



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

Date: [ ]

MEMORANDUM FOR

[ ]
[ ]
[ ]

FROM: 18 SVS/SVH
Unit 5135 Box 10
APO AP 96368-5135

SUBJECT: Inquiry for United States Government Use Only RE: [ ]

The person identified above has been appointed to or is an applicant for federal employment working with children under the age of 18. He/she has listed you as a work/personal reference. To help us determine whether this person is loyal, trustworthy, and of good character, we ask that you answer all questions on this letter as fully and specifically as you can. The information you provide, including your identity, will be disclosed to the individual upon request. Should you have questions you may contact the HRO Office at (DSN) 315-634-2330 or via e-mail to 18svs.svh@kadena.af.mil or lindagammons@kadena.af.mil.

- 1. How long have you known this person? [ ] Years [ ] Months
2. In what capacity were you associated with this person?
[ ] Employer [ ] Supervisor [ ] Friend [ ] Other (specify) \_\_\_\_\_
3. If you checked Employer or Supervisor on question 2, please complete the following information for the individual referenced above.
a. Position Title: \_\_\_\_\_
b. Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_
c. Reason for Leaving: [ ] Voluntary [ ] Involuntary [ ] Other (explain) \_\_\_\_\_
d. If discharged for cause, was he/she notified of reason? [ ] Yes [ ] No
e. Eligible for rehire? [ ] Yes [ ] No
4. Do you have any reason to question this person's loyalty to the United States? [ ] Yes [ ] No
5. To your knowledge, is this person reliable, honest, trustworthy and of good character? [ ] Yes [ ] No
6. To your knowledge has this person ever been fired or quit a job after being notified that would be fired? [ ] Yes [ ] No
7. Do you know of any reason why this person should not work with children? [ ] Yes [ ] No
8. Please use this space to provide explanations to any of the above questions or for additional comments concerning suitability of this person for employment.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_