

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-2104**

**29 MAY 2003**



**Personnel**

**NUCLEAR WEAPONS PERSONNEL  
RELIABILITY PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: HQ AFPC/DPSFM (MSgt D. Payne)

Certified by: HQ AFPC/DPS  
(Col Michael Schiefer)

Supersedes AFI 36-2104, 1 February 1997

Pages: 99

Distribution: F

---

This Air Force Instruction (AFI) implements Air Force Policy Directive 36-21, *Utilization and Classification of Air Force Military Personnel*, and Department of Defense (DoD) Directive 5210.42, *Nuclear Weapons Personnel Reliability Program (PRP)*, January 8, 2001. This AFI explains how certifying officials (COs) screen, select, and monitor people who work with nuclear weapons and direct the removal of individuals with questionable reliability. This AFI applies to Air Force active duty, Air National Guard (ANG), Air Force Reserve (AFR), civilian, and contractor organizations that possess nuclear weapons, nuclear components, or nuclear command and control systems (NC2) or equipment, and any activity certified by an Air Force inspection activity as a nuclear-capable delivery unit.

This instruction requires the collection of information protected by the Privacy Act of 1974. Authority to collect this information is in Title 10, United States Code (U.S.C.), Section 8013. System of Records Notice F031 AF SP M, *Personnel Security Access Records*, also applies. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

Coordinate major command (MAJCOM) level publications with Headquarters Air Force Personnel Center, Field Operations (HQ AFPC/DPSFM), 550 C Street W Suite 35, Randolph AFB TX 78150-4734. Do not address topics other than Personnel Reliability Program (PRP) management in these publications. Process supplements that affect any military personnel function as shown in AFI 33-360, volume 1, *Publications Management Program* and coordinate with HQ AFPC/DPSFM. See **Attachment 1** for references and supporting information. The Paperwork Reduction Act of 1995 affects this instruction. The Forms Management Program per AFI 33-360, volume 2, *Forms Management Program* affects this instruction. Send comments and suggested improvements of this AFI on AF IMT 847, **Recommendation for Change of Publications**, to (HQ AFPC/DPSFM), 550 C Street West Suite 35, Randolph AFB TX 78150-4734.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

Incorporates contents of DoD Directive 5210.42 and DoD 5210.42-R; directs MAJCOM staff agencies to coordinate PRP matters with the MAJCOM/DP (paragraph 1.6.6.); directs MSS/CC to conduct initial and refresher training for COs and base PRP monitors (paragraph 1.9.12.); identifies the OPR for Chapter 2 as the Air Force Safety Center (AFSC); adds instruction for (paragraph 1.15.) Airborne Emergency Action Officers (AEAO); directs suspension of individuals involved in an alcohol-related incident until completion of a full investigation, medical evaluation, and a return-to-duty recommendation from a competent medical authority (CMA) (paragraph 3.3.1.2.); prohibits reinstatement of permanently decertified personnel who abused drugs while on PRP (paragraph 3.3.2.1.); clarifies policy on previous or in-service cannabis use (paragraph 3.3.2.6.); adds disposition for permanently decertified AF civilian employees (paragraph 5.6.); adds requirements for screening students attending training courses (Chapter 6); adds definitions of alcohol-related incident, continuous evaluation, drug abuse, NC2 materials, nuclear-certified computer data, permanent disqualification, periodic reinvestigation, personnel security investigation, proper medical authority, sensitive duty, sensitive position, technical knowledge, U.S. citizen, and U.S. national (Attachment 1); adds PRP Positions Designations (Attachment 2); changes requirement to notify losing unit, MPF, and medical treatment facility (MTF) on processing discrepancies (paragraph A5.6.); directs certifying officials to interim certify PRP members whose periodic reinvestigation was submitted by the 54-month point but the investigation is still pending by the five-year limit (paragraph A8.1.3.); adds checklist for PRP Initial and Refresher Training (Attachment 14); adds checklist for unit/MPF staff assistance visits (SAVs) (Attachment 15); adds procedures for filling civilian PRP positions (Attachment 16); adds memorandum of notification of temporary decertification on military members (Attachment 17); adds sample memorandum of notification of temporary decertification on civilian employees (Attachment 18); adds sample memorandum of proposed permanent decertification from PRP (for civilians) (Attachment 19); adds attachment discussing personnel data system (PDS) support (Attachment 20); adds attachment listing approved over-the-counter (OTC) drugs (Attachment 23); and adds attachment of sample information management tools (IMTs) of AF IMTs 286/286A (Attachment 24 and Attachment 25). A bar ( | ) preceding the publication title indicates a major revision from the previous edition.

|   |          |
|---|----------|
| <b>Chapter 1— PRP POLICY, PURPOSE, AND RESPONSIBILITIES</b>             | <b>6</b> |
| 1.1. Department of Defense Policy on Control of Nuclear Weapons. ....   | 6        |
| 1.2. Purpose of the Nuclear Weapons Personnel Reliability Program. .... | 6        |
| 1.3. Responsibilities .....   | 7        |
| 1.4. Headquarters US Air Force (HQ USAF). ....                          | 7        |
| 1.5. HQ AFSC/SEW. ....  | 7        |
| 1.6. MAJCOM and ANG Directorate of Personnel. ....                      | 7        |
| 1.7. Wing Commanders .....  | 8        |
| 1.8. Certifying Officials (CO). ....                                    | 8        |
| 1.9. Mission Support Squadron (MSS) Commanders. ....                    | 10       |

|  |  |           |
|--|--|-----------|
| 1.10.  | Medical Treatment Facility (MTF) Commanders. ....  | 11        |
| 1.11.  | Wing Weapons Safety Office. ....   | 12        |
| 1.12.  | Supervisors. ....  | 12        |
| 1.13.  | Individuals. ....  | 12        |
| 1.14.  | Air Force Office of Special Investigations. ....   | 13        |
| 1.15.  | Airborne Emergency Action Officers (AEAO). ....  | 13        |
| <b>Chapter 2— IDENTIFYING AND DESIGNATING CONTRACTOR PRP POSITIONS,<br/>CONTRACTOR PRP REQUIREMENTS, AND CONTINGENCY<br/>OPERATIONS REQUIREMENTS</b> |  | <b>14</b> |
| 2.1.   | HQ Air Force Safety Center (AFSC/SEW) ....   | 14        |
| 2.2.   | Converting Military or Government Civilian PRP coded positions to Contractor<br>Positions .... | 14        |
| 2.3.   | PRP Position Eligibility. ....   | 14        |
| 2.4.   | Contractor PRP Requirements. ....  | 14        |
| 2.5.   | Contingency, Emergency, and Deployment (CED) Operations. ....                                  | 15        |
| <b>Chapter 3— PRP STANDARDS</b>  |  | <b>17</b> |
| 3.1.   | Reliability Standards. ....  | 17        |
| 3.2.   | Qualifying. ....   | 17        |
| 3.3.   | Disqualifying ....   | 18        |
| 3.4.   | Certification. ....  | 21        |
| <b>Chapter 4— MEDICAL EVALUATION</b>   |  | <b>24</b> |
| 4.1.   | Purpose. ....  | 24        |
| 4.2.   | Initial screening. ....  | 24        |
| 4.3.   | Continuing evaluation (see <a href="#">Attachment 1</a> ). ....                                | 25        |
| <b>Chapter 5— SUSPENSION AND DECERTIFICATION OR DISQUALIFICATION</b>   |  | <b>27</b> |
| 5.1.   | Purpose ....   | 27        |
| 5.2.   | Suspension. ....   | 27        |
| 5.3.   | Temporary Decertification ....   | 28        |
| 5.4.   | Permanent Decertification or Disqualification. ....  | 29        |
| 5.5.   | Disposition of Permanently Decertified Military Personnel ....                                 | 32        |
| 5.6.   | Permanently Decertified Air Force Civilian Employees and Contractors ....                      | 32        |

|   |           |
|---|-----------|
| <b>Chapter 6— SCREENING STUDENTS ATTENDING TRAINING COURSES</b>                     | <b>34</b> |
| 6.1. Screening and Selecting Resources .....  | 34        |
| 6.2. Officer Accessions .....   | 34        |
| 6.3. Enlisted Accessions. ....  | 34        |
| 6.4. Responsibilities of Technical Training Squadrons .....                         | 35        |
| 6.5. MPF commander .....  | 35        |
| 6.6. MTF commander .....  | 35        |
| 6.7. Information Collections, Records, and Forms. ....                              | 36        |
| <b>Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>              | <b>37</b> |
| <b>Attachment 2— PRP POSITION DESIGNATIONS</b>                                      | <b>47</b> |
| <b>Attachment 3— PRP QUESTIONNAIRE</b>  | <b>51</b> |
| <b>Attachment 4— SAMPLE MINIMUM INTERVIEW TOPICS FOR CERTIFYING OFFICIALS</b>       | <b>57</b> |
| <b>Attachment 5— ADMINISTRATIVE CERTIFICATION PROCESSING PROCEDURES</b>             | <b>59</b> |
| <b>Attachment 6— INTERIM CERTIFICATION PROCESSING PROCEDURES AND TABLE</b>          | <b>65</b> |
| <b>Attachment 7— FORMAL CERTIFICATION PROCESSING PROCEDURES</b>                     | <b>69</b> |
| <b>Attachment 8— PSI INVESTIGATION REQUIREMENTS</b>                                 | <b>71</b> |
| <b>Attachment 9— SAMPLE RELEASE OF MEDICAL INFORMATION FOR CIVILIAN HEALTH CARE</b> | <b>74</b> |
| <b>Attachment 10— HEALTH CARE RECORDS ANNOTATION</b>                                | <b>75</b> |
| <b>Attachment 11— AFSCs REQUIRING INITIAL ACCESSION/TDY SCREENING FOR PRP</b>       | <b>76</b> |
| <b>Attachment 12— PRP STATUS CODES</b>  | <b>77</b> |
| <b>Attachment 13— PRP DECERTIFICATION/DISQUALIFICATION CAUSE AND EXTENT CODES</b>   | <b>78</b> |
| <b>Attachment 14— INITIAL AND REFRESHER TRAINING FOR PRP ADMINISTRATORS</b>         | <b>80</b> |

|  |           |
|--|-----------|
| <b>AFI36-2104 29 MAY 2003</b>  | <b>5</b>  |
| <b>Attachment 15— UNIT/MPF/SUPPORT AGENCY STAFF ASSISTANCE VISIT (SAV) CHECKLIST</b>   | <b>82</b> |
| <b>Attachment 16— PROCEDURES USED IN FILLING CIVILIAN PRP POSITIONS</b>  | <b>83</b> |
| <b>Attachment 17— MEMORANDUM OF NOTIFICATION OF TEMPORARY DECERTIFICATION FROM PRP (MILITARY PERSONNEL)</b>  | <b>85</b> |
| <b>Attachment 18— SAMPLE MEMORANDUM OF NOTIFICATION OF TEMPORARY DECERTIFICATION FROM PRP (CIVILIAN EMPLOYEES) (DEVIATION AUTHORIZED)</b>                    | <b>87</b> |
| <b>Attachment 19— SAMPLE MEMORANDUM OF PROPOSED PERMANENT DECERTIFICATION FROM PRP</b>   | <b>89</b> |
| <b>Attachment 20— PERSONNEL DATA SYSTEM (PDS) SUPPORT AND ADMINISTRATIVE REMOVAL FROM PRP</b>  | <b>91</b> |
| <b>Attachment 21— SAMPLE MEMORANDUM OF NOTIFICATION OF TEMPORARY DECERTIFICATION FROM PRP (CONTRACTOR EMPLOYEES)</b>   | <b>94</b> |
| <b>Attachment 22— SAMPLE MEMORANDUM OF PERMANENT DECERTIFICATION FROM PRP (CONTRACTOR EMPLOYEES)</b>   | <b>95</b> |
| <b>Attachment 23— OVER THE COUNTER (OTC) MEDICATIONS APPROVED FOR USE BY PRP INDIVIDUALS</b>   | <b>96</b> |
| <b>Attachment 24— SAMPLE OF AF IMT 286, NUCLEAR WEAPONS PERSONNEL RELIABILITY PROGRAM (PRP) CERTIFICATE</b>  | <b>97</b> |
| <b>Attachment 25— SAMPLE OF AF IMT 286A, NOTIFICATION OF NUCLEAR WEAPONS PERSONNEL RELIABILITY PROGRAM PERMANENT DECERTIFICATION/DISQUALIFICATION ACTION</b> | <b>99</b> |

## Chapter 1

### PRP POLICY, PURPOSE, AND RESPONSIBILITIES

#### 1.1. Department of Defense Policy on Control of Nuclear Weapons.

1.1.1. The Department of Defense shall support the national security of the United States by maintaining an effective nuclear deterrent while protecting the public health, safety, and the environment. Nuclear weapons require special consideration because of their policy implications and military importance, their destructive power, and the political consequences of an accident or an unauthorized act. The safety, security, control, and effectiveness of nuclear weapons are of paramount importance to the security of the United States.

1.1.2. Nuclear weapons shall not be subject to loss, theft, sabotage, unauthorized use, unauthorized destruction, unauthorized disablement, jettison, or accidental damage.

1.1.3. Only those personnel who have demonstrated the highest degree of individual reliability for allegiance, trustworthiness, conduct, behavior, and responsibility shall be allowed to perform duties associated with nuclear weapons, and they shall be continuously evaluated for adherence to PRP standards.

1.1.4. Personnel who are selected to perform nuclear weapon related duties shall be assigned to designated PRP positions and only U.S. citizens or U.S. nationals shall occupy those positions. Examples of nuclear weapon duty and designated PRP positions are shown in [Attachment 2](#).

1.1.5. While adherence to PRP procedures during the transition to war and during wartime may be impractical, particularly in a combat theater, the intent of PRP policy shall apply. In such circumstances, each commander shall select only the most reliable individuals to perform nuclear weapon duties.

1.1.6. The denial of eligibility or the revocation of certification for assignment to PRP positions is neither a punitive measure nor the basis for disciplinary action. The failure of an individual to be certified for assignment to PRP does not necessarily reflect unfavorably on the individual's suitability for assignment to other duties. Although permanent decertification or disqualification under the PRP is not disciplinary in nature, initial certification and continued certification in the program is a condition of employment in a PRP position.

1.1.7. Only DoD military or civilian personnel shall fill a PRP position unless the CSAF determines that contractor personnel are required for performance of the services associated with the PRP position and that the services are "essential," per DoD Instruction 3020.37 (reference [d]). The standards and procedures of this AFI shall be incorporated into all contracts involving nuclear duties, which shall require contractor personnel in PRP positions to meet the reliability standards of this instruction. All PRP positions under outsourcing review will be coordinated with HQ Air Force Safety Center prior to final submission for outsourcing approval. Additionally, contractor employees shall perform nuclear duties only on nuclear certified installations or in cleared contractor facilities authorized by HQ Air Force Safety Center.

**1.2. Purpose of the Nuclear Weapons Personnel Reliability Program.** The purpose of the Personnel Reliability Program (PRP) is to ensure that each person who performs duties involving nuclear weapons meets the highest possible standards of reliability. This shall be accomplished through the initial and con-

tinual evaluation of individuals assigned to PRP duties. The management of the PRP is a function of command. However, each person assigned to PRP duties has an obligation to report any behavior or circumstance about themselves or others in the PRP that might result in degradation of job performance or personal reliability or an unsafe or insecure condition involving nuclear weapons and/or NC2 material. PRP supporting agencies and supervisors of individuals performing PRP duties shall assist reviewing and certifying officials in their initial and continuing evaluation duties by ensuring that all potentially disqualifying information (PDI) is made available for their consideration.

1.2.1. The PRP is not intended to act as a quality control tool and decertification actions should not be used as quality control or risk avoidance measures.

**1.3. Responsibilities.** Each level of the organization is responsible for ensuring PRP policies and reliability standards of this AFI are fulfilled.

**1.4. Headquarters US Air Force (HQ USAF).**

1.4.1. Air Force Classification, Assignment, and Joint Policy (HQ AF/DPPPA), is the policy OPR for the PRP program.

1.4.2. The Field Operations Branch (HQ AFPC/DPSFM) administers the PRP on behalf of HQ USAF/DP for active duty military.

1.4.3. The Chief of Civilian Force Policy, HQ USAF/DPPH, 1040 Air Force Pentagon, Washington D.C. 20330-1040, monitors civilian PRP matters and assists with annual reporting to DoD.

1.4.4. The Air Force Medical Operations Agency, Clinical Quality Management Division/SGZC, 110 Luke Ave, Bolling AFB DC 20332-7050 coordinates medical issues.

1.4.5. The Air Force Reserve Office of Personnel, HQ USAF/REP, 1150 Wilson Blvd, Arlington, VA 22209-2400, monitors Reserve PRP matters and assists HQ AFPC/DPSFM with annual reporting to DoD.

**1.5. HQ AFSC/SEW.** HQ AFSC/SEW, 9700 Avenue G, Kirtland AFB NM 87117-5670 is OPR for **Chapter 2** of this AFI. Determines PRP position categories for critical, controlled, or noncoded duties. Administers PRP contractor and contingency operations requirements. Reviews contractor PRP requirements during implementation plan writing and transition phase for Air Force government contracts involving PRP duties.

**1.6. MAJCOM and ANG Directorate of Personnel.**

1.6.1. Administers the PRP for the command and serves as liaison on PRP matters within the command staff. Coordinates all contractor PRP issues through AFSC/SEW.

1.6.2. Provides checklists and guidance to the MAJCOM inspector general (IG) teams and validates IG findings on PRP.

1.6.3. Coordinates MAJCOM level supplements with HQ AFPC/DPSFM for military, HQ AF/DPPH for civilians, and HQ AFSC/SEW for contractors.

1.6.4. Provides annual (calendar year) certification and decertification or disqualification statistics on contractors and civilians to HQ AFPC/DPSFM (contractors) and HQ USAF/DPPH (civilians). Info

copy contractor statistics to HQ AFSC/SEW. These statistics are due by 15 January (RCS: DD-C3I-1403).

1.6.4.1. ANG and AFRC provide PRP statistics for all Selected Reservists under their administrative control to HQ AFPC/DPSFM.

1.6.5. Ensures updating of the MAJCOM Assignment Manning Table with appropriate personnel processing code for PRP.

1.6.6. Agencies seeking coordination involving PRP issues are required to coordinate through the MAJCOM PRP.

## 1.7. Wing Commanders.

1.7.1. Determine the need, frequency, agenda, and participants of base PRP meetings.

1.7.2. Ensure annual staff assistance visits (SAV) (see [Attachment 15](#)) to units with an active PRP are conducted and documented in writing.

1.7.3. Ensure all base agencies have procedures for notifying unit commanders/COs of all PDI on PRP candidates and certified personnel.

1.7.4. Ensure commanders/COs, monitors, and support agency personnel receive initial and refresher training in accordance with this AFI (see [Attachment 14](#)).

1.7.5. Serve as reviewing officials for all permanent decertification case files initiated by subordinate units. In addition, serve as reviewing officials for disqualification case files started by subordinate units involving a rebuttal from the disqualified individual. For DoD civilians, ensure the local Civilian Personnel Flight (CPF) sends copies of decisions to HQ USAF/DPP and the MAJCOM/DPF/C. For contractor personnel, ensures the local contract oversight monitor sends copies of decisions to HQ USAF/SEW and HQ AFPC/DPSFM.

1.7.6. Approve or disapprove requests for waivers of permanent decertification or disqualification of individuals in subordinate units (see [Chapter 5](#) for processing instructions).

## 1.8. Certifying Officials (CO).

1.8.1. Above Wing Level. By position, MAJCOM commanders, vice-commanders, and NGB/CF are PRP COs, and need not be PRP certified, regardless of duties. Commanders of Field Operating Agencies (FOAs), Numbered Air Forces (NAFs), and AFMC Centers are COs and need not be formally certified unless they perform nuclear related duties. If CO duties are delegated to a deputy or assistant, the delegated CO must be certified for PRP whether or not they perform nuclear related duties.

1.8.2. For government contracted facilities, the reviewing official is designated by letter from a level immediately above or higher to the GCO. The reviewing official does not need to be formally certified unless performing nuclear related duties.

1.8.3. Wing Level and below. Commanders who control or have access to nuclear weapons and/or NC2 operations, weapons systems, or critical components and perform the actual PRP certification are COs. Commanders may delegate CO authority to a deputy or assistant (officer or civilian equivalent only) in their PRP functional chain-of-command. The delegated CO must be in a PRP position and certified in a PRP category (critical or controlled) equal to, or higher than the personnel they are

certifying. COs in an interim certified status may certify and decertify personnel of their unit. Commanders who only perform administrative certification do not need to be PRP certified.

1.8.4. For DoD contractor personnel, the CO shall be the DoD military or civilian official designated in the contract. Designated COs must have technical knowledge of the contract and daily access to the individuals they certify.

1.8.5. Unit level COs are responsible for understanding and implementing the policies and procedures in this AFI.

1.8.5.1. Follow processing procedures as outlined in [Attachment 5](#), [Attachment 6](#), and [Attachment 7](#) in the certifying process.

