

**BY ORDER OF THE COMMANDER,
8TH FIGHTER WING**



AIR FORCE INSTRUCTION 31-501

8TH FIGHTER WING COMMAND

Supplement 1

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Security

**PERSONNEL SECURITY PROGRAM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 8 SFS/SFAIP (SrA Rumohr, James)

Certified by: 8 MSG/CC
(Colonel Douglas K. Tucker)

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This supplement implements AFI 31-501, *Personnel Security Program Management*. Commanders and Staff Agency Chiefs are responsible for the protection of property under their jurisdiction, administration, custody, and control. Specifically, they will ensure requirements and procedures established in AFI 31-501/8 FW Supplement 1, are met. It applies to all units assigned, attached, or associated units to the 8th Fighter Wing, Kunsan Air Base, Korea.

SUMMARY OF REVISIONS

This supplement supersedes 8 FW Sup 1 of AFI 31-501 dated 2 November 2001. It reflects the requirements instituted by AFI 31-501. The latest version of the Electronic Personnel Security Questionnaire (EPSQ) will be used when submitting requests for personnel security investigations (paragraph **5.1.1.2. (Added)**). SMs will complete each individual's AF Form 2583, *Request for Personnel Security Action*. AF Form 2583s submitted to 8 SFS/SFAIP must be re-accomplished if the signatures by the SM and 8th Medical Operations Squadron, Flight Medicine (8 MDOS/SGOAF) personnel exceed 30 days (paragraph **5.4.1. (Added)**). Personnel, who are not Security Access Requirement (SAR) coded at Kunsan AB and require a periodic reinvestigation or clearance upgrade for an upcoming assignment, must obtain a security requirement letter from 8 MSS/DPMAR stating the type clearance required. This letter must be brought to 8 SFS/SFAIP along with the other clearance material prior to submission to the investigating agency (paragraph **5.4.2. (Added)**). Personnel Security Investigations (PSI) will be submitted within 30 days of notification from the unit SM. SMs are responsible for tracking the date the individual was notified. **NOTE:** Failure to provide the PSI within the above timeframe is grounds for Security Information File (SIF) establishment (paragraph **5.6.1.1. (Added)**). A bar (|) indicates revisions from the previous edition.

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

3.11.4. Security Managers (SM) are responsible for updating JPAS to reflect the date the interim clearance was granted by the unit commander. The SM will maintain a copy of the interim clearance authorization letter and forward a copy to Personnel Security Program Manager (8 SFS/SFAIP).

3.12.3. **Access to Classified Information by Non-US Citizens.** All initial and annual Limited Access Authorization's (LAA) will be coordinated through 8 SFS/SFAIP. Commanders review and validate approved LAAs annually.

3.21.1. **Nuclear Weapons Personnel Reliability Program.** Personnel requiring a security clearance update for an upcoming Personnel Reliability Program (PRP) assignment, must obtain a security requirement letter from 8thMission Support Squadron, Relocations and Employment Flight, Assignments (8MSS/DPMAR) stating the type of clearance required. This letter must be brought to 8 SFS/SFAIP along with the other clearance material prior to submission to the investigating agency.

5.1.1.2. (Added) . The latest version of the Electronic Personnel Security Questionnaire (EPSQ) will be used when submitting requests for personnel security investigations.

5.4.1. (Added) . SMs will complete each individual's AF Form 2583, *Request for Personnel Security Action*. AF Form 2583s submitted to 8 SFS/SFAIP must be reaccomplished if the signatures by the SM and 8th Medical Operations Squadron, Flight Medicine (8 MDOS/SGOAF) personnel exceed 30 days.

5.4.2. (Added) . Personnel, who are not Security Access Requirement (SAR) coded at Kunsan AB and require a periodic reinvestigation or clearance upgrade for an upcoming assignment, must obtain a security requirement letter from 8 MSS/DPMAR stating the type clearance required. This letter must be brought to 8 SFS/SFAIP along with the other clearance material prior to submission to the investigating agency.

5.6.1.1. (Added) . Personnel Security Investigations (PSI) will be submitted within 30 days of notification from the unit SM. SMs are responsible for tracking the date the individual was notified. **NOTE:** Failure to provide the PSI within the above timeframe is grounds for Security Information File (SIF) establishment.

7.1.2.2. Commanders review the unit SAR code listing annually to ensure accuracy and provide a written response of completion to 8 SFS/SFAIP NLT 31 December of each year. Submit all SAR code position change requests utilizing a Manpower Authorization Change Request Letter, through 8 SFS/SFAIP. A sample letter is located in the Security Manager Handbook.

7.4.2.7.5. SMs will provide 8 SFS/SFAIP with a roster identifying all personnel who require a periodic reinvestigation or upgrade NLT the first of every month. SMs will utilize this list to track the unit backlog.

7.5. **Granting Access.** SMs, using the JPAS program, will maintain a printed copy of the current month Clearance and Access Verification System (CAVS) roster. The CAVS will be used to verify security clearances before granting access to classified material.

7.5.1. (Added) . SMs will use JPAS to verify unit personnel have signed a Non- disclosure Agreement (NDA), SF Form 312, *Classified Information Nondisclosure Agreement*. SMs are responsible for updating signed NDA's in SK and mailing them to the applicable address listed in AFI 31-401, *Information Security Program Management*, paragraph 5.5.

8.2.2.5. 8 MDOS Counseling Services/Substance Abuse, (8 MDOS/SGOFH) and 8 FW Military Justice (8 FW/JAM) will provide 8 SFS/SFAIP with a monthly listing of personnel whose activity, conduct, or behavior is inconsistent with security criteria specified in DOD 5200.2, *DoD Personnel Security Pro-*

gram, para 2-200 and Appendix I. This information will be utilized to assist the unit commanders in determining if a SIF needs to be established.

8.2.3. Upon receiving derogatory information, 8 SFS/SFAIP will submit a Continuous Evaluation letter to the subjects SM. The SM will notify the unit commander and provide a written response on whether or not to establish a SIF to 8 SFS/SFAIP within the suspense date on the letter.

8.2.3.1. SMs will provide 8 SFS/SFAIP with the applicable letters and forms listed in the Security Manager Handbook for SIF establishment. Upon establishment of a SIF, the SM must provide 8 SFS/SFAIP with a monthly written update.

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS AND ACRONYMS*****References***

AFI 31-401, *Information Security Program Management*

DOD 5200.2, *DOD Personnel Security Program*

AF Form 2583, *Request for Personnel Security Action*

SF Form 312, *Classified Information Nondisclosure Agreement*

Abbreviations

CAVS—Clearance and Access Verification System

EPSQ—Electronic Personnel Security Questionnaire

JPAS—Joint Personnel Adjudication System

NDA—Non- disclosure Agreement

PSI—Personnel Security Investigations

SAR—Security Access Requirement

SIF—Security Information File

SM—Security Managers

ROBIN RAND, Colonel, USAF
Commander