

# **Biographical Inventory with Response Verification (BI-RV) User's Manual**

Naval Operational Medicine Institute (NOMI), Operational Psychology Department  
Phone: 850.452.2435  
Email: [nomi-astb@med.navy.mil](mailto:nomi-astb@med.navy.mil)

## **PURPOSE**

The Biographical Inventory with Response Verification, or BI-RV was designed to gather personal information about your personal background and life experiences, including demographic, educational, and occupational information. It is a key component of the Aviation Selection Test Battery (ASTB), the instrument used to select candidates for Naval Aviation training. The BI-RV consists of 110 questions in both multiple-choice and fill-in-the-blank format. It is self-proctored and is expected to take between 45 minutes and 2 hours to complete. Full ASTB scores (AQR, PFAR, FOFAR, PAF, FOAF) will not be generated until you have completed the BI-RV in addition to the other ASTB subtests.

You will have the option to take the BI-RV before or after completing the other ASTB subtests. It is recommended that you complete the BI-RV prior to completing the other subtests. By completing the BI-RV in advance of the other subtests, you will be able to receive your ASTB scores immediately after completing the remaining subtests at your nearest APEX-enabled ASTB testing location.

## **REQUIREMENTS**

In order to have access to the BI-RV website, you first must be registered to take the ASTB in the APEX system. Only an authorized APEX Examiner may register you to take the ASTB. Contact your local Naval or Marine recruiting office to locate the APEX Examiner nearest you. Upon the registration of your Examinee account within APEX, your APEX Examiner will generate a BI-RV letter that can be emailed to you in PDF format. A link to access the BI-RV website, as well as your BI-RV username and password will be included within the letter. The BI-RV must be completed within 90 days of registration; the deadline date will be indicated on your BI-RV letter, after which you will be unable to generate a complete set of ASTB scores unless you retake the entire battery.

Your username and password are unique and directly connected to your examinee account. **DO NOT SHARE** this information with anyone. In addition, each ASTB attempt will require different BI-RV login information. If you are taking the ASTB for a second time, you will need to request a new BI-RV letter, username, and password from an authorized APEX Examiner.

## INTRODUCTION

Input the username and password provided in your BI-RV letter to login to the BI-RV subtest. The following graphic depicts the BI-RV login page:

**Biographical Inventory with Response Verification**

**Welcome**  
Please enter your username and password. If you have any questions contact your Apex Examiner.

**Account Information**

Username

Password

[Click to access:BI-RV User Manual](#)

Once logged into the BI-RV website, a brief description of the BI-RV will be displayed. Click on the link labeled **“Go to BI-RV Test”** at the bottom of the page to proceed to the first BI-RV question:

**Biographical Inventory with Response Verification** [Log Off](#)

This inventory consists of a number of factual questions about your activities and experiences. Read and answer each question carefully, providing any supplementary details that are required. Be sure to answer every question in full, with all of the necessary information.

Answer the questions as accurately as possible. Answers are subject to verification in an interview and by inquiries to organizations, groups, and individuals with relevant information. Deliberate falsification of answers is grounds for being disqualified from selection for the training program or for being dismissed after entry into the program.

For each question, please select the responses that best fits you and fill in the details. If you miss a question, you will be prompted to make a selection. You must answer ALL questions to complete the test.

Clicking the Next button saves your answers and takes you to the next page. You can use the Previous button to change an answer on a previous page.

You can exit the test by simply clicking the Exit BI-RV button. Use the URL in the BI-RV letter to return to the exam within the deadline. You will need to re-enter your username and password. Your previous answers will be displayed and you can click the Next Incomplete Question button to advance to the next unanswered/incomplete question you completed.

[Go to BI-RV Test](#) 

## ANSWERING BI-RV QUESTIONS

Many BI-RV questions will require you to enter response verification statements inside of Response Verification Boxes at the bottom of your screen. The number of Response Verification Boxes presented for a given question may vary, depending on your initial multiple-choice answer. In the example question depicted below, the Examinee indicated that she had sought to discuss her plans to join the armed forces with two friends or neighbors with military experience. She is then prompted to provide the service of each person with whom she discussed joining the armed forces, as well as the year in which the discussion occurred. Had she indicated that she sought to discuss her plans to join the armed forces with four friends or neighbors with military experience, she would be required to provide verification information in four separate sets of Branch of Service and Year Response Verification Boxes.

### Biographical Inventory with Response Verification [Log Off](#)

3. How many friends or neighbors (nonrelatives) with military experience have you sought out to discuss your plans to join the armed forces?

A. 0  
B. 1  
**C. 2**  
D. 3  
E. 4

Select your answer:  
 A  B  C  D  E

List each friend's/neighbor's branch of service and year of discussion (list up to four friends/neighbors).

Branch of Service:	<input type="text" value="Navy"/>	Year:	<input type="text" value="2011"/>
Branch of Service:	<input type="text" value="Marines"/>	Year:	<input type="text" value="2011"/>

Unfinished questions: 41

**Note: Answers are subject to verification in an interview and by inquiries to organizations, groups, and individuals with relevant information. Deliberate falsification of answers is grounds for being disqualified for selection for into the training program and for being dismissed after entry into the training program.**

## INCOMPLETE RESPONSES

A multiple choice answer must be selected and all Response Verification Boxes must be filled in before a question response is considered complete. If you do not complete all of the Response Verification Boxes for a given question, the BI-RV website will allow you to advance to the next question, but the “**Unfinished questions**” indicator will not change until you have completed each question. You will be able to return and complete unanswered questions at a later time by selecting the “**Next Incomplete Question**” button at the bottom of the screen.