1.8.5.2. Brief unit personnel on their responsibility to monitor and report any information that raises questions about an individual's judgment or reliability so it can be acted on without delay.

1.8.5.3. Tentatively select Air Force civilian candidates for PRP positions pending receipt of satisfactory PRP initial screening.

1.8.5.4. Administrative certification. Commanders (see [Attachment 5](#)) cannot delegate certification authority except for the 343 TRS Lackland AFB TX, 362 TRS Sheppard AFB TX, and 363 TRS Sheppard AFB TX. These squadrons may delegate certification to the squadron operations officer; however, the commander remains the approval authority for permanent disqualification and has the overall responsibility for the administrative certification process of the squadron.

1.8.5.5. Document certifications on the Report on Individual Person (RIP) Personnel Reliability Program Administrative Certification (PRPCER), AF IMT 286, **Nuclear Weapons Personnel Reliability Program (PRP) Certificate**, and decertification or disqualifications on AF IMT 286A, **Notification of Nuclear Weapons Personnel Reliability Program Permanent Decertification/Disqualification Action** (see [Attachment 24](#) or [Attachment 25](#) as applicable). The AF IMT 286 is the source document for the PRP and documents the most recent certification. This IMT is filed as the top IMT (except for cover sheet, if applicable) in Section III of the unit personnel records group (UPRG) and for civilians in the AF IMT 971, **Supervisor's Record of Employee**, to record PRP certification and permanent decertification or disqualification actions. For contractor personnel, file in personnel records as a permanent document.

1.8.5.6. Identify each position requiring a PRP-certified individual, coding only the minimum number of PRP positions on the Unit Manning Document (UMD) and reevaluate annually. Annual reevaluation must be documented. Use [Attachment 2](#) as a guide for designating critical or controlled positions. Contractor positions will be evaluated during contract establishment and reevaluated according to the contract, but not less than annually.

1.8.5.7. Units may request activation of the appropriate PRP personnel processing code (PPC) whenever 50% or more of the members assigned to a unit require PRP certification. In order for a unit to obtain the PRP PPC, the unit must request activation from their MAJCOM or ANG two-letter functional through the base Military Personnel Flight (MPF). Only MAJCOM two-letter functionals have approval authority for the PRP PPC. PRP PPC's do not apply to contractor organizations.

1.8.5.8. May appoint an individual to function as the PRP monitor and focal point for the day-to-day administrative duties related to the PRP. Ensure the contractor assigns a PRP monitor

if required by the statement of work. An individual possessing a minimum of a 5-skill level or civilian equivalent is recommended.

1.8.5.9. Ensure temporary duty (TDY) orders reflect the PRP code (only codes A, B, C, D, E, F, H, L, M, or T) and that TDY personnel are briefed on their individual responsibilities (paragraph [1.13](#)). Contractor personnel PRP status will be annotated on equivalent document for TDY.

1.8.5.10. Establish a line of communication between the TDY location and home station when PRP certified personnel are required to perform nuclear related duties at the TDY location. Ensure all returning PRP certified personnel are reviewed for PDI prior to performing PRP required duties.

1.8.5.11. Forward all PDI on individuals requiring administrative certification to the gaining commander. Individuals selected for reassignment that are formally or interim certified for PRP duties do not require administrative certification.

1.8.5.12. Remove certified personnel from PRP duties when reliability is questionable.

1.8.5.13. Ensure individuals receive nuclear surety training as required. (AFI 91-101, *Air Force Nuclear Weapons Surety Program*)

## **1.9. Mission Support Squadron (MSS) Commanders.**

1.9.1. Represent the wing commander on PRP matters.

1.9.2. May appoint individuals in the military grade of E-5 or higher (with a 5-skill level in their CAFSC), as the installation PRP monitor to administer the day-to-day functions of the PRP.

1.9.3. Coordinate and disseminate PRP information and provide PRP guidance to the wing and unit commanders and their supporting staff agencies on policy or procedural issues.

1.9.4. Ensure all MPF, civilian personnel flight (CPF), and contractors are trained on the program objectives.

1.9.5. Maintain a current listing of military, civilian, and contractor positions designated under the PRP.

1.9.6. Publish PRP rosters, as needed (see Air Force Computer Systems Manual 36-699, *Personnel Data System End Users Manual*).

1.9.7. Ensure the database is error free and that PRP data is updated in a timely and accurate manner (see [Attachment 12](#) and [Attachment 13](#)). Non-PRP bases must ensure the PRP database contains no active PRP codes (A, B, D, E, F, H, M, or T) other than for administrative certification.

1.9.8. File the most current AF IMT 286 and AF IMT 286A as top form (except for cover sheet) in Section III of the UPRG for military, and the AF IMT 971 for Air Force civilian employees. The original AF IMT 286 for civilian employees will be maintained in the CO's organization. Keep only the most current AF IMT 286 in the UPRG or AF IMT 971. HQ AFPC/DPSFM is the only office which may authorize removal of the AF IMT 286A from military records. Contractor records will be maintained according to the contract.

1.9.9. In the event the AF IMT 286 or 286A is missing from the UPRG or AF IMT 971, ensure that certification, decertification, or disqualification dates reflected in the personnel data system (PDS) or health records are documented by reaccomplishing the relevant form. After all efforts to obtain copies

have been exhausted, the CO signs a new form if the member is currently certified. If not, the MPF Commander or Civilian Personnel Officer (CPO) may sign the AF IMT 286 documenting previous performance of PRP duties (Code J) or the permanent decertification or disqualification. Contact HQ AFPC/DPSFM or HQ USAF/DPPP, if necessary, to obtain permanent decertification or disqualification data.

1.9.10. Ensure the UPRG, for military personnel are conspicuously marked with “PRP” on the front cover to reflect assignment to PRP (PRP status codes A, B, C, D, E, F, H, L, M, or T). Ensure core personnel documents/position descriptions for Air Force civilian employees are conspicuously annotated (to include PRP status codes A or D) to reflect they are PRP positions. Copies of these core personnel documents/position descriptions will be filed in the employee's OPF. Contractor employee records will be conspicuously marked to indicate PRP.

1.9.11. Establish procedures to ensure administrative certification occurs within 45 days of receipt of an assignment by an individual and that the individual does not receive assignment orders until all PRP requirements have been met (see [Attachment 5](#)). *NOTE: When processing an administrative certification for technical school graduates, the gaining commander has 14 days to return the results of the evaluation to the losing commander. The 14-day suspense begins on the day the gaining unit receives the memorandum indicating that the assignment is for a technical school graduate.*

1.9.12. Ensure initial and refresher training is accomplished and documented as outlined in [Attachment 14](#).

1.9.13. Conduct annual 100% UPRG review with MTF (round table format with MPF and MTF screening UPRGs and health records concurrently at one location is preferred).

1.9.14. Conducts and documents in writing annual staff assistance visits (SAVs) (see [Attachment 15](#)) to units with an active PRP.

## 1.10. Medical Treatment Facility (MTF) Commanders.

1.10.1. Oversee overall PRP management and training within the MTF and its geographically separated units (GSUs).

1.10.2. Ensure PRP medical screenings, notifications, and evaluations are accomplished in a timely and accurate manner.

1.10.3. Appoint a MTF PRP consultant qualified to serve as lead medical authority.

1.10.3.1. Appoint additional PRP providers qualified to serve as CMAs in writing.

1.10.4. Ensure COs receive sufficient medical information to make sound judgments on an individual's suitability to perform nuclear related duties.

1.10.4.1. Ensure health records (e.g., medical, dental, mental health, etc.) including previous in-service or pre-employment documents of military individuals, DoD civilians, contractor employees, and candidates for employment are screened. Complete the MTF portion of the questionnaire at [Attachment 3](#); and notify the CO, in writing, of all PDI.

1.10.4.2. Ensure identification of all health records belonging to PRP-certified personnel (including administratively certified individuals, PRP status code “B”) by using AF IMT 745, **Sensitive Duties Program Record Identifier** and marking them conspicuously in accordance with AFI 41-210, *Patient Administrative Functions*.

1.10.5. Ensure, upon written notification of permanent decertification or disqualification or when PRP is no longer required (e.g., code J), the AF IMT 745 is removed and the effective date and reason are annotated on the Standard Form (SF) 600, **Health Record-- Chronological Record of Medical Care (SF 600)**, SF 603, **Health Record-Dental**, SF 603A, **Health Record-Dental Continuation**, or Employee Medical Folder (SF66D) for DoD civilians. The notification memorandum from the unit or MPF, or AF IMT 286A is the source document for removal. Do not remove the AF IMT 745 based only on the monthly change roster.

1.10.6. Ensure upon written notification of removal of a permanent decertification or disqualification from the wing commander, the applicable forms in the health records are annotated with pertinent data citing the memorandum, office, and date of removal.

1.10.7. May appoint MTF PRP monitor with a minimum 5 skill-level (or civilian equivalent) who has sufficient training and knowledge of the PRP to provide administrative support.

1.10.8. Ensure initial and refresher training is conducted for MTF personnel in accordance with **Attachment 14**.

1.10.9. Ensure MTF involvement with contractor personnel is specified in the contract.

1.10.10. Validate installation's PRP roster with health records maintained at MTF to ensure all PRP health records have been identified and screened according to **Chapter 4** of this AFI.

**1.11. Wing Weapons Safety Office.** Works with applicable agencies to support the PRP and assists the WG/CC to resolve PRP issues (see AFI 91-101).

## **1.12. Supervisors.**

1.12.1. Monitor the reliability of subordinates and immediately notify the CO of all PDI.

1.12.2. Tentatively select DoD civilian candidates for PRP positions pending receipt of satisfactory PRP initial screening. For DoD civilians and contractor employees, ensure the position description requiring certification includes the PRP requirement and specifies that attaining initial certification and maintaining the certification is a condition of employment. Although another position in the same series may be authorized in an organization, a decertified employee is not entitled to an encumbered position.

## **1.13. Individuals.**

1.13.1. Are subject to continuous evaluation of their reliability and are responsible for complying with the intent of PRP while away from their duty station (e.g., TDY, leave, and passes). The responsibility for ensuring continuous eligibility rests with each individual involved with PRP.

1.13.2. Monitor their reliability and notify the CO immediately of any PDI.

1.13.2.1. Inform their CO of all health care received (medical, dental, counseling, etc.) to include TDY treatment, except in cases of approved substances (**Attachment 23**). In the case of USAF/SG approved OTC self-medication, notifies the commander if side effects occur (see paragraph **4.3.2**.) For contractor personnel, notification may be to the contractor PRP monitor who notifies the CO. If a PRP certified person requires treatment from a civilian physician, provide copies of health records for review by the CMA at the servicing medical unit immediately. Contractor per-

sonnel provide copies to the contracted CMA or contractor PRP monitor who provides them to the contracted CMA according to the contract.

1.13.2.2. Inform support agencies of active PRP status before getting treatment or consultation.

1.13.2.3. Inform the CO or supervisor when others in PRP appear to engage in situations that may affect reliability.

1.13.2.4. Ensure reliability by staying physically competent, mentally alert, and technically proficient.

1.13.2.5. Notify CO when hypnosis is contemplated or if it has ever been administered.

**1.14. Air Force Office of Special Investigations.** The Air Force Office of Special Investigations (AFOSI) must notify the commander/CO that a PRP certified individual is under investigation and the circumstances of the investigation. AFOSI must also notify the commander/CO of PDI discovered during the process of completing a personnel security investigation. The commander/CO is not required to immediately suspend or decertify an individual solely because an AFOSI investigation has been initiated. Any actions taken will depend on the nature of the allegations. The individual under investigation may continue in PRP when it is clear that the security or safety of nuclear weapons systems is not in jeopardy. Nuclear surety must be the primary concern and must not be compromised to aid an investigation. If the safety or security criteria cannot be met, the commander/CO must immediately remove the individual from PRP.

**1.15. Airborne Emergency Action Officers (AEAO).**

General officers who perform AEAO duties at USSTRATCOM, Offutt AFB NE, must be PRP certified at a critical level. If not assigned to a PRP billet, additional duty certification (Critical - F) is required. When a general officer has reported for AEAO duties, any recommendations/notifications will be made to USSTRATCOM/J3621. When general officers are not performing AEAO duties, recommendations/notifications will be made to the appropriate unit PRP Monitor. All general officers must meet the requirements in AFD 11-4, *Aviation Service*; USSTRATCOM Directive (SD) 501-6, *Airborne Emergency Actions Officer, Ground/Airborne Alert Operations*, and applicable MAJCOM requirements. MAJCOM supplements to USSTRATCOM Directive (SD) 501-6 must be coordinated through the respective MAJCOM PRP office prior to publication.

## Chapter 2

### IDENTIFYING AND DESIGNATING CONTRACTOR PRP POSITIONS, CONTRACTOR PRP REQUIREMENTS, AND CONTINGENCY OPERATIONS REQUIREMENTS

**2.1. HQ Air Force Safety Center (AFSC/SEW).** Because of the diversity of position titles and duties in the Air Force, the reliability standards established in this instruction will be used to determine which positions will be identified for PRP. COs formally designate PRP positions as either “critical” or “controlled” and keep positions to the minimum required to accomplish the mission. This requirement will be met during contract negotiation. Examples of typical PRP positions are shown in [Attachment 2](#). **NOTE:** *In some cases, CO may be required to certify personnel for PRP additional duty. Certify those selected for PRP additional duty according to this instruction as it pertains to formal certification, but do not document these requirements on the Unit Manning Document. Government contractor COs, contractor PRP monitors, and contracted CMAs may use equivalent electronically produced forms if AF or DOD forms are not readily available. Equivalent forms must contain the same applicable information as the AF or DOD form.*

**2.2. Converting Military or Government Civilian PRP coded positions to Contractor Positions.**

Prior to converting to contract performance functions performed by a military or government civilian assigned to PRP coded position, the functions to be converted must be deemed required and essential by either the Secretary of the Air Force, the Chief of Staff, or the general officer/SES directed to act on their behalf. This determination must be made prior to nominating the function for contract performance. Depending on location, additional cost factors may have to be considered concerning the CMA (contract or military) and the associated costs for the GCO.

**2.3. PRP Position Eligibility.** COs confirm eligibility for assignment to PRP positions in writing, in accordance with the reliability standards in this instruction. The CO certifies, on AF IMT 286, that he has ensured the individual possesses the required PSI and clearance, has been screened in accordance with reliability standards, a personal interview has been conducted, and the individual has been found eligible and qualified for assignment to PRP before being placed in a PRP position.

**2.4. Contractor PRP Requirements.** The standards and procedures in [Chapter 6, Contractor PRP Requirements, DoD 5210.42-R, Jan 8, 2001](#), and any additional requirements of this AFI shall be incorporated into all contracts involving nuclear duties. Contract negotiators and administrators ensure all infrastructures are in place to support the contract through written agreements with all parties during PRP contract establishment. Contractor employees performing duties in PRP positions shall have the appropriate security clearances and meet the reliability standards of this AFI. COs for contractors whose duties are subject to the PRP shall ensure contracts require employees performing PRP duties to meet the reliability standards in [Chapter 3](#) of this AFI, monitor contractor PRP requirements for compliance, and take appropriate actions to correct non-compliance.

2.4.1. CO instructs or obtains instruction for managerial, supervisory, support agencies, and all other applicable offices on the purpose, standards, and procedures of the PRP.

2.4.2. The contractor informs and instructs each employee of the significance of the assignment, PRP standards, the need for reliable performance, and the responsibility for self-reporting and peer review of factors and situations that could adversely affect job performance or reliability. The contract man-

agement staff ensures individuals present a positive attitude toward the PRP. Employees will understand maintaining PRP standards is a condition of employment.

2.4.3. The contractor ensures employees assigned to a PRP position are subjected to a PSI, health record evaluation by a CMA, random substance abuse testing, personal interview by the CO, proficiency certification and continuing evaluation, as required by the CO and this AFI.

2.4.3.1. The contractor provides the CO results of all required information from paragraph 2.5.3. and immediately report any employee PDI.

2.4.3.2. When employees are under direct supervision of AF personnel, the CO is responsible for continuous evaluation.

2.4.4. The contractor ensures supervisors, the PRP monitor, and any other supporting activities personnel receive initial and refresher training in accordance with this AFI (see [Attachment 14](#)).

2.4.5. The CO ensures the CMA receives initial and refresher training according to the contract. **(REMARK: CMAs are usually on a separate contract.)**

2.4.6. Suspension and/or decertification will be in accordance with [Chapter 5](#).

2.4.7. Upon assignment to a PRP position, the CO provides the individual's name to the Defense Security Service Operations Center (DISCO), P.O. Box 2499, Columbus OH 43216-5006 and HQ AFPC/DPSF, 550 C Street West Suite 37, Randolph AFB TX 78150-4737. In addition, a current list of all contractor employees assigned to PRP positions will be provided annually (NLT 15 Jan of each calendar year). The list will include full name and social security number of each employee; name and address of the employing contractor facility; and the name, address, and telephone number of the CO.

**2.5. Contingency, Emergency, and Deployment (CED) Operations.** Although adherence to PRP procedures during emergencies, transition to war, and during wartime may be impractical, particularly in a combat theater, the intent of PRP policy will apply.

2.5.1. It is impractical and costly to maintain a full-time PRP for personnel who do not perform nuclear related duties on a regular and frequent basis. Therefore, units that only have a nuclear role during CED operations need not have a full-time PRP.

2.5.2. When rapid movement of personnel and time constraints prohibit normal PRP certification, the following procedures apply:

2.5.2.1. The commander/CO screens individuals required to support CED operations and makes a decision regarding each individual's reliability for nuclear related duties. The screening entails a screening of the member's personnel records and health records (by a CMA). Individuals selected will also receive nuclear surety training to include responsibilities under the PRP if the tasking is implemented. Maintain all associated documents in the PIF for future reference. Sensitive medical information will not be maintained in PIFs. This information will be maintained by the CO.

2.5.2.2. After this initial screening, conduct semiannual rescreening of individuals for continued suitability. AF IMT 1480a/DD Form 2766, **Adult Preventative and Chronic Care FlowSheet**, will be annotated to reflect all medical screenings.

2.5.2.3. Once the contingency or mobility plan is actually executed, all screened individuals will be certified based on the screening of medical and personnel records.

2.5.3. For peacetime exercises involving nuclear weapons or their components, and command and control systems, the complete PRP certification process is required for individuals involved. If exercises are conducted at least annually, the commander/CO is authorized a full-time PRP. Commanders/CO of units conducting exercises on less than an annual basis are not authorized a full-time PRP and must allow sufficient time to certify individuals before exercise initiation.

## Chapter 3

### PRP STANDARDS

**3.1. Reliability Standards.** The CO makes a decision on the reliability of an individual based on an investigation and evaluation of the individual's personnel security clearance eligibility, physical and mental capability, personnel and health records review, and a personal interview. For periods in which a PRP certified individual was not subject to the minimum continuing evaluation, the CO must ensure the individual's reliability during these times meets the requirements of this instruction. The CO employs additional tools sufficient to assist in that determination (e.g., an additional personal interview, periodic health records review, additional drug screening, contact with employer or previous supervisor, service/personnel records review, periodic criminal records/history checks, etc.). The CO considers all relevant facts on the individual's current and past duty performance, the recommendations expressed in the PSIs and medical evaluations, the opinions of other agencies and personnel, and the criteria set forth in this AFI. The CO makes the final decision about an individual's reliability. COs use the following PRP standards for qualifying and disqualifying candidates for certification.

**3.2. Qualifying.** All PRP candidates and certified individuals must satisfy the following reliability requirements:

3.2.1. Physical competence and mental alertness. Individuals must possess a current documented S-1 profile (no psychiatric disorder), or in the case of civilians/contractors, meet the same qualifications. (See AFI 48-123, *Medical Examinations and Standards*). **EXCEPTION: PRP certified individuals having a temporary medical profile may be temporarily decertified and reinstated into the PRP once they revert to SI.** Prior profile action that removed the individual from S-1 status is not automatic grounds for decertification. If the individual has a current documented S-1 profile and the previous incidents required Life Skills/CMA review, notify the CO of the PDI and make notation on the appropriate form in the applicable health record.

3.2.2. Individuals must display dependability in accepting responsibility and effectively performing in an approved manner, flexibility in adjusting to changes in the working environment, good social adjustment, emotional stability, and ability to exercise sound judgment in meeting adverse or emergency situations. Individuals must not be under consideration for separation for cause, under court-martial charges, or awaiting civilian trial for felony or misdemeanor charges (this type of information may be found in the UPRG, Health Records, personnel security questionnaire, enlistment/commissioning documents, etc). **NOTE: The CO can temporarily decertify an individual pending the outcome of these actions.**

3.2.3. Display a positive attitude toward nuclear related duties, to include the PRP.

3.2.4. A favorable personnel security investigation reflecting an affirmative finding that an individual's personnel security clearance eligibility is consistent with the interest of national security. In addition, have a security clearance level commensurate with the security classification of information required for the position (see [Attachment 8](#)).

