

PROCEDURAL GUIDANCE MESSAGE

Name and Grade of Action Officer MSgt John M. Gereaux				Office Symbol RSOPA		Series Number 214		Signature of Action Officer			Implementation Date: 16 Jul 03	
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date	
1	RSOP/ CCU	Coord	RSOP____ CCU____	5				9				
2	JA	Coord	JA_____	6				10				
3	RSO/ CCU	APPR	RSO_____ CCU_____	7				11				
4	RSOPA	X-MIT	_____	8				12				

FROM: HQ AFRS/RSO

SUBJECT: I-551 Guidance

TO: All Operations/MEPS Personnel

1. This PGM was transcribed from a combination of PROMIS Messages 970085, 990053, and 20000016.
Warning: In light of current world events this guidance is extremely important, enlisting a person in the AF without properly verifying citizenship could jeopardize national security.
 2. The following guidance addresses processing and entering EAD for three common situations involving Alien Registration Documentation:
 - A. Applicants with an I-551 with an expiration date greater than two years ("Permanent" card) from date of issue may process and enter EAD with that card.
 - B. Those desiring to process with an I-551 without an expiration date must have the following to process and enter EAD:
 - (1) The I-551
 - (2) A completed INS Form G-845 (Documentation Verification Request) with no restrictions or conditions
- Note:** Applicants who have an I-551 with a baby or youth picture are required by law to reorder a new I-551 at age 14. These cannot be used for enlistment.
- C. Applicants who have ordered/reordered a new I-551 permanent card must have the following to process:
 - (1) A receipt that shows proof they have ordered a new card from INS
 - (2) A completed INS Form G-845 with no restrictions or conditions
 - (3) Proof of permanent resident alien status i.e., stamped passport (no conditions or restrictions), I-94, or the old I-551 with a temporary stamp

Note: These applicants will be reserved to (EAD) no earlier than ***eight months*** from the date the permanent card was ordered. In the event the new card is not received refer to para 3.

Note: Be sure the name on the G-845 matches the I-551 card, SSAN card, and casefile.

3. Exceptions to Policy (ETP):

- A. Applicants who had a permanent I-551 card at the time of processing and reordered the card, but don't receive it prior to EAD (15 Duty Days) must request an ETP from the Recruiting Squadron Commander. The exception to policy request package must include the following documents:

- (1) A copy of a *current* (less than 30 days old) INS Form G-845 with no restrictions or conditions
 - (2) A copy of the applicant's SSAN card (card may not have any type of stamp i.e. "Authorized For Work Only")
 - (3) Applicant Data/QC Report showing applicant information and EAD
- B. Applicants who didn't have a permanent I-551 card at the time of processing, but had the documents listed in Item 2-C and don't receive their permanent I-551 card prior to EAD (15 Duty Days) must request an ETP from AFRS/RSO. The exception to policy request package must include the following documents:
- (1) A copy of a *current* (less than 30 days old) INS Form G-845 with no restrictions or conditions
 - (2) A copy of the applicant's SSAN card (card may not have any type of stamp i.e. "Authorized For Work Only")
 - (3) Proof of permanent resident alien status i.e., stamped passport (no conditions or restrictions), I-94, or the old I-551 with a temporary stamp
 - (4) Applicant Data/QC Report showing applicant information and EAD
- C. An exception to policy is an "exception" and may be approved or disapproved. This is not an automatic "approval" process and applicants should be informed of this prior to submitting the ETP. It is in their best interest to have all appropriate documents well ahead of EAD. Any questions concerning this PGM should be directed to HQ AFRS/RSOPA through the appropriate chain of command.

FOR THE COMMANDER

//SIGNED//

GARY W. KIRK, Colonel, USAF
Chief, Operations Division