### Biographical Inventory with Response Verification [Log Off](#)

**2. About how many times have you discussed your plans to join the armed forces with recruiters or other armed forces representatives?**

A. 1 to 2

B. 3 to 4

C. 5 to 6

D. 7 to 8

E. 9 or more

Select your answer:

A  B  C  D  E

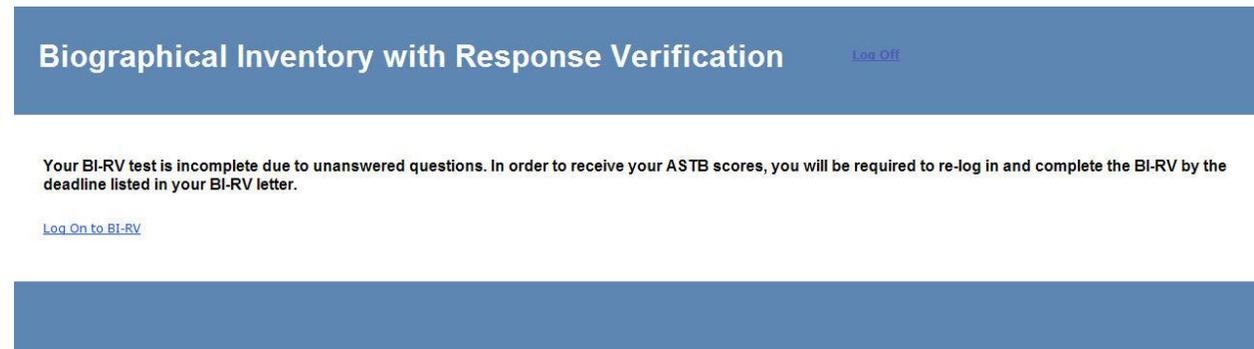
For the last occasion, name the recruiter's/representative's branch of service, location, and year.

Branch of Service:  Location:  Year:

 Unfinished questions: 41

## EXITING AND COMPLETING THE BI-RV AT A LATER TIME

At any point, if you select “**Exit BI-RV**” or “**Log Off**”, the system will log off and display a message informing you that the BI-RV has not yet been completed. The BI-RV website will also automatically time out after two hours of inactivity. In order to generate valid ASTB scores, you must return to the BI-RV website and complete the BI-RV by the date listed within your BI-RV letter. No deadline extensions will be made under any circumstance. After exiting the BI-RV, the following screen will display:



Once you have logged back into the website, click on the button labeled “**Next Incomplete Question**” located at the bottom of your screen. You will be returned to the first question that has not been completed:

1. About how old were you when you first discussed joining the armed forces with a recruiter or other armed forces representative?

- A. Under 17
- B. 17 to 18
- C. 19 to 20
- D. 21 to 22
- E. 23 and over

Select your answer:

A  B  C  D  E

Name the recruiter's/representative's branch of service, location, and year of discussion.

Branch of Service:  Location:  Year:

Unfinished questions: 42



## COMPLETING AND SUBMITTING THE BI-RV

The status indicator at the bottom of the page will display “**This is the last unfinished question**” when you reach the final incomplete question. Once you have completed the final question, you may click on the “Last” button in the bottom right hand corner of the screen to navigate to question #110.

3. How many friends or neighbors (nonrelatives) with military experience have you sought out to discuss your plans to join the armed forces?

- A. 0
- B. 1
- C. 2
- D. 3
- E. 4

Select your answer:

- A  B  C  D  E

List each friend's/neighbor's branch of service and year of discussion (list up to four friends/neighbors).

Branch of Service:  Year:

This is the last unfinished question



After all questions have been fully answered and you return to Question #110, click on the button labeled "Complete BI-RV." This button will be located in the bottom-right hand corner of the screen. You will not be able to complete the BI-RV until ALL questions have been answered, with all required response verification information having been provided.

## Biographical Inventory with Response Verification

[Log Off](#)

These questions are used solely to monitor the functioning of the inventory; they do not affect your evaluation for the training program.

110. What was the approximate combined annual income of your parents (or guardians) when you graduated high school? (include income from all sources before taxes)

- A. Under \$25,000
- B. \$25,001 to \$50,000
- C. \$50,001 to \$75,000
- D. \$75,001 to \$100,000
- E. Over \$100,000

Select your answer:

A  B  C  D  E

[First](#) [Previous](#) [Next](#) [Last](#) Unfinished questions: 0 [Next Incomplete Question](#) [Complete BI-RV](#)



Once you have successfully completed and submitted your BI-RV, a confirmation screen will be displayed:

## Biographical Inventory with Response Verification

Congratulations!! You have successfully completed the BI-RV test.

### CONTACT INFORMATION

If you have any questions regarding BI-RV, please contact your local recruiting station or APEX Examiner.

Or please contact the Naval Operational Medicine Institute's Operational Psychology Department at 850.452.2435 or [nomi-astb@med.navy.mil](mailto:nomi-astb@med.navy.mil).