3.2.5. Individuals must be US citizens or US nationals.

3.2.6. Undergo a medical evaluation meeting the requirements of [Chapter 4](#) of this instruction.

3.2.7. Undergo a personnel records review showing evidence of acceptance of responsibility, sound judgment, effective performance, and ability to adjust to change.

3.2.8. Undergo a personal interview by the CO with each candidate for PRP. The interview will be one-on-one and not be conducted as a part of a routine orientation for new personnel (see [Attachment 4](#)).

3.2.9. Demonstrated and certified technical proficiency commensurate with nuclear related duty position requirements.

**3.3. Disqualifying.** This AFI sets the minimum standard for defining PDI. The CO further determines what constitutes disqualifying information consistent with this AFI. Any of the following traits or conduct is PDI (see [Attachment 1](#)) and grounds for decertification or disqualification from the PRP. COs/ROs must ensure there is no reasonable doubt of an individual's reliability and that it is in the best interest of national security the individual be assigned to PRP duties. Evidence of any deficiency is reason to question the reliability of an individual. When considering reliability, do not allow this list to be a substitute for sound judgment, but take into account the risk to nuclear surety. Also, refer to the PRP questionnaire at [Attachment 3](#).

3.3.1. Alcohol Abuse. It is not the intent of this Regulation to automatically render ineligible for PRP all individuals who consumed alcohol underage. Experimental or infrequent underage alcohol use does not necessarily render an individual ineligible for consideration for, or retention in, a PRP position. Pre-service underage alcohol use or incidents, or alcohol-related incidents while in a non-PRP position, do not necessarily render an individual ineligible for consideration for, or retention in, a PRP position. It is incumbent on the certifying official to determine the degree to which the pre-service/pre-PRP incident(s) impacts the reliability of the individual being considered. Pre-service underage drinking that led to additional alcohol-related problems or other violations of the law require CMA consultation.

3.3.1.1. PRP certified individuals diagnosed as "alcohol dependent" shall be disqualified or decertified from the PRP. Individuals permanently decertified for alcohol dependency may be reconsidered for PRP after successfully completing an initial intensive rehabilitation, if prescribed (IAW AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program* or equivalent civilian treatment program for contractor personnel). This program will be followed by a one-year period of strict compliance with aftercare program requirements, abstention from alcohol, and meeting diagnostic criteria for early full remission according to DSM-IV or other prevention programs as defined in DoDD 1010.4, *Drug and Alcohol Abuse by DoD Personnel*. A PRP qualification screening, including a favorable prognosis by the CMA and a psychological evaluation, shall be completed before requesting reinstatement. The responsible CO must determine that the value of the member's continued presence in the PRP outweighs the risk from potential future alcohol-related incidents and must document full trust and confidence in the member's reliability. Failure to satisfactorily complete the 1-year formal aftercare program or any alcohol-related incident subsequent to reinstatement will result in permanent decertification or disqualification from PRP without possibility of reinstatement. Individuals being initially screened for PRP who were diagnosed "alcohol dependent" may be certified provided they have successfully completed the above-delineated program or a program deemed equivalent by the CMA, or have a clinical history of successful treatment deemed satisfactory by the CMA.

3.3.1.2. PRP certified individuals diagnosed as “alcohol abusers,” but not alcohol dependent, as defined by DoD Directive 1010.4 (reference [e]), shall, at a minimum, be temporarily decertified. Those individuals may have their temporary decertification removed and be returned to PRP after successfully completing a rehabilitation program or treatment regimen, prescribed by the CMA, when they have displayed positive changes in job reliability and lifestyle, and a favorable medical prognosis by the CMA. Failure to satisfactorily meet these requirements, shall result in permanent decertification from PRP. Individuals being initially screened for PRP who were diagnosed as “alcohol abusers” may be certified provided they have successfully completed the above-delineated program or a program deemed equivalent, or have a clinical history of successful treatment deemed satisfactory by the CMA.

3.3.1.3. Individuals involved in an alcohol-related incident shall be, at a minimum, suspended from PRP duties. The certifying official shall conduct an investigation of the circumstances and request a medical evaluation. If the individual is not returned to PRP duties within 30 days, temporary or permanent decertification actions shall be taken as appropriate. Individuals prescribed an alcohol awareness/training class may be returned to PRP duties (prior to completion of the class) when the certifying official determines the individual to be reliable based on the results of their investigation and the medical evaluation.

3.3.2. Drug abuse. Individuals must not have a disqualifying history of drug abuse. Abuse of controlled substances is a violation of the law and demonstrates behavior that is reasonably indicative of a contemptuous attitude toward the law or authority. When screening personnel or health records for PRP certification and drug abuse is discovered, immediately report the findings to the CO. The CMA must evaluate all incidents of drug abuse (type of drug used, date of incidents, frequency and reason for use, diagnosis, prognosis, etc.) and provide a recommendation to the CO. Refer questionable cases to the MAJCOM/SG or ANG/SG PRP office.

3.3.2.1. When a history of pre-PRP drug abuse requires a waiver of DoD policy (DoDI 5210.42.R, paragraph C2.3.2), initiate permanent decertification or disqualification pending approval/disapproval of the waiver request (see [Chapter 5](#) for processing of a permanent decertification or disqualification waiver request). An individual who abuses drugs while in a PRP status will be immediately permanently decertified with no possibility of reinstatement.

3.3.2.2. Any admitted or otherwise discovered use of “hard” illicit drugs, such as heroin, cocaine, phencyclidine (PCP), lysergic acid diethylamide (LSD), mescaline, “ecstasy”, or other “designer” drugs, amphetamines, barbiturates, other narcotic drugs, or anabolic steroids not prescribed by proper medical authorities will result in a permanent decertification or disqualification with no possibility of reinstatement. Any individual who inappropriately uses other substances to alter perceptions or mental faculties such as sniffing glue or aerosol fumes shall be immediately and permanently decertified.

3.3.2.3. Any individual found to have been involved in the unauthorized trafficking, cultivating, processing, manufacturing, or sale of any controlled or illegal drug, to include cannabis-based products, shall be ineligible for PRP duties.

3.3.2.4. Any individual who has ever used a drug that could cause flashbacks (e.g., hallucinogens such as LSD, Mescaline, etc.) is ineligible for PRP duties. In addition, any individual who has ever used peyote for sacramental purposes (or otherwise) is ineligible for PRP duties, including but not limited to those individuals otherwise protected under Public Law 103-344 (42 U.S.C. 1996a).

3.3.2.5. Inadvertent or deliberate use of over the counter substances (e.g., self-medication, herbal product, or dietary supplements) prescribed medication that exceeds the recommended dosage on the manufacturer's packaging or not listed on an approved drug list, or medication currently prescribed for a family member and previously prescribed for the individual, may not necessarily be grounds for permanent decertification. If the CO suspects or the individual admits to such usage, the individual must be suspended from PRP duties and CMA consulted. If after CMA consultation, the CO or CMA concludes drug abuse is the case, the CO must permanently decertify the individual.

3.3.2.6. It is not the intention of this instruction to render automatically ineligible for the PRP all individuals who are or have been in the program after disclosing pre-service or in-service cannabis use and who, before May 25, 1993, were certified in accordance with the PRP certification rules of their Service that were in effect at the time of their first certification in which this use was considered during the PRP certification process. Further, if individuals were certified at a time when the Services did not require disclosure of cannabis use, and they subsequently made such disclosure, this disclosure will not be the sole reason for decertification. Entries in the health records indicating a CMA reviewed the usage for PRP screening suffices as proof of "disclosed and considered."

3.3.2.6.1. A history of marijuana, hash, or other cannabis-based product usage requires a medical evaluation to determine the extent of the use and the individual's current reliability.

3.3.2.6.2. Individuals who had pre-service/pre-employment experimental or infrequent use of cannabis products may be retained in the program if there is no additional information that would cause the CO to doubt the individual's reliability. If additional information is found, it is incumbent on the CO, with CMA consultation and medical evaluation, to determine the degree to which the previous use impacts the reliability of the individual being considered. If the CO has any doubt or suspicion about an individual's reliability for PRP, the following actions will be taken:

3.3.2.6.3. Immediately temporarily decertify the individual.

3.3.2.6.4. Conduct a complete evaluation of the individual's drug abuse involvement and current and past duty performance.

3.3.2.6.5. A PRP qualification rescreening including a complete medical evaluation shall be started. Removal of the temporary decertification and reinstatement into the PRP require thorough justification and a complete recertification. Base the determination for recertification on the best interest of the Air Force and national security. A statement by the wing and unit commander or equivalent contractor supervisor that all reasonable doubt of the individual's reliability has been removed is required prior to recertification. The CO's decision for reinstatement will be documented in the member's health record or CMA records for contractor personnel.

3.3.2.6.6. Individuals determined to be ineligible for reinstatement to PRP duties will be permanently decertified with no possibility for reinstatement.

3.3.2.6.7. Individuals who used cannabis products while on active duty or working under the PRP, except as described in paragraph 3.3.2.6., must be permanently decertified with no possibility of reinstatement into the PRP.

3.3.3. Negligence or Delinquency in Performance of Duty. If the certifying official's review of the PRP candidate's job or duty history reveals a lack of dependability, flexibility, good attitude, or good judgment, the member should not be certified, or should be decertified. In determining reliability, the certifying official must evaluate all aspects of an individual's actions.

3.3.4. Conviction or Involvement in a Serious Incident. Conviction by a military or civil court of a serious offense, including both felonies and misdemeanors, or involvement in a serious incident, or a pattern of behavior or conduct that is reasonably indicative of a contemptuous attitude toward the law or other duly constituted authority may be grounds for decertification or disqualification. Serious incidents include, but are not limited to, any criminal or petty offense, assault, sexual misconduct, financial irresponsibility, an inordinate number of traffic offenses, and child or spouse abuse.

3.3.5. Medical Condition. Any significant physical or mental condition substantiated by the CMA to be prejudicial to reliable performance of the duties of a particular critical or controlled position may be grounds for decertification or disqualification.

3.3.6. Serious Progressive Illnesses. Diagnosis, substantiated by the CMA, of a serious progressive illness, for example, Amyotrophic Lateral Sclerosis (ALS), Multiple Sclerosis (MS), active Acquired-Immune Deficiency Syndrome (AIDS) or testing positive for the Human Immunodeficiency Virus (HIV) may be grounds for decertification or disqualification. The certifying official shall take the necessary actions to ensure that the individual is properly screened both medically and psychologically. Individuals with AIDS or who are HIV positive shall not be treated differently than other individuals with a serious progressive illness solely on the basis of being diagnosed with AIDS or testing HIV positive. As with all potentially disqualifying medical conditions, the certifying official must decide each case based on the specific medical and other pertinent evaluations of the individual involved. The primary consideration in all determinations must be in the best interest of national security.

3.3.7. Poor Attitude or Lack of Motivation. Any display of poor attitude or lack of motivation as evidenced by aberrant attitude or irrational behavior (e.g., arrogance, inflexibility, or suspiciousness), inappropriate behavior (e.g., impulsiveness, destructiveness), or mood (e.g., unusual happiness, sadness, or agitation) may be grounds for decertification or disqualification.

3.3.8. Suicide Attempt and/or Threats. Any suicide attempt and/or threat may be grounds for disqualification or decertification. In determining reliability, the certifying official must evaluate all aspects of the individual's action. Any suspected attempt and/or threat of suicide must result in the individual's suspension from PRP duties pending the results of a mental health assessment/evaluation.

3.3.9. Loss of Confidence. If for any reason the certifying official loses trust or confidence in a member's ability to perform nuclear related duties, the certifying official may decertify the member.

**3.4. Certification.** There are three types of PRP certification: administrative, interim, and formal. It is not the intent of this instruction to allow repeated, short-term certifications into the PRP. Personnel must remain PRP certified while assigned to a PRP position in order to afford the certifying official the opportunity for longer-term, continual evaluation. Members whose permanent duty assignments do not permit routine observations/peer reporting on a day-to-day basis must be monitored with particular diligence. For those personnel whose normal duties or assignments do not provide for routine observation of at least 12-working days per month with no more than 14 days between observations (excluding periods of administrative absence (leave/pass/TDY)) COs must demonstrate an ability to maintain an equivalent

level of confidence in the reliability of those members as would be available through routine, day-to-day contact and peer reporting.

3.4.1. Certification for personnel who do not meet the 12 days/month minimum, no more than 14 days between observations, but who the certifying official believes should be certified, requires evaluation and approval. Waivers requests will be submitted through MAJCOMs to AFPC/DPSFM for staffing/review by USAF/DPP. All exceptions will be submitted for review on a quarterly basis to OSD (C3I). The certifying official will submit a specific plan outlining the application of the tools listed in 3.4.1.2. below, tailored to the circumstances of the individual being considered, that provides for the equivalent level of confidence mentioned above. This provision does not apply to the certification of certifying officials, who must meet the minimum standards for continuing evaluation.

3.4.2. For periods in which a PRP-certified individual was not subject to minimum continuing evaluation, the certifying official must ensure the individual's reliability during these times meets the requirements of this AFI. The certifying official will employ additional means and methods sufficient to assist in that determination, e.g., an additional personal interview, periodic medical records review, additional drug screening, contact with civilian employer of reserve personnel or previous supervisor, service/personnel records review, periodic criminal records/history checks, etc.

**3.5. Administrative Certification.** This type of certification is granted when an individual is not currently formally or interim certified for PRP duties and is identified for an assignment to a PRP position. It must be accomplished with the same intensity as a formal certification. Only unit commanders may administratively certify individuals (see exception in paragraph 1.8.). Failure to properly screen an individual for projected PRP results in wasted PCS funds and mission degradation at the gaining unit. Accordingly, commanders at all levels must be aware of the PRP philosophy and policies. **Attachment 5** shows the procedure for accomplishing an administrative certification and the method to report PRP administrative certification processing discrepancies. As with the other certifications, the administrative certification personal interview must be conducted one-on-one and not part of a mass or orientation briefing. Members who have an assignment which requires them to be PRP certified will have an initial PRP screening prior to PCS departure. Use **Attachment 3** for screening purposes (copy needs to be filed in the UPRG and Relocation Folder). Sensitive medical information will not be maintained in PIFs. This information will be maintained by the CO. The losing MPF updates Code L (awaiting certification) or Code C (awaiting results of a security investigation, not interim certified). For short tour assignments, losing MPFs updates PRP status using RNLTD plus 60 days as the suspense date. This provides the short tour location with a suspense notice to complete the administrative certification. Administrative certifications for follow-on assignments are accomplished at the short tour location NLT 180 days prior to PCS movement (short tour procedures are not be used for contractor personnel).

**3.6. Interim Certification.** This type of certification occurs when an individual is placed in PRP and does not possess the required security investigation for formal certification, but does have a security investigation adequate for interim certification. These individuals will be identified to supervisory personnel, entry controllers who directly control access to exclusion areas, and others as necessary. Entry authorization lists and individual access media shall be specifically marked to designate interim certification status. An interim certified individual will not be paired in a two-person team with another individual also having only an interim PRP certification. See **Attachment 6** and **Table A6.1.** for interim certification procedures.

**3.7. Formal Certification.** This type of certification occurs when an individual is placed in PRP and possesses the required security investigation. **Attachment 7** shows the procedures for accomplishing a formal certification for military members. **Attachment 16** shows the procedures for filling civilian PRP positions. Contractors follow **Chapter 2** and all other areas in this AFI identified for contractors.

3.7.1. Once certification action is initiated (assignment to a PRP position or additional duty) and PDI is discovered, the individual or employee may not be moved to a non-PRP position (or certification otherwise stopped) until the individual certification action is complete or the individual is decertified. If the reason for PRP no longer exists (e.g., assignment diversion or cancellation), the action may be stopped without decertification.

3.7.2. If a member is found improperly certified for PRP, do not destroy the current AF IMT 286. Annotate the reverse with the following statement: "During an audit conducted on (date), it was determined the member was improperly certified and as a result, removed from PRP duties and placed in code C." Upon completion or submission of the required PSI, annotate the reverse of the AF IMT 286 to indicate receipt of favorable PSI, or interim certification, and recertify as appropriate.

## Chapter 4

### MEDICAL EVALUATION

**4.1. Purpose.** The CO must be totally confident that the individual being certified is both capable and reliable. To accomplish that, the CO must be provided an evaluation of the individual's physical and mental reliability to perform nuclear related duties by a competent medical authority (CMA). All potentially disqualifying information discovered during the medical evaluation must be documented in the individual's health record or the contracted CMA's records. The CMA's principal responsibility is to provide the CO, and when appropriate the reviewing official, with sufficient medical information to make a sound judgment on an individual's suitability to perform nuclear related duties. The CMA determines the significance of medical information. *(NOTE: The clinically based, professional judgment of the CMA shall not be brought into question by non medical personnel and/or nonpriviledged/non-licensed medical personnel involved in inspecting the PRP unless the CMA failed to consider a specific or mandatory requirement or has not taken into account overriding factors or conclusive evidence pertinent to the recommendation. Review or evaluation of the soundness of the clinical judgments made by CMAs is within the sole purview of the Medical community.)*

**4.2. Initial screening.** Medical histories and records, if they are sufficiently comprehensive and current shall be evaluated to determine the candidate's physical and mental qualifications for the PRP. Certain medical conditions that may have an effect on personal reliability may not have reoccurred for some time, or may be satisfactorily treated. Nevertheless, report these conditions as PDI so the CO has the complete picture of the person being certified. Screening of health records must be performed by a competent medical authority (except as outlined below) and documented.

4.2.1. Medical personnel, other than the CMA, who are specifically trained and formally designated, may screen health records (see exception below). These will be at least 5-level (or civilian equivalent) medical personnel from the following AFSCs: 4A0X1, 4E0X1, 4F0X1, 4N0X1, 4Y0X1 (for dental records only), and 4C0X1 (for life skills records only). When screening performed by someone other than an appointed CMA raises a question or identifies potentially disqualifying information about an individual's physical capability or mental suitability to perform nuclear related duties, the case will be referred to the CMA for further evaluation or a medical examination. The specific PDI will be documented on the applicable form in the health record and signed by the CMA. When PDI is found on screenings for initial certification, the CMA must also sign the AF IMT 286 and supporting documentation. At geographically separated units without CMAs, Independent Duty Medical Technicians (IDMT) document the date and name of the CMA consulted in the health record, sign the certification documents, and provide the results of the review and all PDI to the CO.

4.2.2. As part of the required screening process, medical histories and records shall be evaluated to determine the candidate's physical and mental qualifications under the standards for the PRP. Personnel considered for or assigned to PRP positions shall make all health records available to the CO and CMA for initial and subsequent screening requirements and for inspection.

4.2.3. If available records are inadequate or unavailable, the competent medical authority directs a medical examination to determine medical qualification under PRP standards. The medical evaluation includes a Life Skills consultation when indicated. All PDI of a medical nature shall be documented in the individual's health records.

4.2.4. The competent medical authority advises the CO and, when appropriate, the reviewing official on all aspects of any condition that may impact an individual's suitability for assignment to PRP duties. The CO will also be advised of any medical condition, prescribed or over the counter substances (e.g., medication, herbal product, or dietary supplement) or treatment that could detract from the ability of an individual in the PRP to perform assigned duties.

4.2.4.1. Normally, the CMA provides certifying and reviewing officials with a summary of pertinent health record information at their request. Authority to review medical records can be extended only to reviewing officials, COs, and designated inspectors. When appropriate, such a review shall be conducted in the presence of the CMA who can advise on health record data that might otherwise be misinterpreted. Certifying and reviewing officials must not release or discuss the health records with anyone other than designated inspectors. For this purpose, health records disclosure may be accomplished without either a request from or the consent of the individuals.

4.2.5. An individual certified under the PRP will not submit to hypnosis without the knowledge and consent of the individual's CO. When screening an individual for PRP who has been hypnotized, the CO determines, in coordination with the CMA, if any potential for degraded job performance or diminished reliability exists.

**4.3. Continuing evaluation (see Attachment 1).** Each time a PRP-certified individual receives treatment or evaluation from a licensed/privileged healthcare provider, the competent medical authority must consider PRP reliability effects and, if warranted make recommendations to the CO. This determination is done following the procedures specified in 4.2.1. The CMA documents such notifications in the health record with information in Attachment 10 and describes the medical condition in enough detail so that the CO can determine the individual's suitability to perform nuclear-related duties. It is not the intent of the PRP to automatically decertify an individual who has an illness, injury, or disease that requires hospitalization, placement on quarters, or extended leave of absence unless the condition is diagnosed to be long-term or permanent.

4.3.1. The CMA immediately notifies the CO or designated representative when a significant impact on the individual's suitability to perform nuclear related duties is expected as a result of medical, dental, or mental health treatment, or medication (e.g., narcotics, sedatives, tranquilizers, or a medication known to cause drowsiness), or if drug or alcohol abuse is suspected. This includes PRP-certified personnel undergoing treatment when a subsequent change in medication, treatment, diagnosis, or condition casts doubt on their suitability to perform nuclear related duties. PRP notifications must continue during the recommended suspension or temporary decertification period. If there is a doubt or disagreement among healthcare providers about an individual's reliability, the CO will be notified and provided sufficient information to make the final PRP determination. At geographically separated units without CMAs, Independent Duty Medical Technicians (IDMT) document the date and name of the CMA (preceptor) with whom they consulted in the health record and provide the results of the review and all PDI to the CO. For contractor personnel, individuals may report medical, dental, or mental health visits, or medication changes to the contractor PRP Monitor who relays that information to the contracted CMA. The contracted CMA reviews the medical information provided and makes a recommendation to the CO.

