بعد از آماده شدن آنها به ولسوالی ها ارسال خواهد کرد.
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<td>Uncles name</td>
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<td></td>
<td>Approval signature</td>
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<tr>
<td></td>
<td>Personnel Dept.</td>
</tr>
</tbody>
</table>
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 than 60 days, person is dismissed from the ANP.
Reporting of Numbers / Tashkil Cont.

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