



**PERSONNEL SECURITY PROGRAM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO/PP WWW site at:
<http://afpubs.hq.af.mil>.

OPR: 375 SFS/SFAI (Ms. Morris)
Supersedes AFI 31-501/SAFB1,
10 October 1996.

Certified by: 375 SFS/SFA (Mr. Martinusen)
Pages: 2
Distribution: F

AFI 31-501, 1 August 2000, is supplemented as follows:

SUMMARY OF REVISIONS

This supplement has been revised to comply with the standards in AFI 33-360, Volume 1, Publications Management Program, 29 December 2000.

1.2. (AMC). This supplement applies to all agencies requesting security clearances through the 375 SFS/SFAI.

3.2.1. (AMC). Any civilian occupying a nonsensitive position **CAN NOT** have a Security Access Requirement (SAR) Code, and they **CAN NOT** be granted access to classified information.

3.3. (AMC). Civilians occupying a noncritical sensitive position with a SAR Code of "1" must have a Periodic Reinvestigation (PR) performed every 10 years. Noncritical-sensitive positions with a SAR Code of "Blank" do not need to do a Secret PR.

3.4. (AMC). Civilians in a critical-sensitive position, regardless of the SAR Code, will submit a Top Secret PR every 5 years.

3.5. (AMC). Individuals will complete PRs upon notification from the unit security manager. Upon notification, the individuals have 25 days to submit security clearance PR requests to the 375 SFS/SFAI. If not submitted in this time frame, a Security Information File (SIF) action may be implemented.

5.2. (AMC). The 375 SFS/SFAI is designated as the single authorized requester for DOD Air Force civilians, military personnel, and all trust positions.

8.2.2.9. (AMC). When the unit obtains the required documentation to close a SIF, the unit commander will provide appropriate documentation to the 375 SFS/SFAI.

A2.1.1.1. (AMC). When the clearance forms and the AF Forms 2583, **Request for Personnel Security Action**, are completed, they are returned to the security manager. Prior to submission to the 375 SFS/SFA, the security manager must review the forms for accuracy. The member must assemble all forms as required in the Electronic Personnel Security Questionnaire (EPSQ) instruction package for the security manager/subject of PSI. Packages must be placed in the drop box located in the Personnel Security Section (375 SFS/SFAI), Bldg 1970, Room 103, Mon-Fri, 0800-1600. The member of the personnel security investigation, unit security manager or any other individual from the unit, may bring the completed package to the 375 SFS/SFAI office. If necessary, a quality review will be conducted as soon as possible, at which time the individual will be contacted for final signature and fingerprints. If corrections are necessary, they will be annotated on the EPSQ package and returned to the security manager for corrective action. After corrections have been made, the security manager must ensure the package is returned to the 375 SFS/SFAI for final processing. The old EPSQ paperwork must be returned with the final package.

A2.1.1.2. (AMC). If the degree or diploma is located in the records, Military Personnel Records can be used for verification of claimed attendance at an educational institution.

A2.1.1.3. (AMC). The Military Personnel Records and the Automated Security Clearance Approval System (ASCAS) Roster/Sentinel Key can be used for date and place of birth verification.

Table A3.7. (Added) (AMC). Guide For Assigning Security Access Requirement (SAR) Code To Each Authorized Manpower Position.

7	Day-to-day access will be determined	on the highest level of access required, at least two to three times per month.
---	--------------------------------------	---

STANLEY J. MCCLOSKEY, Lt Col, USAF
 Commander, 375th Security Forces Squadron