4.3.2. The CMA reviews evaluation and treatment (medical, dental, or mental health), including referrals, of PRP individuals by non-military providers (including TRICARE referrals). Treat information obtained in this review the same way as information obtained from military providers, making

notifications to the CO. Each MTF establishes procedures to ensure a timely and accurate review of care provided outside the MTF. Using standardized forms to facilitate documentation is encouraged. A sample form is found at [Attachment 9](#). Prescriptions from non-military providers to PRP individuals will not be filled nor will medications be dispensed automatically through the pharmacy to PRP personnel without an indication that the record has undergone the required PRP review. The CO submits all employee self identified medical treatment and evaluations to the contracted CMA for evaluation. The CO may delegate this function to the contractor PRP monitor if the contract allows it. The CMA makes a recommendation to the CO. At geographically separated units without CMAs, Independent Duty Medical Technicians (IDMT) document the date and name of the CMA with whom the employee consulted in the health record and provide the results of the review and all PDI to the CO.

4.3.3. Random drug urinalysis testing for military individuals will be accomplished in accordance with AFI 44-120, *Drug Abuse Testing Program*. Drug abuse testing for military and civilian personnel assigned to specially designated Nuclear Command and Control PRP positions identified in [Attachment 2](#), (subsequent to 25 May 93) shall be administered before the individuals assume those duties. The Air Force Civilian Drug Testing Plan (AFCDTP) specifies that all Air Force civilian PRP positions are "Testing Designated Positions (TDPs)," and as such, PRP employees are subject to random testing. These positions must be formally identified and designated as TDPs on each position description and vacancy announcement. Testing will be accomplished as delineated in the AFCDTP. Drug testing for contractor personnel will be in accordance with the contract and will be equivalent to the Air Force Civilian Drug Testing Plan.

## Chapter 5

### SUSPENSION AND DECERTIFICATION OR DISQUALIFICATION

**5.1. Purpose.** Any individual who fails to meet the reliability standards specified in this instruction will not be assigned to, or continued in, PRP. A certification of PRP acceptability will be revoked immediately on a CO's determination that an individual no longer meets the standards in this instruction. During periods of suspension or temporary decertification, regardless of length, PDI must still be passed to the CO. The intensity of reporting PDI must not diminish because the individual is already suspended or temporarily decertified.

**5.2. Suspension.** This action is used to immediately remove an individual from PRP without starting a decertification action. Although a recommendation to suspend an individual may come from many sources, the CO must evaluate the situation and determine whether suspension is appropriate. For this reason, COs must have procedures in place that will ensure expeditious notification is made from the reporting sources. When suspended, an individual is still considered to be reliable for the PRP, but because of the circumstances, is not authorized to perform nuclear related duties. A CO who is suspended is still considered reliable and may perform nuclear related administrative functions (e.g., certification, suspension and decertification or disqualification actions).

5.2.1. Application. Suspension applies only to individuals who are interim or formally certified in the PRP. Use suspension:

5.2.1.1. When the individual's reliability is not in question.

5.2.1.2. When the problem is temporary (estimated duration of 30 days or less).

5.2.1.3. While researching the facts to determine if an individual's reliability is impaired. Do not use suspension in place of decertification when the facts and circumstances place reliability in question.

5.2.2. Mandatory Actions. A suspension requires the following:

5.2.2.1. Remove the suspended individual from duties requiring PRP certification.

5.2.2.2. Notify the individual's supervisor and entry control authorities of the suspension and brief the individual on the suspension. In the briefing, explain that the individual must not perform nuclear related duties.

5.2.2.3. Continue evaluating the individual's reliability.

5.2.3. Documentation.

5.2.3.1. Record, on the AF IMT 164, **Personnel Reliability Program Notification and Suspension Log** or locally devised means, at a minimum the name, SSN, reason, date for each notification, and the CO's decision for suspension.

5.2.3.2. Do not update PDS and do not annotate AF IMT 286 or 286A.

5.2.4. Duration. A suspension lasts for a maximum of 30 days. If the cause of the suspension lasts longer, temporary or permanent decertification is required.

**5.3. Temporary Decertification.** Use this action to keep an individual from performing nuclear related duties when an individual's job performance or reliability is in question or impaired. Do not use temporary decertification if the facts dictate permanent decertification. A person who is temporarily decertified may not perform nuclear related duties. Temporary decertification is not required for personnel with an illness, injury, or disease that requires hospitalization or placement on quarters if their reliability is not in question. ***NOTE: If the CO is temporarily decertified, he or she cannot initiate certification, suspension, and decertification action.***

5.3.1. Application. Temporary decertification applies only to individuals who are interim or formally certified and whose reliability is in question, or when a 30-day suspension expires, or while researching the facts of an incident or situation to determine whether the individual should be reinstated to the PRP or permanently decertified. Temporary decertification is mandatory:

5.3.1.1. For individuals diagnosed as alcohol abusers (see paragraph 3.3.1. and 3.3.1.2.)

5.3.1.2. When a Security Information File is established.

5.3.1.3. If access to classified information is withdrawn.

5.3.1.4. When an individual's security clearance eligibility has been withdrawn and is pending adjudication by the Air Force Central Adjudication Facility (AFCAF), or the Defense Security Service (DSS) for contractor personnel.

5.3.2. Mandatory Actions. Temporary decertification requires:

5.3.2.1. Immediately remove the individual from PRP duties and notify appropriate entry control authorities (follow-up in writing within 24 hours).

5.3.2.2. Notify the individual via memorandum using **Attachment 17** (military personnel), 18 (DoD civilian), or 21 (contractor personnel) and obtain the individual's endorsement within 3 duty days of removal from PRP detailing the specific reasons and restrictions. Document delays in obtaining the individual's acknowledgement of the memorandum. The memorandums are kept at the unit. Establish Temporary Decertification Case file, which includes all items that support the decertification.

5.3.2.3. Update PRP status code "M" and the date the CO signs the memorandum. Do not annotate AF IMT 286.

5.3.2.4. Continue to evaluate the individual's reliability.

5.3.2.5. The CO shall investigate all essential information to temporary or permanently decertify. For suspected alcohol or drug abuse, the investigation shall include a medical evaluation by the CMA.

5.3.2.6. Remove the temporary decertification via memorandum or permanently decertify the individual as soon as the CO has enough information to decide an appropriate action. Ensure the temporary decertification is resolved or the individual is permanently decertified prior to military separation or discharge processing or termination/reassignment of employment for contractor personnel.

5.3.2.7. Notify the gaining commander in writing at least 30 days (or soon as possible) before the individual's projected departure of a mandatory reassignment (PCA or PCS). The losing commander must explain why the individual is being reassigned in a temporarily decertified status and

send information copies to HQ AFPC/DPSFM and the gaining and losing MAJCOM and MPF (DPMA) PRP monitors. The gaining commander reevaluates the case, and either continues or removes the temporary decertification, or permanently decertifies the individual.

5.3.3. Duration. Temporary decertification can last up to 180 days. CO uses this time to collect the information to decide whether to remove the temporary decertification or initiate permanent decertification. If the CO cannot find enough information to make this decision, the CO may extend the process in 30-day increments, not to exceed a total of 270 days. Document each extension by memorandum and obtain the individual's endorsement within 3 duty days.

5.3.4. When an Air Force civilian employee is temporarily decertified, the supervisor details the employee to a non-PRP position (for longer than 30 days). Submit a SF 52, **Request for Personnel Action**, to the servicing CPF to establish the detail. A detail is not required if the employee can remain in his/her permanent (PRP) position and perform only the non-PRP duties while temporarily decertified. Civilian employees must also be provided a letter (see **Attachment 18**) detailing the exact reasons for the temporary PRP decertification.

5.3.5. The contractor is responsible for ensuring a temporary decertified employee is assigned to a non-PRP position unless there are non-PRP duties within the PRP position the employee can perform. A formal letter from the CO to the employee and the contractor is required (see **Attachment 21**).

**5.4. Permanent Decertification or Disqualification.** Permanent decertification or disqualification indicates the individual has questionable reliability or long-term impaired capability (longer than the temporary decertification time frame). Under these circumstances, the individual may not perform duties requiring PRP certification:

5.4.1. Application. Permanent decertification or disqualification applies to individuals who are certified in the PRP (decertification) or are being screened for the PRP (disqualification). Permanently decertify/disqualify when:

5.4.1.1. The CO has confirmation of the individual's drug abuse (see **Chapter 3** for clarification.)

5.4.1.2. The person is diagnosed as alcohol dependent.

5.4.1.2.1. The person is diagnosed as alcohol abuser and temporary decertification is not appropriate.

5.4.1.3. The person is being involuntarily discharged or removed for cause. Permanent decertification or disqualification will be initiated not later than the date the individual is officially notified of the commander's intent to separate them. (Note: If the reviewing official determines the member's PRP reliability is not in question (e.g. weight control failure), the reviewing official may non-concur with the permanent decertification recommendation. The case file is then destroyed and the member is J coded and separated. However, if the reviewing official believes the member's PRP reliability is questionable, permanently decertify the individual and update the PDS with the appropriate code before discharge.)

5.4.1.4. The person no longer meets the standards prescribed in **Chapter 3** and temporary decertification is not appropriate.

5.4.1.5. The person is not qualified for administrative certification for PCS or training (permanent disqualification).

5.4.1.6. The person's security clearance eligibility has been revoked.

5.4.1.7. The person has used a drug that could cause flashbacks (e.g., hallucinogens such as LSD, Mescaline, etc.). In addition, any individual who has ever used peyote for sacramental purposes (or otherwise) is ineligible for PRP duties, including but not limited to those individuals otherwise protected under Public Law 103-344 (42 U.S.C. 1996a).

5.4.1.8. A PRP certified person who uses a Food and Drug Administration (FDA) Schedule II, III, or IV anabolic steroid not prescribed by a physician shall be immediately and permanently decertified. The inappropriate use by any individual of other substances to alter perceptions or mental faculties, such as sniffing glue or aerosol fumes shall be immediately and permanently decertified.

5.4.2. Mandatory Actions. Permanent decertification or disqualification requires the CO to ensure procedures are in place to assure the following:

5.4.2.1. Immediately remove the person from duties requiring PRP certification and notify appropriate agencies (e.g., entry control authorities, security police, safety, hospital, etc.)

5.4.2.2. Notify the member in writing (AF IMT 286A) within 5 duty days of receipt of information warranting the permanent decertification and cite the specific reasons for removal. Advise the member they have 3 duty days to acknowledge and, if they desire, 14 calendar days thereafter to submit rebuttal comments. Document delays in obtaining member's acknowledgement on the reverse of the AF IMT 286A. If member elects to submit comments, but comments are not received within 14 calendar days, document an authorized (or no comments received) delay on the reverse of the AF IMT 286A. Provide a copy to the CPF for DoD civilians.

5.4.2.3. Civilian employees must be provided with a letter (sample letter is at [Attachment 19](#)) detailing the exact reasons for the proposed PRP decertification or disqualification in addition to the AF IMT 286A. A civilian employee's response must be sent within 10 workdays of the employee's receipt of the notice of proposed permanent decertification or disqualification, unless the reviewing official grants an extension to this period. Upon request, copies of the documentation relied upon for the proposed permanent decertification or disqualification must be provided to the employee. The reviewing official may ask the employee for clarifying or extenuating information.

5.4.2.4. Contractors must be provided a letter detailing the exact reasons for the proposed PRP decertification or disqualification. Advise the member they have 3 duty days to acknowledge and, if they desire, 14 calendar days thereafter to submit rebuttal comments. Document delays in obtaining member's acknowledgement on the reverse of the AF IMT 286A. A copy of the letter will be retained by the contractor (sample letter at [Attachment 22](#)). The employee's response must be sent within 14 calendar days of the employee's receipt of the notice of proposed permanent decertification or disqualification, unless the reviewing official grants an extension to this period. Upon request, copies of the documentation relied upon for the proposed permanent decertification or disqualification must be provided to the employee. The reviewing official may ask the employee for clarifying or extenuating information.

5.4.2.5. The unit PRP monitor, in coordination with the Commander's Support Staff, updates PDS with the PRP decertification or disqualification status code, date CO signs, cause code and extent code ([Attachment 12](#) and [Attachment 13](#)) if applicable, and Duty AFSC. The contractor PRP monitor ensures the personnel records are updated with the decertification or disqualification sta-

tus code, date CO signs, cause code and extent code ([Attachment 12](#) and [Attachment 13](#)), if applicable.

5.4.2.6. For permanent decertifications, CO forwards the case file to the reviewing official for approval or disapproval. For permanent disqualifications, forward the case file to the reviewing official only if the member rebuts the action and the commander/CO still wants to permanently disqualify the member.

5.4.2.7. Following the review of the permanent decertification or disqualification action, the reviewing official notifies the individual and the CO of the findings and conclusion in writing within 15 duty days. If the reviewing official approves the permanent decertification, the individual shall be removed from positions requiring PRP certification and the action shall be made a matter of record. If the reviewing official disapproves the permanent decertification, the case file and AF IMT 286a is destroyed. The reviewing official's decision is final. In the case of a contractor employee, the contractor will be told only that the employee has been decertified and must be reassigned to non-PRP in compliance with contractual requirements.

5.4.2.8. If an error is discovered or the reviewing official determines decertification or disqualification is invalid after the information is updated, advise the MPF, CPF, or contractor PRP monitor and personnel office to correct the PDS/personnel records locally within 30 days of the decertification or disqualification date (see [Attachment 20](#)).

5.4.2.9. Corrections can be made to the PDS for a period of 30 days. Corrections after 30 days require HQ AFPC/DPSF to update.

5.4.2.10. All applicable actions in paragraphs [5.4.2.1](#) through [5.4.2.10](#) of this AFI must be completed within 60 calendar days of initiating the decertification or disqualification action.

5.4.3. Documentation. The reason for decertification or disqualification on the AF IMT 286A must include the specific circumstances surrounding the CO's decision. CO must notify support agencies in writing (e.g., MTF, Family Support Center) when the reviewing official approves permanent decertification. MPFs, CPFs, or contractor PRP monitor must ensure the AF IMT 286A is prepared properly and the PDS/personnel record is updated correctly prior to filing the form permanently in the UPRG, OPE, or contractor personnel record. Upon receipt of a copy of the AF IMT 286A, or memorandum from the unit, the MTF/contractor PRP monitor removes flags from all health records and annotates the reason and date of the CO decision. If the reason is non-medical, indicate so in the health record without specifying the reason.

5.4.4. Waivers. A permanent decertification or disqualification may be waived provided there is documented evidence which clearly demonstrates that the disqualifying problem no longer exists and the individual concerned is otherwise qualified to perform nuclear related duties. A request for a waiver must not be submitted simply because the individual is no longer assigned or expected to be assigned to PRP duties. The request may be initiated by the individual or by his or her commander/CO. ***NOTE: Any individual found to have abused drugs will not be certified into the program or will be permanently decertified, and those actions will be made a matter of permanent record such that the person cannot be transferred to another location/unit and become PRP certified (DoD 5210.42R, C2.3.2.1).*** Use the following when processing a request for waiver of permanent decertification or disqualification:

5.4.4.1. Requests must include a copy of the AF IMT 286a and supporting documentation to show the cause for decertification no longer exists (e.g., current medical evaluation, performance reports, etc.) and a memorandum of endorsement from the unit commander.

5.4.4.2. The reviewing official is the approval authority for waiver requests of all permanent decertification or disqualification.

5.4.4.3. If the reviewing official approves the request, the CO forwards a memorandum (email/electronic message) through: MPF, MTF, MAJCOMs, to HQ AFPC/DPSFM for update of PDS. ***NOTE: PDS updates of Permanent Decertification Codes less than 30 days can be accomplished at the MPF level.*** In addition to the name and SSAN of the person for whom the request is being processed, the memorandum will include name of Commander/CO requesting review/removal, name of reviewing official, and date request was approved. MPF PRP Monitor will maintain case files 1 year from date of reviewing official's approval. ***NOTE: As applicable, HQ AFPC forwards a copy of memorandum to HQ USAF/DPP for civilians or HQ USAF/SEW for Contractor Personnel.***

5.4.4.4. The MTF/contracted CMA annotates the approved waived action citing the approval memorandum, office, and date as authority in all applicable health records.

5.4.4.5. The MPF/contractor PRP monitor annotates the approved waived action citing the approval memorandum, office, and date as authority on the reverse of the AF IMT 286A, and file both the memorandum and AF IMT 286A permanently in section III of the UPRG. The CPF files a copy of the approved waiver in the OPF and ensure that PDS is updated as appropriate. The contractor PRP monitor files a copy in the employee's personnel record as a permanent document.

**5.5. Disposition of Permanently Decertified Military Personnel.** Punitive action is not to be taken against personnel solely because of their failure to qualify or remain qualified under this program. The individual's record will not contain any adverse comments based solely on the decertification or disqualification. The servicing MPF takes the following actions when determining disposition of personnel who have been permanently PRP decertified or disqualified:

5.5.1. Review the feasibility to locally reassign individual to a non-PRP position in current CAFSC.

5.5.2. If unable to locally reassign individual to a non-PRP position in CAFSC, request disposition through appropriate MAJCOM Assignment and Classification functions, with informational copies to HQ AFPC/DPPAC, appropriate assignment functional office (DPAAD), and DPSFM. Provide specific rationale for permanent PRP decertification or disqualification actions. Rationale will include, but not be limited to, information on AF IMT 422, **Physical Profile Serial Report**, AF IMT 286A content summary, and quality or other limiting factors (e.g., Withdrawal of the right to bear firearms). In the event the information is sensitive in nature it should be provided under separate cover by the most expeditious means. If provided under a separate cover, indicate in the message how the information was transmitted. HQ AFPC, with MAJCOM recommendation, determines appropriate disposition by directing local utilization in another previously awarded AFSC, realignment or reassignment or AFSC withdrawal and retraining.

**5.6. Permanently Decertified Air Force Civilian Employees and Contractors.** The denial of PRP certification does not in itself constitute grounds for disciplinary or adverse action. Although permanent decertification under the PRP is not disciplinary in nature, initial certification and continued certification

in the program is a condition of employment in a PRP position. However, such denial or revocation must not bar any disciplinary, adverse, or administrative action that may otherwise be proper.

5.6.1. Air Force civilian employees who are permanently decertified for medical reasons will be screened for reassignment to vacant positions serviced by the local CPF that are within the commuting area and commensurate with the employees' qualifications and medical limitations. If no vacant positions exist for which the employee qualifies and if a waiver of qualifications is not feasible or appropriate, he/she may be separated from employment under non-disciplinary adverse action procedures delineated in AFI 36-704, *Discipline and Adverse Actions*.

5.6.2. If conduct is the basis for decertification or disqualification, and if PRP certification is a condition of employment, then loss of PRP certification is a basis for removal. If conduct is the basis for decertification or disqualification, and if PRP certification is not a condition of employment, then appropriate disciplinary action, up to and including removal may be proposed based on the employee's conduct. The security clearance of employees who are permanently decertified for other than medical reasons will be considered for possible revocation. If the security clearance is revoked and the security clearance is a condition of employment, then failure to maintain the required security clearance is a basis for removal. These employees are not entitled to any type of priority consideration in future job placements.

5.6.3. Before a civilian employee is permanently decertified or disqualified for performance related reasons, the employee should be temporarily decertified or disqualified. During the temporary decertification or disqualification period, the employee should be provided a performance improvement period in accordance with AFI 36-1001, *Managing the Civilian Performance Program*. If at the end of the performance improvement period the CO has not regained trust or confidence in the employee's ability to perform nuclear related duties, the CO may permanently decertify or disqualify the employee.

5.6.4. Contractor employees who are permanently decertified or disqualified will be handled within the constraints of the contract. It is the contractor's responsibility to either place the employee in a non-PRP position or terminate employment.

## Chapter 6

### SCREENING STUDENTS ATTENDING TRAINING COURSES

**6.1. Screening and Selecting Resources.** The following responsibilities are assigned to functions initially identifying personnel as potential candidates for PRP duties:

**6.2. Officer Accessions.** The commissioning sources screen, evaluate, and identify all officers as a PRP resource whose initial classification, formal training, and/or first assignment is into an AFSC listed in [Attachment 11](#). Commissioning sources take the following actions:

6.2.1. Screen each officer candidate identified as a PRP resource to ensure they meet PRP requirements. Perform screening using the PRP questionnaire in [Attachment 3](#). For the purpose of this initial screening, process an AF IMT 286 or RIP PRPCER. Individuals not meeting PRP requirements must be permanently disqualified (see [Chapter 5](#)). Suspension and temporary decertification do not apply in this screening process.

6.2.2. End assignments to a PRP coded position generated after departure from commissioning source will require an administrative certification and the technical training school initiates the process in accordance with [Attachment 5](#).

