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Security

**MANAGING THE PERSONNEL SECURITY  
PROGRAM**

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This instruction implements Air Force Policy Directive 31-5, *Personnel Security Program Policy*. It provides guidance and designates responsibilities for the 913th Airlift Wing's Personnel Security Program (PSP) management. It applies to all base personnel at Willow Grove Air Reserve Station, Pennsylvania. Certain ANG specific requirements, which are not addressed in this information, are outlined in 111<sup>th</sup> Fighter Wing directives pertaining to Personnel Security.

**1. References.** All personnel with designated responsibilities will become familiar with the following applicable references to ensure compliance of the base Information Security Program (ISP):

- 1.1. AFI 31-401, *Information Security Program*.
- 1.2. AFI 31-501, *Personnel Security Program*.
- 1.3. AFI 31-601, *Industrial Security Program*.
- 1.4. Security Education & Training Guide

**2. Procedures.** To ensure personnel are properly cleared for access to classified information, the following procedures for requesting and monitoring security clearances are established.

- 2.1. The 913 AW/SFAI (Security Assistant) is designated the primary authorized requester for security clearances IAW AFI 31-501 and will:
  - 2.1.1. Maintain a file copy of all security clearance requests and monitor their progress, maintaining appropriate inquiries as necessary.
  - 2.1.2. Submit tracer actions as appropriate and monitor their progress, making additional follow-up inquiries as necessary.
  - 2.1.3. Monitor the military and civilian Joint Clearance Access Verification System (J-CAVS) Roster, coordinating with DPM/DPC to correct erroneous data.

2.2. The Reserve Recruitment Office, as the first point of contact with newly assigned military personnel, is designated to initiate security clearance request forms and documentation, will:

2.2.1. For non-prior military personnel, accomplish an National Agency Check, Local Agency Check and Credit Check (NACLIC); for prior military personnel with more than a 24 month break in service, accomplish a National Agency Check (NAC); and for Top Secret Access accomplish an Single Scope Background Investigation (SSBI). An appropriate security clearance form must be accomplished through the Defense Investigative Service, Electronic Personnel Security Questionnaire (EPSQ) Program IAW DoD 5200.1-R and AFI 31-501, Chapter 3, Sec 3.2. Forward an original SF86, **Questionnaire for National Security Positions**, appropriate finger print card, signed OPM Form and EPSQ disk for review and dispatch to SFAI.

2.2.2. For prior military personnel with less than 24 months break in service, accomplish a form letter (tracer) completed with the necessary data as required by AFI 31-501, for re-certification of security clearance and forward to AFI to initiate appropriate tracer action on Joint Personnel Adjudication System, (J-CAVS).

2.3. The Civilian Personnel Office (DPC) is designated, in accordance with AFI 31-501, Chapter 4, to initiate forms and documentation for security clearances on newly assigned civilian employees. DPC will:

2.3.1. During the initial processing period, determine the individual's need for a security clearance based upon their position sensitivity as reflected in AFI 31-501, Chapter 3 and official position description.

2.3.2. Submit appropriate documents, requesting the necessary level of security clearance and provide the SFAI a copy for monitoring progress. SFAI will check the SF 86 for any inappropriate information in the Security Forces Management Information System (SFMIS). DPC should ensure any unsuitable determinations are coordinated with SFAI.

2.3.3. Make inquiries in accordance with AFI 31-501, Chapter 4, for prior service civilian personnel, (no single break longer than 24-months), send tracer action, and forward transmittal copy of tracer action to SFAI for monitoring of clearance progress.

2.3.4. Coordinate all tracer actions and comeback copies between SFAI and DPC.

2.4. Unit/Agency Security managers (SM) will be appointed in writing by the unit commander and will ensure Unit Commander/Agency Chiefs are aware of all ongoing security clearance actions within their activity. SM's will ensure:

2.4.1. Personnel possess a valid security clearance at or above the level of classified material.

2.4.1.1. Personnel's official duties require a "need to know" or access to the classified material.

2.4.1.2. All personnel have signed a SF 312, **Classified Information Nondisclosure Agreement**, retain a copy for file and forward copy to SFAI. The initial security briefing will be given by the security manager at this time.