6.2.3. Commissioning sources ensure the appropriate personnel security investigation is initiated as soon as possible after completion of the screening. Due to long lead times it is absolutely essential that investigations be initiated as soon as possible.

**6.3. Enlisted Accessions.** The Basic Military Training Classification Squadron:

6.3.1. Screens and identifies personnel as being qualified for training leading to the award of a PRP AFSC listed in [Attachment 11](#).

6.3.2. Conducts in-depth one-on-one interviews with the trainees. When qualifications are in doubt or appear marginal, refers trainees to appropriate agencies for evaluation and disposition recommendations.

6.3.3. Thoroughly reviews health records. During this review, refers any suspect record to MTF for review by competent medical authority for final determination. Annotates health records to reflect completion of this review; however, do not place an AF IMT 745 in the health records.

6.3.4. Ensures the personnel security investigation has been submitted; if not, submits the request before the individual departs BMT.

6.3.5. Continually monitors and evaluates any information received on trainees throughout training.

6.3.6. Individuals entering the Air Force with a Moral Waiver (AETCI 36-2002) or who do not meet the PRP requirements must be prohibited from entering a PRP AFSC ([Attachment 11](#)). The disqualification is documented when BMTS updates a "V" code with a "Q500" extent code. A computer-generated RIP is produced with the specific reason for the disqualification and annotated: "Basic Military Training Flight PRP disqualification update based on initial screening" (include remarks indicating specific reasons for disqualification). The computer-generated RIP is filed in Section III of the trainee's UPRG.

6.3.7. When the individual meets all PRP screening criteria, place the following statement on the assignment orders: “The identified member has been initially screened and meets the qualifying criteria as stated in AFI 36-2104 for the performance of nuclear-weapons associated duties.” **NOTE: End assignments may require an administrative certification and the technical school initiates the process in accordance with Attachment 5.**

#### 6.4. Responsibilities of Technical Training Squadrons.

6.4.1. Unit PRP Monitors are responsible for:

6.4.1.1. Ensuring administrative certification procedures are accomplished as outlined in **Attachment 5**.

6.4.1.2. Ensuring squadron commanders are apprised of all necessary information needed to make a conscious decision to administratively certify.

6.4.2. Squadron commanders are responsible for:

6.4.2.1. Maintaining liaison with the MPF and MTF PRP monitors to ensure effective administration of the PRP.

6.4.2.2. Continually monitoring students to ensure they maintain the high standards of the PRP. Individuals who fail to maintain PRP standards must be permanently disqualified as outlined in **Chapter 5** and **Attachment 5**. Ensure individuals identified for PRP training have their health records flagged with an AF IMT 745 (IAW AFI 41-210).

6.4.2.3. Maintaining close liaison with base support agencies and ensure that any information received from these agencies is used to evaluate the continuance of an individual in the PRP.

#### 6.5. MPF commander.

6.5.1. Ensures administrative certifications are accomplished as outlined in **Attachment 5**.

6.5.2. Ensures training is conducted and documented as outlined in **Attachment 14**

6.5.3. Monitors decertification or disqualification actions as outlined in **Chapter 5** and **Attachment 5**.

6.5.4. Verifies that the PDS reflects the appropriate PRP status code and a source document exists.

6.5.5. Coordinates responses to discrepancy messages with units and transmit within five duty days from receipt. The response must explain what measures are being taken to preclude reoccurrence and must info HQ AETC/DPPAF and HQ AFPC/DPSFM.

6.5.6. Ensures all newly assigned student squadron commanders are indoctrinated on their role under the PRP (see **Attachment 14**, paragraph **A14.4**). **NOTE: While PRP disqualification may result in an AFSC being withdrawn, it is not a condition of employment in the AFSC. The reasons for PRP disqualification, not the PRP disqualification itself, may justify AFSC withdrawal using the provisions of AFI 36-2101, Chapter 4.**

#### 6.6. MTF commander.

6.6.1. Ensures administrative certifications are accomplished as outlined in **Attachment 5**.

6.6.2. Ensures individuals identified for training leading to assignment to PRP positions have their health records flagged with an AF IMT 745.

## **6.7. Information Collections, Records, and Forms.**

6.7.1. Information Collections. This publication creates information collection.

6.7.2. Records. This publication creates records.

6.7.3. Forms/IMTs Prescribed.

6.7.3.1. Adopted Forms/IMTs. AF IMT 164, **Personnel Reliability Program Notification and Suspension Log**, AF IMT 422, **Physical Profile Serial Report**, AF IMT 600, **Equipment Control Roster**, AF IMT 644A, **Record of Dental Attendance (SDP)**, AF IMT 644B, **Dental Officer of the Day (DoD)/Dental Charge of Quarters (DCQ) Patient Log**, AF IMT 745, **Sensitive Duties Program Record Identifier**, AF IMT 847, **Recommendation for Change of Publications**, AF IMT 971, **Supervisor's Record of Employee**, DD Form 2766, **Adult Preventative and Chronic Care Flow Sheet**, DD Form 1966, **Record of Military Processing-Armed Forces of the United States**, OF 306, **Declaration for Federal Employment**, SF 603, **Health Record-Dental**, and SF 603A, **Health Record-Dental Continuation**.

6.7.3.2. Prescribed IMTs. AF IMT 286, **Nuclear Weapons Personnel Reliability Program (PRP) Certificate**, and AF IMT 286A, **Notification of Nuclear Weapons Personnel Reliability Program Permanent Decertification/Disqualification Action**.

RICHARD E. BROWN III, Lt General, USAF  
DCS/Personnel

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD 5210.42-R, *Nuclear Weapon Personnel Reliability Program (PRP) Regulation*

DoDD 1010.4, *Drug and Alcohol Abuse by DoD Personnel*

DoDD 5210.42, *Nuclear Weapon Personnel Reliability Program (PRP)*

OPM, Operating Manual, *The Guide to Personnel Record Keeping*

AFPD 11-4, *Aviation Service*

AFI 31-501, *Personnel Security Program Management*

AFI 33-360, Volume 1, *Publications Management Program*

AFI 33-360, Volume 2, *Forms Management Program*

AFI 36-704, *Discipline and Adverse Actions*

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*

AFMAN 37-139, *Records Disposition Schedule*.

AFI 41-210, *Patient Administrative Functions*

AFI 44-120, *Drug Abuse Testing Program*

AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*

AFI 47-101, *Managing Air Force Dental Services*

AFI 48-123, *Medical Examinations and Standards*

AFI 36-1001, *Managing the Civilian Performance Program*

AFI 91-101, *Air Force Nuclear Weapons Surety Program*

AFMAN 36-203, *Staffing Civilian Positions*

AFCSM 36-699, *Personnel Data Systems*

DoDI 1215.19, *Uniform Reserve, Training and Retirement and Retirement Category Administration*

DSM-IV, *Diagnostic and Statistical Manual of Mental Disorders (DSM)*, 4th or most current edition, American Psychiatric Association, Washington D.C. 1994

USSTRATCOM Directive (SD) 501-6, *Airborne Emergency Actions Officer*

***Abbreviations and Acronyms***

**ANACI**—Access National Agency Check with Written Inquiries

**AD**—Active Duty

**ADL**—Active Duty List

**ADT**—Active Duty for Training  
**AEAO**—Airborne Emergency Action Officer  
**AETCI**—Air Education Training Command Instruction  
**AFCAF**—Air Force Central Adjudication Facility  
**AFCDTP**—Air Force Civilian Drug Testing Plan  
**AFI**—Air Force Instruction  
**AFMC**—Air Force Material Command  
**AFOSI**—Air Force Office of Special Investigations  
**AFPC**—Air Force Personnel Center  
**AFR**—Air Force Reserve  
**AFRC**—Air Force Reserve Command  
**AFROTC**—Air Force Reserve Officer Training Corps  
**AFSC**—Air Force Specialty Code  
**AGR**—Active Guard Reserve  
**ALS**—Amyotrophic Lateral Sclerosis  
**ANG**—Air National Guard  
**ARPC**—Air Reserve Personnel Center  
**ARC**—Air Reserve Component  
**ART**—Air Reserve Technician  
**BI**—Background Investigation  
**CAF**—Central Adjudication Facility  
**CAFSC**—Control Air Force Specialty Code  
**CED**—Contingency, Emergency, and Deployment  
**CO**—Certifying Official  
**CPF**—Civilian Personnel Flight  
**CMA**—Competent Medical Authority  
**CSAF**—Air Force Chief of Staff  
**CSS**—Commanders Support Staff  
**CSP**—Counterintelligence-Scope Polygraph  
**DAFSC**—Duty Air Force Specialty Code  
**DEP**—Delayed Enlistment Program  
**DSS**—Defense Security Service

**DOD**—Department of Defense  
**DSM**—Diagnostic and Statistical Manual  
**DUI**—Driving Under the Influence  
**DWI**—Driving While Impaired  
**EAD**—Extended Active Duty  
**ENTNAC**—Entrance National Agency Check  
**EOD**—Explosive Ordnance Disposal  
**EPR**—Enlisted Performance Report  
**ETS**—Expiration Term of Service  
**FDA**—Food and Drug Administration  
**FOA**—Field Operating Agencies  
**GCO**—Government Certifying Official  
**GSU**—Geographically Separated Unit  
**HIV**—Human Immunodeficiency Virus  
**HQ AETC**—Headquarters Air Education Training Command  
**HQ AFSC**—Headquarters Air Force Safety Center  
**HQ USAF**—Headquarters US Air Force  
**IAW**—In Accordance With  
**IDMT**—Independent Duty Medical Technician  
**IG**—Inspector General  
**INTCER**—Interim Certification  
**LSD**—Lysergic Acid Diethylamide  
**MAJCOM**—Major Command  
**MILPDS**—Military Personnel Data System  
**MPF**—Military Personnel Flight  
**MS**—Multiple Sclerosis  
**MSS**—Mission Support Squadron  
**MTF**—Medical Treatment Facility  
**MUNSS**—Munitions Support Squadron  
**NAC**—National Agency Check  
**NACI**—National Agency Check Plus Written Inquiries  
**NACLC**—National Agency Check with Local Agency Checks and Credit Check

**NAF**—Numbered Air Force  
**NC2**—Nuclear Command and Control  
**NCCD**—Nuclear-Certified Computer Data  
**NG**—National Guard  
**NGB**—National Guard Bureau  
**OPF**—Official Personnel Folder  
**OPM**—Office of Personnel Management  
**OPR**—Office of Primary Responsibility  
**OPR**—Officer Performance Report  
**OSC**—Organizational Structure Code  
**OSD**—Office of the Secretary of Defense  
**OSI**—Office of Special Investigations  
**OTC**—Over the counter  
**PAL**—Permissive Action Link  
**PAS**—Personnel Accounting Symbol  
**PCA**—Permanent Change of Assignment  
**PC-III**—Personnel Concept III  
**PCP**—Phencyclidine  
**PCS**—Permanent Change of Station  
**PDI**—Potentially Disqualifying Information  
**PDS**—Personnel Data System  
**PIF**—Personnel Information File  
**PPC**—Personnel Processing Code  
**PR**—Periodic Reinvestigation  
**PRP**—Personnel Reliability Program  
**PRPCER**—Administrative Certification  
**PRPINT**—Notification of Expired Interim Certification  
**PSI**—Personnel Security Investigation  
**RIP**—Report on Individual Person  
**RIP PRPCER**—Personnel Reliability Program Administrative Certification RIP  
**RNLTD**—Report Not Later than Date  
**SAV**—Staff Assistance Visit

**SBI**—Special Background Investigation  
**SD**—USSTRATCOM Directive  
**SDP**—Sensitive Duties Program  
**SECCLN**—Security Clearance Eligibility  
**SG**—Surgeon General  
**SIF**—Security Information File  
**SPR**—Secret Periodic Reinvestigation  
**SSBI**—Single Scope Background Investigation  
**SSN**—Social Security Number  
**TAD**—Temporary Additional Duty  
**TDP**—Testing Designated Position  
**TDY**—Temporary Duty  
**TR**—Transaction Register  
**UIF**—Unfavorable Information File  
**UMD**—Unit Manpower Document  
**UPRG**—Unit Personnel Record Group  
**USAFE**—United States Air Forces in Europe  
**U.S.C.**—United States Code  
**USTRATCOM**—US Strategic Command  
**WBFMP**—Weight and Body Fat Management Program

### *Terms*

**Access**—Opportunity to tamper with or modify a nuclear weapon, critical nuclear weapon system component or positive control/Nuclear Command and Control (NC2) material. A person is not considered to have access if escorted and/or under observation by individual(s) capable of detecting unauthorized or incorrect actions.

**Active Service**—For assignment to the Personnel Reliability Program (PRP), active service is: active duty in the U.S. military; employment in the Federal Civil Service; employment by a U.S. Government contractor involving access to classified information under the National Industrial Security Program; continuous Federal service; service as a cadet or midshipmen in the Military, Naval, Air Force or Coast Guard academy; members of the Selected Reserve as defined in DoD Instruction 1215.19 (reference [m]). For PRP purposes, the following apply:

Assignment as a Reserve Officers Training Corps, Merchant Marine Academy, or Maritime Academy cadet or midshipmen is not considered to be active service.

**Agency and Installation PRP Monitor**—An individual in the military grade E-5 or above with a 5-skill level in their CAFSC, or a civilian in the equivalent grade for nonmilitary organizations, appointed to

administer and conduct oversight of the day-to-day functions of the PRP at DoD Agencies and installations.

**Alcohol Abuse**—The use of alcohol to an extent that it has an adverse effect on the user's health, behavior, family, community, or the Department of Defense, or leads to unacceptable behavior as evidenced by one or more acts of alcohol-related misconduct and/or the illegal use of such substances. Alcohol Abuse may include a diagnosis of alcohol dependency or alcohol abuser or may be an alcohol-related misconduct.

**Alcohol Related Incident**—Any substandard behavior or performance in which the consumption of alcohol by the individual is a contributing factor as determined by the CO with consultation from the CMA (e.g., intoxicated driving, domestic disturbance, assault, disorderly conduct, personal injury, failure to go, or voluntary consumption of alcohol by an individual previously diagnosed as alcohol dependent, underage drinking, etc.)

**Access National Agency Check with Written Inquires (ANACI)**—A personnel security investigation for access to classified information conducted by the Office of Personnel Management (OPM), including a NAC and written inquiries to law enforcement agencies, former employers and supervisors, references, schools and credit check.

**Break in Active Service**—For the purpose of PRP, an interruption in active military service or federal employment of over 24 months constitutes a break in active service. People are considered to have a break in active service or employment when:

They return to active duty or employment after an absence of more than 2 years.

More than 2 years have elapsed since the date their last personnel security investigation was completed and their current extended active duty (EAD) date. This applies to individuals enlisted under the Delayed Enlistment Program (DEP) and officers who have received a commission through Air Force Reserve Officer Training Corps (AFROTC).

**Central Adjudication Facility (CAF)**—A single facility designated by the Air Force Chief of Staff (CSAF) to evaluate personnel security investigations and other relevant information and to render personnel security determinations.

**Certification**—A statement on an AF IMT 286 signed by the CO. The statement validates that the person named in the certificate has been screened and evaluated and meets the standards for assignment to PRP duties. This includes Administrative, Interim, and Formal certification.

**Certifying Official (CO)**—For military and Department of Defense (DoD) civilian personnel, this individual is:

The commander who controls nuclear weapons, weapons systems, or critical components and performs the actual PRP certification. The CO's position must allow sufficient personal contact with all PRP personnel to permit continual evaluation of their performance and reliability. The commander may delegate this duty to a deputy or assistant (officer or civilian) in the functional chain-of-command. In any case, the CO must be certified in a PRP category (critical or controlled) equal to, or higher than the personnel they are certifying. Interim certified COs may certify and decertify personnel of their unit.

For DoD contractor personnel, the DoD military or civilian official designated in the contract who has technical knowledge of the contract and daily access to the individuals they will certify. May also be

referred to as the Government Certifying Official.

**For Administrative Certifications**—, the unit commander (not squadron section commander) is the CO. COs for administrative certifications do not need to be certified and cannot delegate certification authority. *EXCEPTION: the CO for the 343, 362 and 363 TRS at Sheppard AFB may delegate certification authority IAW paragraph 1.8.5.4. of this instruction.*

**Commander**—The person who controls operations within a specific Air Force function (usually the squadron commander). In most cases, the commander is the CO.

**Competent Medical Authority**—A US military licensed, privileged health care provider or a US civilian licensed, privileged healthcare provider employed by, or under contract (or sub-contract) to the US government, specifically trained and authorized by the medical treatment facility commander who is responsible for review of health care services or conducting clinical evaluations for purposes of the PRP.

**Continuous Evaluation**—The process by which a PRP certified individual is observed for compliance with reliability standards. This is an on going process that considers on and off duty performance and behavior on a consistent and frequent basis. (ref: DoD 5210.42-R)

**Controlled Position**—Controlled Position. A position whose incumbent, because of assigned nuclear duties: has access, but no technical knowledge; or controls access into areas containing nuclear weapons, but does not have access or technical knowledge; or is armed and/or assigned duty for nuclear weapon security that would afford the opportunity to inflict damage on the weapon or, when joined, to its delivery system; or has been designated as a "certifying official" at operational unit or staff activities with only designated controlled PRP positions.

**Critical Component**—A component of a nuclear weapon system that if bypassed, activated, or tampered with could contribute to authorization, prearming, arming, or launching of a combat delivery vehicle carrying a nuclear weapon, or the mistargeting of a nuclear weapon.

**Critical Position**—Critical Position. A position whose incumbent, because of assigned nuclear duties (see examples in [Attachment 2](#)): has access and technical knowledge; or, can either directly or indirectly cause the launch or use of a nuclear weapon; or has accountability, control, or use of positive control materials or devices such as sealed authentication systems, permissive action link (PAL) materials and related codes, strategic and tactical nuclear-certified computer data (NCCD), nuclear targeting tapes or materials, emergency action messages, or release procedures for nuclear weapons; or has been designated as a "certifying official" at operational unit or staff activities with designated "critical PRP" positions.

**Decertification**—An action, based on the receipt of disqualifying information, to remove an individual from the PRP who has been screened, determined reliable, and certified capable of performing duties involving nuclear weapons.

**Disqualification**—An action taken, based on disqualifying information, to terminate the PRP qualification process of an individual considered for, or in training leading to the assignment to, duties involving or relating to nuclear weapons.

**DoD Personnel**—Active duty military personnel, members of the Selected Reserve, civilian employees of the Department of Defense or, for PRP purposes, DoD contractors and their employees.

**Drug Abuse**—The wrongful use, possession, distribution or introduction onto a military installation of a controlled substance, prescription medication, over-the-counter medication, or intoxicating substance (other than alcohol). (Wrongful use means without legal justification or excuse, and includes use contrary

to the directions of the manufacturer or prescribing health care provider, and use of any intoxicating substance not intended for human ingestion.)

**Entrance National Agency Check (ENTNAC)**—A Personnel Security Investigation (PSI) conducted in the same manner as a National Agency Check (NAC).

**Entry Control Authority**—Personnel designated to control/deny access to exclusion and/or limited areas, and positive control materials or devices.

**Exclusion Area**—A designated area immediately surrounding one or more nuclear weapons and/or systems. Normally, the boundaries of the area are the walls, floor, and ceiling of a structure, or are delineated by a permanent or temporary barrier. In the absence of positive preventive measures, entry into the exclusion area constitutes access to the nuclear weapons and/or systems.

**Health Records**—A chronological account that includes a patient's complaints and medical history, the provider's physical findings, the results of diagnostic tests and procedures, and any therapeutic medications and/or procedures. The health record may consist of an outpatient, inpatient, Mental Health, APV, Obstetric, or dental record or any combination of the same.

**Individual Reliability**—Stable performance in carrying out duties associated with nuclear weapons, weapons systems, or critical components and compliance with responsibilities.

**Life Skills**—Clinic providing services for prevention, early detection, diagnosis, and treatment of psychiatric illness, emotional and behavioral disorders.

**Limited Area**—A designated area immediately surrounding one or more exclusion areas and the outer or inner barrier or boundary of the perimeter security system.

**Medical Treatment Facility**—A DoD facility established for the purpose of furnishing medical and dental care to eligible individuals.

**Military Personnel Data System (MilPDS)**—A term encompassing the computerized personnel data system. MilPDS is designed to provide capability for equitable, responsive, uniformly administered and cost-effective management, and administration of active duty military, Air National Guard, and Air Force Reserve personnel.

**National Agency Check (NAC)**—A PSI consisting of records reviews of certain national agencies, including a technical fingerprint search of Federal Bureau of Investigation, Identification (FBI/ID) files.

**NAC Plus Written Inquires and Credit Check (NACIC)**—A PSI conducted by the Office of Personnel Management that combines a NAC with written inquiries to law enforcement agencies, former employers and supervisors, references, schools, and a credit check.

**NAC with Local Agency Check and Credit Check (NACLIC)**—A PSI covering the past five years and consisting of NAC, financial review, verification of date and place of birth, and Local Agency Checks.

**Notification**—A procedure used by support agencies (such as MTF, Family Support, Security Forces) to inform the CO of a person who should be considered for suspension or decertification or disqualification.

**Nuclear Certified Computer Data (NCCD)**—Nuclear certified media containing nuclear mission or launch control data.

**Nuclear Command and Control (NC2) Materials**—Materials and devices used in the coding and authentication processing and communication medium necessary to transmit release, execution, or termination orders; includes nuclear weapons targeting tapes or media containing nuclear weapons

targeting data.

**Nuclear Surety**—Ensures personnel design and operate nuclear weapons and nuclear weapons systems to satisfy the safety standards in DoD Directive 3150.2, DoD Nuclear Weapons System Safety Program.

**Personnel Data System (PDS)**—A collective term encompassing the computerized personnel data system. PDS is used when a specific subsystem is not being referenced. PDS is designed to provide capability for equitable, responsive, uniformly administered and cost-effective management, and administration of active duty military, Air National Guard, Air Force Reserve, retired, and civilian personnel. Also includes an equivalent contractor automated personnel system.

**Personnel Processing Codes (PPCs)**—Codes included in assignment instructions that refer to PCS-related processing requirements or post-selection assignment actions

**Periodic Reinvestigation (PR)**—An investigation conducted at specific intervals for updating a previously completed PSI.

**Personnel Security Investigation (PSI)**—Investigation required for determining the eligibility of DoD military or civilian personnel and contractor employees for access to classified information, acceptance, or retention in the Armed Forces, or assignment to, and retention in, sensitive positions.

**Positive Control Materials or Devices**—Sealed authentication systems, PAL, coded switch system, positive enable system, or NCCD materials or devices.

**Potentially Disqualifying Information (PDI)**—Any information regarding, but not limited to, a person's physical, mental, emotional status, conduct or character, on and off duty, which may cast doubt on his or her ability or reliability to nuclear related duties. PDI can be gathered from a variety of sources such as the UPRG screening (e.g., officer/enlisted performance reports (OPR/EPR) ratings and comments, security investigation request and enlistment documents, outside law enforcement, etc.), health records screening, PIF, UIF, contact with supervisory personnel, or the individual. The significance of PDI is relative to the age. For example, PDI annotated in a medical record 10 years ago with no reoccurrence should be of minimal significance. In addition, minor traffic violations spread over an individual's career should be considered minimal impact.

**Proficiency Qualification**—It shall be certified, in accordance with DoD Directive 5210.41 (reference (d)) that the individual has had the formal course of instruction and/or possesses the minimum level of experience required for assignment to a particular critical or controlled PRP position and is proficient in the duties, to include on-the-job training under supervision, to be performed.

**Proper Medical Authority**—Any military or civilian provider authorized and/or licensed to practice medicine and to write prescriptions by Federal and/or State law; or its equivalent if the individual received treatment outside of the United States. Treatment performed by PMAs must be reviewed by CMAs for PRP purposes.

**Random Drug Testing**—A program of substance abuse where each member of the testing population has an equal chance of being selected. Random testing may be either testing of designated individuals occupying a specified area, element, or position, or random testing of those individuals based on a neutral criterion, such as a digit of the social security number.

**Reviewing Official**—The commander or a designated representative at the command level immediately above the CO (no lower than wing or comparable level commander) who is responsible for operations involving nuclear weapons. For bases without an active PRP, the wing commander (or equivalent) is the

reviewing official.

**S-1 Profile**—No psychiatric disorder.

**Sensitive Position**—Any position so designated in the Department of Defense, the occupant of which could bring about, by virtue of the type of the position, a materially adverse effect on the national security. All civilian positions are either “special-sensitive”, “critical-sensitive”, “noncritical-sensitive,” or “nonsensitive.”

**Single-Scope Background Investigation (SSBI)**—A PSI consisting of both record reviews and interviews with sources of information.

**Substance Abuse**—Meets the criteria for diagnosis of substance abuse included in the most current edition of the DSM, as determined by CMA.

**Suspension**—Used to immediately remove an individual from PRP without starting a decertification action.

**Technical Knowledge**—Knowledge that would allow an individual to perform an intentional act on a nuclear weapon, a critical nuclear weapon system component, or positive control/NC2 material, in a manner that could go undetected during normal monitoring or operations and could cause the unauthorized prearming, arming, launching, firing, releasing, disablement, or detonation of a nuclear weapon or degradation of weapon performance.

**Two-Person Concept**—A system designed to prohibit access by one individual to nuclear weapons and certain designated components by requiring the presence at all times of at least two authorized persons, each capable of detecting an incorrect or unauthorized procedure with respect to the task to be performed.

**U.S. Citizen (Native Born)**—A person born in one of the following locations is considered to be a U.S. citizen for PRP purposes: the 50 states, and the District of Columbia, Puerto Rico, Guam, American Samoa, Northern Mariana Islands, U.S. Virgin Islands, the Federated States of Micronesia, and the Republic of the Marshall Islands. Additionally, a person born to U.S. citizens living in a foreign country for which a U.S. birth certificate is issued.

**U.S. National**—A citizen of the United States or person who, though not a U.S. citizen, owes permanent allegiance to the United States. Title 8 U.S.C., Section 1408 provides detailed information as to the identification of noncitizen U.S. nationals.

## Attachment 2

## PRP POSITION DESIGNATIONS

(This matrix is provided to assist in identifying PRP positions. Only certified nuclear-capable units require position designations.)

| Duty Position                                       | Duty Position Example  | PRP Designation |
|---|--|-----------------|
| 1. Commanders of delivery units                     | Wing, group, and squadron; persons delegated to act for the above on nuclear weapons operations                                | Critical        |
| 2. Pilots and Crew, delivery aircraft; missile crew | Pilots, navigators, bombardiers; weapon system officers; electronic systems officers; missile crew members                     | Critical        |
| 3. Delivery unit personnel and supervisors          |  |                 |
| a. With access and technical knowledge              | Person who by the nature of their assigned duties could cause the unauthorized launch, release, or firing of a nuclear weapon. | Critical        |
| b. With access, no technical knowledge              | Handling, transporting, and launch personnel.  | Controlled      |
| c. Without access                                   | Support such as clerks, cooks.   | None            |
| 4. Commanders, nuclear support units                | Munitions or missile maintenance squadron  | Critical        |
| 5. Nuclear support unit personnel and supervisors   |  |                 |
| a. With access and technical knowledge              | Persons who perform modifications, retrofits, limited life component changes, weapons loading, and similar tasks.              | Critical        |
| b. With access, no technical knowledge              | Handling, transporting, and launch personnel.  | Controlled      |
| c. Without access                                   | Support personnel such as clerks, cooks.   | None            |

| Duty Position                            | Duty Position Example  | PRP Designation   |
|--|--|---|
| 6. Personnel in command and control line | Persons who control or use authenticators and/or emergency action messages; permissive action link teams (PAL) and other coded control devices teams; staff officers, contractor and other personnel who control or use strategic or tactical NCCD | Critical<br>(May also be specially designated personnel - (see position example 16, below)) |
| 7. Handling and transport personnel      | Storage and supply personnel, supply clerks, vehicle operator, crane operators   | Controlled  |
| 8. Pilots and crew, transport aircraft   |  |   |
| a. With access                           | Self-explanatory   | Controlled  |
| b. Without access                        | Self-explanatory   | None  |
| 9. Explosive ordnance disposal (EOD)     |  |   |
| a. With access and technical knowledge   | EOD technicians  | Critical  |
| b. Without access                        | EOD technicians not assigned to PRP positions; EOD support such as clerks and mechanics.   | None  |
| 10. Command disablement management team  |  |   |
| a. With access and technical knowledge   | Personnel tasked with coding/recoding/checking built-in CDS and external controlled CD   | Critical  |
| b. With access, no technical knowledge   | Command Disablement Team   | Controlled  |
| 11. Security forces                      |  |   |
| a. Internal and inside of perimeter      | Persons who control access into an exclusion area or a limited area; includes permanently assigned guards in any such area   | Controlled  |
| b. Alarm monitors                        | Persons who control primary and redundant intrusion detection systems annunciation equipment.  | Controlled  |

| <b>Duty Position</b>                                      | <b>Duty Position Example</b>  | <b>PRP Designation</b>        |
|---|---|-------------------------------|
| c. External to perimeter                                  | Persons permanently assigned to nuclear weapon security duties who are armed and could inflict damage on nuclear weapons or, when joined, to the delivery system.           | Controlled                    |
| d. Escort   | Persons controlling access to weapons during transport.   | Controlled                    |
| e. For Nuclear Command & Control (NC2) aircraft           | Persons controlling access to occupied or locked NC2 aircraft with PCM present  | Controlled (See Note 1 Below) |
| f. Augmenters   |   |                               |
| (1) Armed   | Persons routinely assigned to duties directly for nuclear weapon security who are armed or could inflict damage on a nuclear weapon or, when joined, to the delivery system | Controlled                    |
|   | Persons assigned to the augmentation response force   | None                          |
| (2) Not Armed   | Persons routinely assigned to nuclear weapon security duty who are not armed or could not inflict damage on a nuclear weapon or , when joined, its delivery system.         | None                          |
| 12. Delivery system maintenance personnel and supervisors | Persons who could cause the unauthorized launch, release, or firing of a nuclear weapon.  |                               |
| a. With access and technical knowledge                    |   | Critical                      |
| b. With access, no technical knowledge                    |   | Control                       |
| c. Without access   |   | None                          |
| 13. Nuclear weapon inspectors                             | Position equal to that being inspected  |                               |
| a. With access  |   | Critical or Controlled        |
| b. Without access   |   | None                          |
| 14. Custodial unit personnel                              |   |                               |
| a. Custodian  |   | Critical                      |

| Duty Position   | Duty Position Example   | PRP Designation |
|---|---|-----------------|
| b. Custodial agents   |   | Controlled      |
| 15. Communications security personnel   | Persons who receive, maintain, and distribute sealed authenticators, PAL material, or related codes.  | Critical        |
| 16. Designated NC2 personnel  | Personnel with access to NC2 coding and authentication processes and a communications medium necessary to transmit release, execution, or termination orders; personnel involved in the preparation and production of NC2 (coding and authentication documents and equipment; personnel involved in preparation and production of nuclear weapons targeting tapes and materials; and other personnel who could have an adverse impact on system performance for nodes and equipment that represent near-single-point-failure elements for the NC2 system. | Critical        |
| Note 1: Where PRP security forces are available, they are required for entry control to Airborne Launch Control System (ALCS) alert configured aircraft. At locations where PRP SF personnel are not available, the alert configured ALCS crew must remain with the aircraft. |   |                 |

## Attachment 3

## PRP QUESTIONNAIRE

AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force, DoD 5210.42 and AFI 36-2104.

PRINCIPAL PURPOSE: Identify Potentially Disqualifying Information (PDI) for PRP screening or certification.

ROUTINE USES: Use of this questionnaire is mandatory during initial and subsequent screening for formal, interim, and administrative PRP screening or certification, but optional for all other cases. Attach this questionnaire when completing the AF IMT 286 or administrative certification RIP (PRPCER). The individual being considered for PRP screening or certification completes item 1. The unit/contractor PRP monitor while screening the UPRG, PIF, UIF, equivalent contractor personnel records, etc. completes item 2. Unit Medical Treatment Facility (MTF) personnel (or the CMA for contractor personnel) complete item 3 while screening the health records. Unit Commander completes item 4. Item 5 is reserved for appropriate or additional comments from items 1, 2, 3, or 4. The completed questionnaire is provided to the CO along with the AF IMT 286, or RIP PRPCER, prior to the spirit and intent interview for PRP. The information will only be disclosed to the unit/contractor PRP monitor, MTF/contracted CMA, base PRP office, CO, and reviewing official. Upon formal certification, the questionnaire is destroyed when individual is no longer assigned to PRP duties. For administrative certifications, a copy of the questionnaire is filed in the individual's relocation folder. Disclosure of information and disposal of this questionnaire is at the discretion of the commander. Sensitive medical information will not be maintained in PIFs. This information will be maintained by the CO. **NOTE: This questionnaire may be modified with additional questions/information or format to suit local needs.**

PRIVACY ACT OF 1974 APPLIES

DISCLOSURE: Refusal to answer questions or provide information may result in not being certified.

---

(LAST NAME, FIRST, M.I.)

---

(GRADE)

---

(DATE)

**PRP CERTIFICATION QUESTIONNAIRE - INDIVIDUAL**

1. INDIVIDUAL: Complete all questions truthfully to the best of your knowledge. Circle YES or NO. A YES to any of the questions does not mean you will not be certified. All questions apply to previous and in-service time frames.

HAVE YOU EVER:

|  |        |
|--|--------|
| A. Been hypnotized?  | YES/NO |
| B. Used drugs or other substances such as cannabis, marijuana, ecstasy, designer drugs, speed, amphetamines, heroin, cocaine, barbiturates, or other narcotic drugs? | YES/NO |
| C. Used non-prescription steroids, or mood or mind-altering drugs that could cause flashbacks (e.g., Peyote, LSD, PCP, heroin, cocaine)?                             | YES/NO |
| D. Been involved in the unauthorized trafficking, cultivating, processing, manufacturing, or sale of any legal or illegal drugs?                                     | YES/NO |
| E. Had a DUI, DWI, Under Age Drinking, or any other alcohol related incident?  | YES/NO |
| F. Had a break in service (e.g., AFROTC, Delayed Enlistment Program, etc)?   | YES/NO |
| G. Been or are you under criminal investigation?   | YES/NO |
| H. Seen or are you currently seeing a Life Skills' Provider, facility, or received Life Skills counseling (to include marital counseling)?                           | YES/NO |
| I. Had a loss of consciousness, history of dizziness, sleepwalking or head injury?   | YES/NO |
| J. Filed a petition under any chapter of the bankruptcy code (to include Chapter 13)?  | YES/NO |
| K. Had your wages garnished or had anything repossessed?   | YES/NO |
| L. Had a lien placed upon your property for failing to pay taxes?  | YES/NO |
| M. Had a judgment against you, which you have not paid?  | YES/NO |
| N. Been or are you currently delinquent on debts?  | YES/NO |
| O. Attempted or thought about committing suicide?  | YES/NO |
| P. Been arrested or received any traffic tickets?  | YES/NO |
| Q. Been convicted of, or involved in a serious incident (e.g., misdemeanor offenses, assault, sexual misconduct, child or spouse abuse)?                             | YES/NO |
| R. Are you experiencing any medical condition/problem for which medical treatment has not been sought?   | YES/NO |
| S. Have you experienced any significant medical conditions/problems which you did not seek medical treatment?  | YES/NO |
| T. Sniffed or used aerosol sprays, petrol-chemical or adhesives (to include glue) for other than their intended purposes.  | YES/NO |

\_\_\_\_\_  
(Individuals Signature)

\_\_\_\_\_  
(Date)

**2. UNIT PRP MONITOR:** Circle YES or NO. If “NO” is circled for questions A-C or “YES” is circled for questions D–G, explain in item 4.

|   |        |
|---|--------|
| A. Does the individual have the required security investigation and a security clearance commensurate with the security classification required for the position?   | YES/NO |
| B. Is the individual’s personnel security investigation date current?   | YES/NO |
| C. Is the individual a US citizen or US national?   | YES/NO |
| D. Is the individual under consideration for separation/termination for cause, court-martial charges, or awaiting civilian trial?   | YES/NO |
| E. Does the individual’s past job or duty history indicate irresponsibility, or lack of dependability in carrying out assigned duties? (OPRs/EPRs, comments, and ratings)   | YES/NO |
| F. Does the UPRG/personnel record or OPF contain PDI or derogatory information? (Review for Denial of Good Conduct Medal, demotion, SF 86, DD Form 1966, <b>Record of Military Processing-Armed Forces of the United States</b> etc.) | YES/NO |
| G. Is the individual on the Control Roster, WBFMP, or have a UIF?   | YES/NO |

### 3. PRP CERTIFICATION QUESTIONNAIRE - MTF/Contracted CMA

Authorized MTF Records Reviewer/Contracted CMA (see paragraph 4-2): Please answer all questions to the best of your knowledge based on the review of all known health records. Circle YES or NO and provide medical comments by memorandum addressed to the CO.

|  |        |
|--|--------|
| A. Does individual have a current documented “S-1” physical profile?   | YES/NO |
| B. Was there PDI discovered in any of the health records that was not listed on this questionnaire?  | YES/NO |
| C. Is there evidence of any alcohol-related incident, abuse, misuse, or treatment?   | YES/NO |
| D. Is there evidence of use of cannabis, ecstasy, designer drugs, speed, amphetamines, barbiturates, peyote, or other illicit drugs, prior to or during current service/employment?                | YES/NO |
| E. Is there any evidence of abuse of any prescription or over the counter medications?   | YES/NO |
| F. Is there evidence of any current Life Skills, substance abuse or family advocacy concern or disorder?   | YES/NO |
| G. Are there any past or present medical conditions which could be disqualifying for PRP, or impair reliability, including hospitalization, surgery, loss of consciousness, or head injury?        | YES/NO |
| H. Is individual currently taking any medication, prescription, OTC, nutritional supplements and dietary aids, or herbal preparation, which could be disqualifying for PRP, or impair reliability? | YES/NO |
| I. Have all other health records, if any, been reviewed for PDI?   | YES/NO |

|   |        |
|---|--------|
| J. Has the individual been cleared by competent medical authority after reviewing all PDI?  | YES/NO |
| K. Has further medical documentation, or recommendation been forwarded to the CO?   | YES/NO |
| L. Has an annotation been made on the proper form in the applicable health record of PDI discovered and date the CO was notified? | YES/NO |

\_\_\_\_\_  
 (Reviewer Signature)

\_\_\_\_\_  
 (DATE)

**NOTE: If this form contains PDI or this is a screening for an administrative certification, it must be signed by CMA or IDMT at GSU.**

**4. CERTIFYING OFFICIAL/COMMANDER:** The individual must meet all of the following criteria. Circle YES or NO.

|   |        |
|---|--------|
| A. Does the individual have a positive attitude toward nuclear weapons duty and the objective of the PRP?                   | YES/NO |
| B. Does the individual accept responsibility, exercise sound judgment, and adjust well to changes in the work environment?  | YES/NO |
| C. Does the individual have the physical competency, mental alertness and technical proficiency to perform assigned duties? | YES/NO |

5. Additional comments for sections 1, 2, 3, or 4:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Attachment 4

### SAMPLE MINIMUM INTERVIEW TOPICS FOR CERTIFYING OFFICIALS

**A4.1.** After screening an individual's personnel records, reviewing any PDI, and reviewing the recommendation provided by CMA, the CO must interview the person one-on-one (see paragraph **1.8**). Cover the following topics:

A4.1.1. Spirit and intent of the PRP. Explain:

A4.1.1.1. The PRP is designed to select people of the highest reliability to perform nuclear weapons related duties.

A4.1.1.2. The PRP is intended to prevent the loss, theft, sabotage, unauthorized use, unauthorized destruction, unauthorized disablement, jettison, or accidental damage of a missile or aircraft armed with a nuclear weapon, or a nuclear weapon.

A4.1.1.3. When approving an individual for the PRP, a CO is certifying the person can be trusted to perform nuclear weapons-related duties in a predictable and acceptable manner.

A4.1.2. Qualifications of people selected to perform nuclear related duties:

A4.1.2.1. Emphasize records and performance data must show the individual meets the high standards of the PRP and proficiency in assigned duties.

A4.1.2.2. Advise the individual that people who perform nuclear related duties must be mentally stable at all times. The best way to maintain mental stability is to address difficult life issues early and openly. The CO should stress the importance of seeking help early to continue reliability and that most people who seek help on their own, even help from Life Skills professionals, usually do not experience negative career effects.

A4.1.2.3. Explain the importance of the assignment, the responsibilities involved, and the individual's obligations under the PRP's continuing observation and evaluation.

A4.1.2.4. Ensure the individual has a positive attitude toward nuclear weapons-related duties.

A4.1.2.5. Discuss documented PDI in sufficient detail that you are either comfortable certifying the person or know enough that your judgment is to permanently decertify/disqualify, as applicable, the person. Pay particular attention to issues related to substance abuse.

A4.1.2.6. Ask direct questions that allow the person to disclose any PDI not already documented. Discuss the completed PRP questionnaire at **Attachment 3**.

A4.1.3. The concept of continuous evaluation.

A4.1.4. Individual responsibilities under the PRP. Explain that individuals have an obligation to report to their COs any factors or conditions (on and off duty) that could impair their performance or that of other PRP-certified individuals. Suggest reviewing paragraph **1.13** with the individual.

A4.1.5. Consequences of irresponsibility. Make it clear an individual who has displayed irresponsibility or instability (on or off duty) will not be permitted to perform nuclear related duties.

A4.1.6. Removal from the PRP. Explain the purpose of suspension, temporary decertification, permanent decertification or disqualification, and their possible impact on the individual. Remember these

actions are not punitive in nature, but the circumstances surrounding a specific incident may result in punitive action.

A4.1.7. Discuss any other topics deemed appropriate.