2.4.2. SM will monitor the progress of unit personnel security clearance actions utilizing the Joint Personnel Adjudication System (J-CAVS) Roster. Additionally, the Unit SM will notify SFAI of any incorrect personnel clearance access, regarding line badge information. Additional information pertaining to line badges can be found in AFI 31-101.

2.4.3. When an individual's duties require a personnel security clearance or re-investigation, the security manager will ensure all tasks are completed. The unit SM is the only authorized POC for the 913 SFAI offices.

2.4.4. Have member complete an SF-86 worksheet, going back 7 years (Secret) and 10 years (Top Secret or age 16).

2.4.4.1. Once member has completed worksheet assist them to input the data into EPSQ and after the program is downloaded onto a diskette the SM will verify, validate and print the SF-86. The member will then sign the SF-86 at appropriate locations. The disk with the SF-86 and one copy of the printed and signed SF-86 will then be delivered to the SFAI.

2.4.4.2. Periodic re-investigations are to be completed every 10 years for Secret and every 5 years for Top Secret. All personnel being re-investigated should have at least 1-year retain ability and should be notified six months prior to initiate the re-investigation.

**NOTE:** Failure to respond within the time limits prescribed by the authorized requester with the required forms or refusal to provide or permit access to records shall result in termination of individual's security clearance (DoD 5200.2R, 5.1.6.3)

2.4.5. Ensure that all personnel are aware of their responsibility to report any derogatory information concerning personnel, in accordance with AFI 31-501, Chapter 8.

2.4.5.1. Upon the receipt of any derogatory information concerning personnel with security clearances, the commander, civilian equivalent, or the Central Adjudication Facility (CAF) may establish a Special Information Folder (SIF) and forward information to the ISPM in accordance with AFI 31-501, Chapter 8.

2.4.5.2. Deny access to classified information to any persons who do not have a valid security clearance, do not have a need-to-know, do not have appropriate level of clearance, have not signed the NDA Form (SF 312-Check the J-CAVS roster), or upon which an SIF has been established.

**3. Joint Personnel Adjudication System (J-CAVS).** The J-CAVS Roster is the primary tool of the Security Manager to monitor the progress of security clearance actions. The J-CAVS Roster is generated by the Joint Personnel Adjudication System, which resides at Bolling Air Force Base, in Washington DC, and is maintained by the 497 Intelligence Group.

3.1. Security Managers will produce their unit J-CAVS Roster on a monthly basis (Currently the SFAI will forward a copy to each unit until this product is available to all SM's upon request).

3.2. DPC will forward the ART/Civilian personnel J-CAVS Roster to the SFAI.

**4. Contractors :** The contractor is responsible for providing all information to complete a background check on all their employees, NAC. The Security Manager at Corporation level submits the paperwork to Defense Security Service (DSS). A background check must be completed prior to unescorted access. IAW DoD 5200.2R and DoD 5220.22-M the contractor shall submit a Visit Authorization List (VAL) annually (1Jan XX – 31 Dec XX) to the AF Security manager for their on base personnel.

4.1. The contractor is responsible for tracking and retrieving badges, ID cards and base stickers within 15 days of separation or completion of business. Badges and ID card must be retrieved imme-

diately of any employee terminated. Business may lose base pass privileges if they fail to control use of badges and passes and do not return them on time. Abuse may result in termination of contracts.

4.2. Badges, visitor passes and ID cards will only be issued for term of contract and must be returned to 913th SFS/SFAR.

4.3. Short-term contractor (90 days or less) must have a background check conducted through NCIC before being allowed to enter the base. The wing commander will decide whether those with derogatory information will have access to the base, and if so, whether they are required to be escorted. All other contractors must comply with above requirements.