## Attachment 5

## ADMINISTRATIVE CERTIFICATION PROCESSING PROCEDURES

(See paragraph 3.4.)

(Not used for DoD contractor personnel)

**A5.1. Losing MPF:**

The administrative certification process is extremely important to the success of the PRP. Failure to follow the steps in this attachment may result in a delay of formal certification or permanent decertification of the individual by the gaining unit. This in-turn affects mission accomplishment, and in the case of permanent decertification, wasted PCS funds and undue hardship on the member. Failure to comply with these procedures is reported to the losing MPF, MSS, MAJCOM, ANG, wing, and unit in accordance with paragraph A5.6.4. HQ AFPC/DPSFM is an information addressee on all the messages. **NOTE: Use of PRP questionnaire at Attachment 3 is mandatory.**

A5.1.1. Relocations Element receives the assignment allocation, which identifies a requirement to administratively certify the individual for duties under the PRP. This notification normally appears as a PPC indicated on the assignment allocation (e.g., DAG, DAI, DO8, D15, D48, HRA, HRB, HRD, MEF, S12, S14, S15, S17, S21, S25, S26, 9JY, 9NG, 924) or may appear in the assignment remarks. ***NOTE: For individuals possessing a follow-on assignment, the administrative certification will be done at the short tour location. This certification will take place NLT 180 days after Date Arrived Station at the short tour. Administrative certification is not required for individuals who are already formally certified or interim certified.***

A5.1.1.1. Coordinates the PRP requirement with the MPF commander and the MPF PRP monitor.

A5.1.1.2. Does not publish PCS orders until completion of administrative certification and receipt of a copy of the signed certification paperwork.

A5.1.1.3. Requests cancellation of assignment when the gaining commander determines administrative certification is not appropriate because of the PDI forwarded from the losing commander.

A5.1.2. PRP monitor forwards the administrative certification RIP or AF IMT 286 to the losing commander for processing of the administrative certification and flags the UPRG.

A5.1.3. MPF Commander monitors the administrative certification process to ensure timely actions by the unit and MTF. This function cannot be delegated and ensures:

A5.1.3.1. PDI is expeditiously forwarded to the gaining CO and follow-up action is taken if necessary. Both losing and gaining MPFs will be advised by message of PDI being sent between commanders. It is the responsibility of the agency discovering the PDI to ensure PDI is properly packaged and forwarded to the losing unit commander. If losing commander forwards PDI to gaining commander other than by message, send a message advising PDI was forwarded by separate correspondence and advise what method was used.

A5.1.3.2. Administrative certifications are completed within 45 days of PRP assignment acknowledgment. ***NOTE: When processing an administrative certification for technical school graduates, the gaining commander has 14 days to return the results of the evaluation to the losing***

*commander. The 14-day suspense begins on the day the gaining unit receives the memorandum indicating that the assignment is for a technical school graduate.*

A5.1.3.3. Administrative Certification Rip or AF IMT 286 is signed by **the MPF Commander or Superintendent**. Complete certification requires the MPF to validate that the member has the appropriate security investigation or that a request for a personnel security investigation has been submitted to DSS.

A5.1.3.4. A PRP candidate who has never been certified for PRP duties is permanently disqualified if the gaining commander determines administrative certification is not appropriate because of the PDI forwarded from the losing commander.

A5.1.3.5. When a PRP candidate is currently formally or interim certified under PRP and is not accepted for PRP duties by the gaining commander the candidate need not be decertified. The assignment is cancelled IAW paragraph **A5.1.1.3.** of this instruction.

## **A5.2. Losing Unit Commander (or delegate IAW paragraph 1.8.5.4.) .**

A5.2.1. Ensures mandatory PRP standards are met for administrative certification (see chapter 3).

A5.2.2. Ensures suspense is established for completion of the administrative certification within 45 days of PRP assignment acknowledgment. If not completed within 45 days, a statement of delay of certification must be on the reverse of the AF IMT 286 or PRP-administrative certification RIP (or attached memo if there is no room on the rip) and signed by the certifying official. **NOTE:** *When processing an administrative certification for technical school graduates, the gaining commander has 14 days to return the results of the evaluation to the losing commander. The 14-day suspense begins on the day the gaining unit receives the memorandum indicating that the assignment is for a technical school graduate.*

A5.2.3. Verifies the currency of the personnel security investigation and need for a new PSI in accordance with **Attachment 8**, based on the category of certification (critical or controlled) required by the PPC. If a new PSI is required, a request must be forwarded to DSS prior to certification. If the PSI is or will become 5 years old or older prior to the RNLTD, submits a new PSI prior to administrative certification.

A5.2.4. Personally reviews the entire UPRG, Unfavorable Information File (UIF), control roster, Personnel Information File (PIF), and PSI request forms, if available. Ensures UIF is marked IAW AFI 36-2907. Use the PRP Questionnaire at **Attachment 3** during the screening process. The gaining commander must be advised of all PDI to be able to assess eligibility for PRP certification. Establishes procedures to ensure all agencies (unit personnel, medical, security managers, OSI, etc.) report all PDI. It is the gaining commander's responsibility to determine the person's reliability based on consideration of all PDI (see **Chapter 3**). If unsure information is PDI - pass on to gaining commander.

A5.2.5. Forwards all PDI on individuals requiring administrative certification to the gaining commander. Individuals currently formally or interim certified for PRP duties do not require administrative certification.

A5.2.6. The unit commander signs the RIP PRPCER or AF IMT 286 in section I, and immediately forwards to the MTF.

### A5.3. Losing MTF Commander.

A5.3.1. Ensures all health records are reviewed for PDI, to include completing section 3 of the PRP questionnaire at [Attachment 3](#).

A5.3.2. Ensures all PDI found during initial screening is provided to the losing commander in writing, as well as documented on the proper form in the applicable health records and indicate recommendation for suitability to nuclear related duties in the notification. CMA signs section II of the RIP or AF IMT 286 (see paragraph [4.2.1](#)).

A5.3.3. Ensures AF IMT 745 is placed in all health records and the records are conspicuously marked, IAW AFI 41-210, regardless of the medical recommendation to the commander.

A5.3.4. Ensures all subsequent medical PDI is passed to the CO in writing.

### A5.4. Following MTF Review, Losing Unit Commander .

A5.4.1. Ensures the historical data in the person's records and any PDI (to include PDI on previously waived permanent decertification actions) uncovered during the screening process are reviewed in order to evaluate the person's reliability to perform nuclear weapons-related duties. If the CO determines certification is not appropriate, initiate permanent disqualification action. Notifies MPF to re-lama assignment. If the PDI does not result in a permanent disqualification, forward all PDI found during the screening process to the gaining CO. Permanently disqualify the PRP candidate if the gaining CO determines administrative certification is not appropriate.

A5.4.2. If a new PSI is required, do not process RIP PRPCER or AF IMT 286 until the local security force has accepted the investigation paperwork and forwarded it to the DSS or OPM. ***NOTE: Investigation requests must be submitted to the local Security Forces and forwarded to the investigating agency prior to completion of the administrative certification.***

A5.4.3. Conducts a face-to-face personal interview to include a minimum interview briefing (see [Attachment 4](#)). This interview cannot be delegated. If PDI is discovered during the interview, do not certify the individual until the gaining commander has reviewed it and agreed to certify.

A5.4.4. The unit commander and the individual sign the RIP PRPCER in section III, acknowledging receipt of the interview and certification. Squadron section commanders below MAJCOM/FOA/DRU level are not permitted to certify. Technical training squadron section commanders who possess the C (commander) prefix on their AFSC (see [Attachment 1](#)) are not COs.

A5.4.5. Permanent disqualification/decertification is accomplished if the individual is found not qualified for administrative certification (see [Chapter 5](#)). If the individual rebuts the disqualification, the case file is forwarded to the reviewing official for final determination. After the commander permanently disqualifies the individual, ensure the MPF Personnel Relocations Office is informed for assignment disposition. ***NOTE: Once an individual is identified for PCS assignment to a PRP position, the administrative certification process begins and can only result in certification or permanent disqualification if PDI exists and disqualification would have occurred if the assignment had not changed or been canceled.***

A5.4.6. Ensures the PDS is updated with PRP-Status code B and date the commander signed in section III if found qualified for administrative certification. If the certification occurred after 45 days

from the date of assignment notification, explain the reason for delay on the reverse of the AF IMT 286 or on the RIP.

A5.4.7. If the individual is permanently disqualified; updates the PDS with a PRP status code listed in [Attachment 12](#) and [Attachment 13](#).

A5.4.8. Ensures the completed RIP PRPCER or AF IMT 286 (if administratively certified), or AF IMT 286A documenting permanent disqualification, is forwarded to the MPF PRP monitor. A copy of the completed AF IMT 286A or a memorandum with reason for decertification must be forwarded to the MTF for removing the flags from health records IAW AFI 41-210, and documentation of the permanent disqualification on the proper form in the applicable health record. **NOTE: Once an individual is administratively certified for PRP, continuous evaluation of the individual is required. Report all subsequent PDI to gaining commander. If an individual fails to maintain the mandatory selection criteria, initiate permanent disqualification action and notify MPF to reclama assignment.**

A5.4.9. In conjunction with the MPF, responds to processing discrepancy and query messages reported by the gaining unit and MPF within 7 duty days of receipt of message. On query messages, advises every 7-duty days thereafter of certification status if the individual is not certified. On discrepancy messages, list measures taken to preclude reoccurrence. If the discrepancy message is received after the member's relocation folder has been destroyed, no response is required. On all responding messages, address each installation indicated on the initial message.

#### **A5.5. Losing MPF .**

A5.5.1. MPF commander ensures the certification is complete and accurate (see paragraph [A5.1.3](#)). PCS orders will not be published until the administrative certification is complete.

A5.5.2. MPF commander ensures the wing commander notifies the gaining wing commander by message of those individuals who are not certified within 60 days of departure. The message must include the reasons for delay in certification and the expected certification date. **NOTE: This does not apply to short notice assignments (assignment selection date and RNLTD are less than 90 days apart); however, the 45-day certification requirement applies.**

A5.5.3. PRP monitor provides a copy of the RIP PRPCER or AF IMT 286 to the MPF Personnel Relocations Office and files the original in section III of the UPRG or files the original AF IMT 286A in section III of the UPRG, if the person is permanently disqualified. If the individual is permanently disqualified, ensure the MTF was notified IAW paragraph [A5.4.8](#).

A5.5.4. MPF commander, in conjunction with the unit, responds to processing discrepancy and query messages, reported by the gaining unit and MPF, within 7 duty days of receipt of message. On query messages, advises every 7-duty days thereafter of certification status if the individual is not certified. On discrepancy messages, list measures taken to preclude reoccurrence. Both discrepancy and query messages must be released by the MPF commander or higher (e.g., "From:" office symbol is DPM) and sent to all addressees of the message announcing the discrepancy or query.

A5.5.5. MPF commander ensures procedures are in place so personnel in-bound to a USAFE MUNSS hand-carry their UPRG and Health Records to the MUNSS.

#### **A5.6. Gaining PRP Unit and MPF Responsibilities :**

A5.6.1. The gaining MPF, in conjunction with the gaining unit, ensures the PRP requirement exists and queries the losing unit and MPF on the status of administrative certifications which are not updated in PDS within 60 days of gaining unit receiving the assignment allocation RIP. **NOTE: This does not apply to short notice assignments (assignment selection date and RNLTD are less than 90 days apart); however, the 45-day certification requirement applies.**

A5.6.2. If the PRP requirement does not exist in the initial assignment notification, the gaining MPF notifies the losing MPF of the requirement with info to gaining and losing MAJCOMs, ANG (if applicable), and unit commanders. HQ AFPC/DPAAD and DPSFM are also informed in order to update the PPC into PDS.

A5.6.3. Gaining unit answers losing unit's request for PDI within 7 workdays of receipt of the information. If the review of the PDI results in the non-acceptance of the individual, the gaining and losing commander must personally communicate to discuss the issues prior to the non-acceptance. The gaining commander must provide specific rationale to the losing commander. This will eliminate miscommunication and facilitate preparing the 286a.

A5.6.4. Gaining MPFs report to the losing unit all administrative certification discrepancies to include administrative errors within 90 days of member's RNLTD. Discrepancies that result in a delay in formal certification or permanent decertification will be reported as mission impact discrepancies (see note). Report the specific discrepancy (administrative or mission impact) by message to the losing MPF/CC, MSS/CC, unit commanders, MTF commander (for medical related discrepancies), with information to the losing Wing/CC (mission impact only), Group/CC, losing and gaining MAJCOMs, ANG (if applicable), HQ AFPC/DPSFM, and servicing MPF for GSUs. Failure to respond to a reported discrepancy results in the losing MPF being assessed a Category 1 Discrepancy.

**NOTES:**

***Administrative errors (not all inclusive):***

***MPF/CC or Superintendent not signing Administrative Certification Rip or AF IMT 286***

***Dates not in order on 286***

***No late statement when completed more than 30 days after assignment notification date***

***Late statement not signed by the CO***

***Not coded properly in PDS or on 286***

***Mission impact***

***PDI not passed to gaining CO***

***UPRG not hand carried by member***

***Health record not hand carried by member***

*Proper security clearance not initiated prior to PCS*

*Administrative certification not accomplished when PPC or other means (message) indicated it was necessary*

A5.6.5. Both discrepancy and query messages must be released by the MPF commander or higher (e.g., "From:" office symbol on message is DPM, CC, or GSU Commander).

## Attachment 6

### INTERIM CERTIFICATION PROCESSING PROCEDURES AND TABLE

(See paragraph 3.4.)

*NOTE: Use of PRP questionnaire at Attachment 3 is mandatory.*

#### **A6.1. The Unit Commander/CO:**

A6.1.1. Ensures inbound personnel projected to PRP positions (or additional duty certification) have the applicable PRP personnel processing code (PPC) in their assignment allocation (see A5.1.1.). If the assignment instructions do not possess the PRP PPC, request the MPF notify the losing MPF of the requirement (see A5.6.2.). Failure to take this important step may result in the individual arriving at the unit not certified and possibly uncertifiable. Proper reporting advises the MPF of any discrepancies by the losing unit. Upon receipt of a request from the contractor PRP monitor to certify a new contractor employee or review a potential contractor employee, verifies the employee is being hired for an authorized PRP position.

A6.1.2. Coordinates with the unit security manager for a review of the personnel security investigation data in accordance with Attachment 8 and AFI 31-501, *Personnel Security Program Management*. If member meets the security requirements, interim certification is not required. Formally certify the member. If member does not meet the PRP security requirements and a request for the proper level of investigation has not been submitted, initiate a PSI request to the local security forces.

A6.1.3. Reviews the UPRG, PIF, UIF, contract employee personnel record, and PSI request forms for PDI. Prepares AF IMT 286, Section I. Ensures UPRG is conspicuously marked for PRP (see paragraph 1.9.10.) and that the UIF, if applicable, is marked IAW AFI 36-2907.

A6.1.4. If the individual is not eligible for interim certification, or the commander chooses not to interim certify, update PDS/contractor records with PRP status Code C until the PSI is updated by the AFCAF or DSS as applicable.

A6.1.5. If the individual is eligible and the CO intends to interim certify, establishes a suspense for routing AF IMT 286 and update of PDS/contractor personnel records with PRP status code L and suspense date.

A6.1.6. Forwards the AF IMT 286 and original PRP Questionnaire to the MTF/contracted CMA for completion of section II.

#### **A6.2. The MTF Monitor/Contracted CMA.**

A6.2.1. Ensures a qualified individual reviews all health records (see paragraph 4.2.1.).

A6.2.2. Ensures authorized reviewer or CMA completes Section 4 of the PRP questionnaire at Attachment 3, and ensures all PDI found is documented on the proper form in the applicable health record with a recommendation for suitability to perform nuclear related duties (see paragraph 4.2.1.).

A6.2.3. Ensures section II of the AF IMT 286 is completed and signed.

A6.2.4. Ensures health records are flagged IAW AFI 41-210, regardless of the medical recommendation to the CO.

A6.2.5. Forwards the AF IMT 286, with completed and signed PRP questionnaire, to the unit/CO with written notification of all PDI, if applicable, and recommendation for suitability to nuclear related duties. If PDI exists, CMA must sign the documentation or IDMT at GSUs (see paragraph 4.2.1.).

### **A6.3. After receipt of the AF IMT 286 from the MTF/Contracted CMA, the CO.**

A6.3.1. Verifies the individual's eligibility for certification after reviewing the MTF/CMA screening and personnel security investigation request in accordance with **Chapter 3** and **Attachment 8**. If not eligible for certification, initiates permanent decertification/disqualification action in accordance with **Chapter 5**.

A6.3.2. If the CO elects not to interim certify and to wait until the security investigation is complete, the unit/contractor PRP monitor maintains the AF IMT 286 and updates code C with a future date, which sets a suspense to track the clearance.

A6.3.3. If the decision is to interim certify the individual, reviews the minimum interview topics with the individual using **Attachment 4** and completes AF IMT 286, section III, by marking the interim certification statement, entering the certification date, but leaving the closeout date blank.

**A6.3.3.1. Ensures interim-certified personnel are identified to supervisory personnel, entry controllers, etc. and individual access media is specifically marked because interim-certified individuals cannot be paired together in a two-person concept team (see AFI 91-101, Air Force Nuclear Weapons Surety Program).**

A6.3.3.2. Updates PDS/contractor personnel record system with the appropriate PRP status code ("E" for critical, or "T" for controlled) and the certification date (date CO and individual signed AF IMT 286, Section III). *After the update, the following remark appears on the TR: "180(critical)/90(controlled) day point of interim certification is (date)." This date is automatically computed by the PDS and reflects the date the interim certification expires. The PRP monitor ensures this date is computed and properly annotated on the AF IMT 286. This date and code E or T is entered in section V (in pencil) of the AF IMT 286.*

A6.3.4. If the personnel security investigation is not completed within 30 days of the interim certification expiring, the PDS/contractor system produces an interim certification RIP (PRPINT), or equivalent, notifying the CO of the upcoming expiration date. At this time, the CO inquires to determine if the personnel security investigation has been completed.

A6.3.4.1. If the personnel security investigation is not complete, initiates an inquiry via Sentinel Key through the local security force squadron or contractor security office. If a reply to the inquiry is not received within ten days of the interim certification expiration date, ask the security forces squadron/contractor security office authorized requester to call the AFCAF/DSS as applicable for status of the investigation. Upon receiving electronic, written, or telephonic notification (verified by MFR from local security forces office) from the AFCAF/DSS as applicable, determine if the delay in completing the investigation is due to derogatory data and decide whether to continue the interim certification process. **NOTE: If an investigation update is not received from the AFCAF/DSS as applicable by the interim certification expiration date, remove the individual from PRP, notify appropriate entry control authorities, place in PRP status code C and update PDS/contractor personnel system, annotate AF IMT 286, section V and annotate the period of code C on the reverse of the form. EXAMPLE: Member placed in code C from (date) to (date) due to loss**

*of PSI/expiration of interim certification/derogatory data from the AFCAF or DSS for contractors.*

A6.3.4.2. If for any reason a security investigation request is not received by DSS, reaccomplish and submit a new PSI to the OPM or DSS as applicable. If this occurs while an individual is interim certified (PRP status code E or T), closeout the original interim certification period in section III of the AF IMT 286, place the individual in code C and document the period in code C on reverse of the AF IMT 286. After the investigation request is resubmitted, closeout the new Code C status and begin a new period of interim certification on the reverse of the AF IMT 286 by retyping the interim certification statement from section III. **EXAMPLE:** Member placed in code C from (date) to (date) due to loss of PSI/expiration of interim certification/derogatory data from the AFCAF/DSS as applicable. Ensure the CO and the individual sign and date the statement. Once the security investigation is completed and the individual is formally certified, closeout the interim certification statement on the reverse of the AF IMT 286 and update the PDS/contractor system with appropriate PRP status code and original date of certification from section III.

A6.3.4.3. The CO may extend the interim certification for 90 days after determining the delay is not due to derogatory data from the AFCAF or DSS for contractors.

A6.3.4.4. If extension of the interim certification is appropriate, update the PDS/contractor system with code E or T, and input the current expiration date to project a new suspense. The PDS/contractor system automatically extends the expiration date 90 days. Annotate AF IMT 286 with new expiration date.

A6.3.4.5. Each time the interim certification expires, repeat steps in paragraph [A6.3.4.3.](#) until the personnel security investigation is completed and updated.

A6.3.4.6. Once the personnel security investigation is completed, complete the actions outlined in paragraph [A6.3.4.](#)

A6.3.5. When the personnel security investigation is completed, updates the original AF IMT 286 for formal certification.

A6.3.5.1. In section III, annotate the closeout date of the interim certification statement with the date the CO verified completion of the security investigation and mark the top formal certification block.

A6.3.5.2. Annotate section V (in pencil) with the correct PRP status code (A, D, F, or H) and the original date of certification from section III (date commander and individual signed).

A6.3.5.3. Update the PDS/contractor personnel system with PRP status code and date and forward the AF IMT 286 to the MPF PRP monitor or contractor PRP monitor or personnel records administrator as applicable.