## 5. Restricted Area Badges.

5.1. Use an AF Form 2586, **Unescorted Entry Authorization Certificate**, to request access to a restricted area. SM must pay particular attention to individuals' clearance information to ensure only authorized personnel are granted access to controlled or restricted areas and that the requirement for the access exists. The completed AF Form 2586 will be delivered with the requesting individual to the, Pass & ID Office Security Clerk who will issue the Line Badge.

5.2. Once a year the SM will be responsible for a Line Badge Inventory, this will assist in ensuring information is current, i.e. office symbol, name, rate/rank etc. A copy of this inventory will be sent to (Security Clerk in Pass and ID) 913th SFS/SFAR. The J-CAVS Roster is the only official source of verification of security clearances unless a Personnel Notification Record Printout, has been received between monthly updates of the J-CAVs Roster. Should the Printout Information not show up within three months (3) on the new J- CAVs Roster notify the SFAI.

**6. SF Form 312, Classified Information Nondisclosure Agreement (NDA).** The requirement to sign the NDA is a pre-requisite for obtaining access and to ensure Air Force members are fully aware of the duties imposed on them by law and to obtain from each member a personal commitment to protect classified information in accordance with the law. DoD 5200.1-R/AFI 31-401, Chapter 5 explains general policies governing the NDA.

6.1. New member will obtain the SF 312 from his/her SM. In the event the SM or alternate is not available, the member will be referred to SFAI.

6.2. The SM will review and explain the SF 312, to the member. A signed NDA is a prerequisite for obtaining access. Unit Commanders, staff agency chiefs or designated personnel are responsible for ensuring their employees have signed one by checking J-PAS or personnel files. If they have not signed one, those responsible should use DoD 5200.1-H, *Classified Information Nondisclosure Agreement (Standard Form 312)*. SM is authorized to accept SFs 312 on behalf of the United States.

6.3. After members have reviewed the SF 312, a signature is required to indicate concurrence. The SM will witness the signature and, in turn complete the SF 312: both as the witness and acceptance blocks can also be completed and signed by the Security Manager. Ensure the members' name, title or rate/rank is also on the front of the SF 312. The completed SF 312 will be maintained in PIF and a copy will then be forwarded to the SFAI for maintenance and distribution to proper location.

6.4. If any member refuses to sign the SF 312, the SM will notify the unit commander, immediate supervisor, Civilian Personnel (if applicable), SFAI immediately. Security, unit commander, Civilian Personnel (if applicable), and HQ AFRC will review the case for possible removal or other adverse action.

6.5. Individuals who decline to sign the NDA are denied access to classified information, and appropriate action (SIF) is taken to revoke the security clearance of declining individuals.

**7. Security Termination Briefings/Debriefings.** Upon termination of employment, administrative withdrawal of security clearance, or contemplated absence from duty or employment of 60 days or more, DoD military personnel and civilian employees shall be given a termination briefing, return all classified material, and execute a AF Form 2587, **Security Termination Statement**. All Termination Briefings will be made IAW DoD 5200.1-R/AFI 31-401, Chapter 8. This is the responsibility of the unit SM.

7.1. AF Form 2587 will be maintained for two years after the execution of the statement. For civilians, AF Form 2587's must be maintained at the unit of assignment. For military personnel accomplish two (2) forms, forward the original to the servicing DPM for inclusion in their personnel files and files the copy in the unit of assignment for two (2) years.

7.2. If an individual fails to complete an AF Form 2587 or relinquish the unit Line Badge upon termination or resignation, then the unit SM must mail the form and memo to return the Line Badge to the individual's home. The individual will then sign the completed form and return the Line Badge to the SM, where the AF Form 2587 will be maintained for two years and the Line Badge will be forwarded to the SFAR. You may coordinate with DPM, as they may have other forms to be sent to the individual.

7.3. Refusal to Sign a Termination Statement (Debriefing) the SM in the presence of a witness will debrief the individual orally; record the refusal and the fact the individual was orally debriefed. Ensure the individual no longer has access to classified information and forward the AF Form 2587 to the SFAI for Security Information File (SIF) processing according to AFI 31-501.

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