#### **A6.4. The MPF/Contractor PRP Monitor .**

A6.4.1. Reports PPC processing discrepancies (see paragraph [A5.6.](#)).

A6.4.2. Verifies accuracy of the AF IMT 286 and unit update in the PDS/contractor system.

A6.4.3. Ensure original AF IMT 286 is filed in individual's UPRG/contractor personnel record and ensure the record is conspicuously marked. Individuals certified for additional duty PRP (codes F and

H), who change to full-time duties (codes A and D), or vice versa, with no change in CO, require a PDS/contractor system change in PRP status code with no change in the certification date.

**Table A6.1. Interim Certification Guidelines.**

| <b>R<br/>U<br/>L<br/>E</b> | <b>A</b>                           | <b>B</b>  | <b>C</b>  |
|----------------------------|------------------------------------|---|---|
|                            | <b>If the PRP requirement is a</b> | <b>And the individual</b>   | <b>Then</b>   |
| <b>1</b>                   | Critical position                  | Has a favorable NAC, ENTNAC, or NACI favorably adjudicated prior to 1 Jan 99 but no older than 5 years without a 2-year break in service. | interim-certify this individual for up to 180 days provided the local security forces/office have submitted the SSBI or SSBI-PR request to DSS or OPM.  |
| <b>2</b>                   | Critical position                  | Has a favorable ANACI, NACLIC or SPR favorably adjudicated within the last 5 years without a 2-year break in service.                     |   |
| <b>3</b>                   | Critical position                  | Has a BI, SBI, SSBI or PR older than 5 years without a 2-year break in service.   |   |
| <b>4</b>                   | Controlled position                | Has a favorably adjudicated NAC, ENTNAC, NACI on or after 1 Jan 99  | interim certify this individual for up to 90 days provided the local security forces/office have submitted the NACLIC or NACLIC-PR (military) or ANACI (civilian) request to DSS or OPM.          |
| <b>5</b>                   | Controlled position                | Has a SPR, BI, SBI, SSBI or PR older than 5 years without a 2-year break in service.  |   |
| <b>6</b>                   | Critical Position                  | Has been out of service more than 2 years.  | interim-certify this individual for up to 180 days provided the local security forces/office have confirmed receipt of the new SSBI request to DSS or OPM. (See Note)                             |
| <b>7</b>                   | Controlled Position                |   | interim certify this individual for up to 90 days provided the local security forces/office have confirmed receipt of the NACLIC (military) or ANACI (civilian) request to DSS or OPM. (See Note) |

**NOTE:** Authorized personnel request personnel security investigations from OPM and DSS as appropriate IAW AFI 31-501. Interim security clearances are granted according to AFI 31-501.

## Attachment 7

### FORMAL CERTIFICATION PROCESSING PROCEDURES

(See paragraph 3.4.)

*NOTE: Use of PRP questionnaire at Attachment 3 is mandatory.*

#### **A7.1. The Gaining Unit Commander/CO.**

A7.1.1. Ensures inbound personnel projected to PRP positions (or additional duty certification) have the applicable PRP personnel processing code (PPC) in their assignment allocation (see A5.1.1.). If the assignment instructions do not possess the PRP PPC, request that the MPF notify the losing MPF of the requirement (see A5.6.2.). Failure to take this important step may result in the individual arriving the unit not certified and possibly uncertifiable. Advise the MPF of any discrepancies by the losing unit for proper reporting.

A7.1.2. Reviews the security investigation data in accordance with Attachment 8 and ensures member has the proper level of investigation prior to formal certification. If the individual is not eligible for formal certification, place the individual in PRP status code C until the AFCAF or DSS updates the personnel security investigation.

A7.1.3. Prepares AF IMT 286, Section I and reviews the UPRG/contractor personnel record, PIF, UIF, SF 86, etc, for PDI. Ensures UPRG is conspicuously marked for PRP (see paragraph 1.9.10.). Ensures UIF is marked IAW 36-2907. Prepares AF IMT 286, Section 1 and completes section 2 of the PRP questionnaire at Attachment 3.

A7.1.4. Establishes a suspense for routing the AF IMT 286 and updates PDS/contractor system with PRP status code L and a suspense date, or code C and suspense date if individual does not meet the personnel security investigation requirements.

A7.1.5. Forwards the AF IMT 286 and PRP Questionnaire to the MTF/contracted CMA for completion of Section II.

#### **A7.2. The MTF Monitor/Contracted CMA.**

A7.2.1. Ensures all health records are reviewed by qualified individuals (see paragraph 4.2.1.).

A7.2.2. Ensures authorized reviewer or the CMA completes section 3 of the PRP questionnaire at Attachment 3 and ensures all PDI found is documented on the proper form in the applicable health record with a recommendation for suitability to nuclear related duties (see paragraph 4.2.1.).

A7.2.3. Ensures AF IMT 286 is completed and signed.

A7.2.4. Ensures all health records and records are flagged IAW AFI 41-210, regardless of the medical recommendation to the commander.

A7.2.5. Forwards the AF IMT 286, with completed and signed PRP questionnaire (Attachment 3), to the unit/contractor PRP Monitor with written notification of all PDI and recommendation for suitability to perform nuclear related duties. The documentation must be signed by a CMA or IDMT at GSUs.

#### **A7.3. Upon receipt of the AF IMT 286 from the MTF/CMA the CO.**

A7.3.1. Reviews the UPRG/contractor personnel record, MTF/CMA screening and personnel security investigation in accordance with **Chapter 3** and **Attachment 8** and completes the PRP questionnaire at **Attachment 3**. If not eligible, initiate permanent decertification/disqualification action as applicable in accordance with **Chapter 5**.

A7.3.2. Conducts a personal interview with the individual using **Attachment 4**. If determined eligible and qualified for PRP, the CO and individual sign and date Section III of AF IMT 286.

A7.3.3. Annotates (in pencil) on the AF IMT 286, Section V the appropriate PRP status code and date Section III was signed.

A7.3.4. Updates the PDS/contractor system with the appropriate PRP status code and date.

A7.3.5. Forwards the AF IMT 286 to the MPF/Contractor PRP monitor.

#### **A7.4. The MPF/Contractor PRP Monitor .**

A7.4.1. Reports and follows-up on responses for PPC processing discrepancies.

A7.4.2. Verifies accuracy of AF IMT 286 and unit update to ensure PRP status code and date are correct.

A7.4.3. Ensures original AF IMT 286 is filed in the individual's UPRG/personnel record and record is conspicuously marked.

A7.4.4. For ART members, ensures the AF IMT 286 is filed in both the military and civilian personnel records. **NOTE: Individuals certified for additional duty PRP (codes F and H), who change to full-time duties (codes A and D), or vice versa, with no change in CO, require a PDS change in PRP status code with no change in the certification date.**

## Attachment 8

### PSI INVESTIGATION REQUIREMENTS

#### A8.1. PSI Requirements. (See notes)

A8.1.1. Critical Positions require a SSBI or SSBI-PR favorably adjudicated within the last five years and conducted in accordance with Appendix 2, DoD 5200.2-R [reference (c)] and a current security clearance at a level commensurate with the security classification of information required for the position. The certifying official shall conduct a review of the results of the investigation if the agency that conducted the investigation or the Central Adjudication Facility (CAF) discovered either derogatory or potentially disqualifying information. Additionally, personnel selected for designated NC2 PRP positions, in accordance with DoD Directive S-5210.81 (reference [g]) shall be subject to a periodic counterintelligence-scope polygraph (CSP) examination administered in accordance with DoD 5210.48-R [reference (h)]. The respective Service and/or Agency investigative organization should conduct CSP examinations. If an individual is being evaluated for a critical position and the required investigation has not been completed, interim certification may be made under the following carefully controlled conditions:

A8.1.1.1. For interim certification the individual must have had a NAC, ENTNAC or NACI favorably adjudicated prior to 1 January 1999, but no older than 5 years without a break in active Federal service or employment longer than 2 years; or ANACI, NACL or SPR favorably adjudicated within the last 5 years without a break in active Federal service or employment longer than 2 years; or have had a favorable SSBI, SBI, PR or Background Investigation (BI) more than 5 years old, and without a break in active Federal service or employment longer than 2 years. Service as a cadet at any of the four Service academies is considered "active service."

A8.1.1.2. The SSBI must be requested before an individual can be interim certified.

A8.1.1.3. Should the SSBI not be completed within 180 days of the date requested, the certifying official, through the command security manager to the appropriate DoD Component CAF, shall ascertain from the Defense Security Service (DSS) or Office of Personnel Management (OPM) the reason for delay in completion. The certifying official shall then determine whether to continue or withdraw the interim certification.

A8.1.2. Controlled Positions require a NACL or NACI/ANACI or SPR favorably adjudicated within the last 5 years, conducted in accordance with DoD 5200.2-R (reference [c]) and a current security clearance at a level commensurate with the security classification of information required in the position; or a NAC, ENTNAC, or NACI favorably adjudicated prior to 1 January 1999, but no older than 5 years. The certifying official shall conduct a review of the results of the investigation if the agency that conducted the investigation or the Central Adjudication Facility (CAF) discovered either derogatory or potentially disqualifying information. If it becomes necessary to consider an individual for a controlled position and the required investigation has not been completed, interim certification may be made under the following conditions:

A8.1.2.1. Interim certification is authorized for an individual under the following conditions: the individual has a favorably adjudicated NAC, ENTNAC, NACI on or after 1 January 1999 or has been the subject of a favorably adjudicated SPR, BI, SBI, SSBI, SSBI-PR older than 5 years, pro-

vided there is no break in active Federal service or employment more than 2 years. Service as a cadet at any of the four Service academies is considered "active service."

A8.1.2.2. A new NACLC and/or ANACI will be requested if the current investigation is more than 5 years old.

A8.1.2.3. Should the NACLC and/or the ANACI not be completed within 90 days of the date requested, the certifying official, through the command security manager to the appropriate CAF, shall ascertain from the DSS/OPM the reason for delay in completion. The certifying official shall then determine whether to continue or withdraw the interim certification.

A8.1.3. All members certified under the PRP must have a periodic reinvestigation (PR) completed every 5 years. Unit Security Managers initiate the PR at the 54-month point. Formal certification is not authorized for personnel whose PR exceeds the 5-year limit. Remove the individual from PRP (code C), and interim certify the individual once their PR is submitted unless the CO determines the person does not meet PRP standards.

A8.1.3.1. If the PR is not initiated, the PRP Manager annotates the back of the AF IMT 286 with the following statement: "The member's PR was not submitted within the 5 year requirement. Member was suspended from PRP duties and placed in code C. The PR was submitted on (date) and member has been reevaluated using past and current information by all other required agencies to include the CMA, as applicable (determined by the CO), and the CO for interim certification."

A8.1.4. A new PSI is required any time a break in service of more than two years occurs between completion of the security investigation and PRP certification dates.

**NOTES:**

1. A PSI is not complete until security clearance eligibility is granted by the AFCAF.
2. When an individual has a prior SBI or BI and a current NACLC has been conducted, the security clearance eligibility date becomes the date of the current NACLC. (**EXAMPLE:** NACLC 000601 In this instance the individual meets the security investigative requirements for controlled, and interim certification for critical, if the security clearance eligibility date is within the last 5 years.)
3. Initiate personnel security investigations in accordance with AFI 31-501, *Personnel Security Program Management*.
4. Sentinel Key, Joint Personnel Adjudication System, or confirmation from the AFCAF, is the official source for validating currency of PSIs. An electronic confirmation (e-mail, fax, etc.) from DSS for contractor personnel meets this requirement.
5. An SBI and BI are appropriate for PRP certification purposes if the individual being certified performed PRP duties within 5 years of completion of the security investigation. An SSBI is required for initial PRP certification if the individual's current SBI or BI is over 5 years old or there has been a break in active service/employment of over two years since the investigation date.

6. Individuals formally certified for PRP who have an established date of separation (DOS) or retirement date within 1 year of an investigation that is outdated IAW AFI 31-501 will be allowed to remain certified until the discharge date with no PR requested. However, should the individual decide not to separate or retire, a PR must be requested immediately.

Attachment 9

SAMPLE RELEASE OF MEDICAL INFORMATION FOR CIVILIAN HEALTH CARE

(Appropriate Letterhead)

Facility Rendering Care

Unit/Contract Facility (Activity)

Release of Medical Information

\_\_\_\_\_ works in a sensitive job at (name of installation individual is assigned to) . We respectfully request the following information: Diagnoses, medications (to include name, strength, complete directions, and number dispensed), test results and your recommended treatment plan. Please enter this information below and have the patient return it as soon as possible to the appropriate medical monitor. Alternately, you may send it to our office in the addressed envelope provided. In any case, we need this form returned to our office within (number) days of this person's appointment with you. Your cooperation is sincerely appreciated. Thank you!

\_\_\_\_\_  
Signature Block of CMA

Medical Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I (Patient's Name) , request release of the above information to the CMA or IDMT on completion of this medical visit. This information is required for me to continue working in this sensitive position.

\_\_\_\_\_  
(Patient's Signature) (Date)

## Attachment 10

### HEALTH CARE RECORDS ANNOTATION

**A10.1.** When a PRP-certified individual receives treatment, medical and dental personnel must at a minimum annotate the health records with the following information:

Date: \_\_\_\_\_ Name/Grade (If applicable)/SSN:

Is PRP (AFI 36-2104) reporting required?

Yes \_\_\_ No \_\_\_ If yes, then what functional impairment is expected?

Type of medication prescribed (example: narcotic, sedative, tranquilizer etc.):

Estimated duration: \_\_\_\_\_ Unit/Contractor Facility:

Person contacted: \_\_\_\_\_ Date: \_\_\_\_\_ Duty phone:

Notification made by:

**A10.2.** Medical Treatment Record. Whenever a PRP-certified individual receives medical treatment (including Life Skills care), annotate the appropriate form in the applicable health record using the information in paragraph **A10.1**. This includes individuals engaged in a long-term treatment plan where a change in the treatment or a change in the condition being treated may affect reliability. The CMA reviews the recommendation. Contracted CMAs always pass recommendations to the CO/Contractor PRP Monitor, according to the contract. This includes dental treatment.

**A10.3.** Dental Treatment Record. When a PRP-certified individual receives dental treatment, use the AF IMT 644A, **Record of Dental Attendance (SDP)**, or 644B, **Dental Officer of the Day (DoD)/Dental Charge of Quarters (DCQ) Patient Log** (Contracted CMAs may use the AF IMT 600, **Equipment Control Roster**). Indicate in the SDP block whether the unit was notified:

A10.3.1. When PRP notification is required, annotate SF 603, **Health Record-Dental**, or SF 603A, **Health Record-Dental Continuation**, section 2, item 10, using the information in Paragraph **A10.1**. The information on the SF 603 or 603A may extend across the columns in item 10. The provider documents the information. The CMA reviews the recommendation.

A10.3.2. When PRP notification is not required, enter the statement, "PRP No" in SF 603 or 603A, item 10. The CMA verifies this entry along with treatment entries according to AFI 47-101, *Managing Air Force Dental Services*.

## Attachment 11

## AFSCS REQUIRING INITIAL ACCESSION/TDY SCREENING FOR PRP

Table A11.1. AFSCs Requiring PRP Screening (see note 1).

| AFSC     | Critical           | Controlled         |
|----------|--------------------|--------------------|
| Officer  | 13SX               | 31P3               |
|          | 21MXC              | 13SX               |
| Enlisted | 2M0X1              | 2M0X3-A<br>2A5X1-E |
|          | 2M0X2-A            | 2A5X1-F            |
|          | 2W1X1-K, L         | 2E1X4              |
|          |                    |                    |
|          | 2W2X1              |                    |
|          | 3E8XX (See note 2) |                    |
|          |                    |                    |

**NOTES:**

1. PRP screening is done during the initial accession process for entry, or for retraining, into one of these specialties, however no PDI is reported and no PDS update is accomplished. If, however, a PRP PPC is included in the final assignment instruction, administrative certification is required and PDI must be reported to the gaining unit.
2. For training purposes.

## Attachment 12

## PRP STATUS CODES

Table A12.1. PRP Status Codes.

| PDS Code<br>(See notes.) | Definition  |
|--------------------------|---|
| A                        | Authorized or assigned to a critical position for nuclear weapons duty.   |
| B                        | Administratively certified for training or PCS requiring PRP certification (applies to military only).  |
| C                        | Awaiting results of a security investigation (not interim certified).   |
| D                        | Authorized or assigned to a controlled position for nuclear weapons duty.   |
| E                        | Interim certified for a critical position.  |
| F                        | Certified critical required by additional duties.   |
| H                        | Certified controlled required by additional duties.   |
| J                        | Previously certified in a critical or controlled position.  |
| L                        | Pending certification.  |
| M                        | Temporarily decertified.  |
| P                        | Permanently decertified from a critical nuclear weapons duty position.  |
| Q                        | Permanently decertified during initial screening for critical PRP duties. This does not apply to a person certified within the last 5 years (code J).   |
| R                        | Permanently decertified from a controlled nuclear weapons duty position.  |
| T                        | Interim certified for a controlled position.  |
| V                        | Permanently decertified during initial screening for controlled PRP duties. This does not apply to a person certified within the last 5 years (code J). |

**NOTES:**

1. Codes C, E, L, M, and T are temporary codes suspended through PDS and generate transaction register remarks.
2. For civilian and contractor personnel use the above codes as applicable.
3. Code J (previously certified in a critical or controlled position) remains in member's permanent record. AF IMT 286 is maintained permanently.

## Attachment 13

## PRP DECERTIFICATION/DISQUALIFICATION CAUSE AND EXTENT CODES

Table A13.1. PRP Cause Codes (see AFCSM 36-699).

| Cause Code | Definition   |
|------------|--|
| A200       | Negligence or delinquency in performance of duty.  |
| B800       | Alcohol misuse. Also requires update of Extent Code  |
| C400       | Courts-martial or civil conviction of a serious nature. Also requires input of Extent Code.  |
| D100       | A pattern of behavior or actions that reasonably indicates a contemptuous attitude toward the law or duly constituted authority.   |
| E900       | Drug abuse. Also requires input of Extent Code.  |
| J600       | In the commander's judgment, a failure to meet the necessary standards for duties under the PRP; poor attitude or lack of motivation Also requires input of Extent Code. |
| M300       | Medical reasons. Also requires input of Extent Code.   |
| Q500       | Other (use with codes Q and V only when disqualified during initial screening). Also requires update of Extent Code.   |
| S150       | Lack of loyalty or trustworthiness; security clearance not obtainable or withdrawn for cause.  |

**NOTES:**

1. When more than one cause code applies, the following order of precedence applies: E900, B800, M300, S150, C400, A200, D100, J600 and Q500.
2. The above codes are used for contractor personnel records as applicable.
3. Update DAFSC.

**Table A13.2. PRP Extent Codes (See AFCSM 36-699).**

| Cause Code | Extent Code | Definition                  |
|------------|-------------|-----------------------------|
| B800       | ABU8        | Alcohol abuser              |
|            | DEP8        | Alcohol dependent           |
| C400       | CIV4        | Civilian conviction         |
|            | MIL4        | Military conviction         |
| E900       | 793A        | Narcotics                   |
|            | 793C        | Depressants                 |
|            | 793E        | Stimulants                  |
|            | 793F        | Marijuana or cannabis       |
|            | 793H        | Hallucinogenic              |
|            | 793S        | Anabolic steroid abuse      |
|            | OTHR        | Other (remarks required --) |
| J600       | ATT6        | Thinking or attitude        |
|            | BEH6        | Behavior or activity        |
|            | CON6        | Level of consciousness      |
|            | MOO6        | Mood and feeling            |
| M300       | PHY3        | Physical condition          |
|            | MEN3        | Mental condition            |
|            | ABR3        | Aberrant behavior           |
|            | OTHR        | Other (remarks required --) |
| Q500       | UPR5        | UPRG review                 |
|            | INT5        | Personal interview          |
|            | PRO5        | Proficiency qualification   |

**NOTES:**

1. The PDS can be corrected locally within 30 days of the decertification or disqualification date. After 30 days, forward requests for correction to the PDS for permanent decertification or disqualification updates to HQ AFPC/DPSFM in writing. Include grade, full name, SSN, PRP status code and date, decertification or disqualification Cause Code and Extent Code and, PRP decertification AFSC. Indicate what error took place and list the items requiring correction.
2. The above codes may be used for contractor personnel records systems as applicable.

## Attachment 14

### INITIAL AND REFRESHER TRAINING FOR PRP ADMINISTRATORS

**A14.1. Who is trained** . The Reviewing and Certifying Officials, base PRP monitor, unit PRP monitors, and medical personnel are trained on their responsibilities for ensuring compliance with this instruction. The MSS is responsible for training all individuals except for medical personnel who are to be trained by the MTF. The MTF PRP monitor will document medical training. The base PRP monitor will document all other training. The contractor is responsible for initial and annual training of all contractor personnel under PRP. The Contract monitoring unit is responsible for setting up training for the contractor PRP Monitor, the CMA, and the Government CO for contractors.

**A14.2. Initial Training** . Training will be accomplished prior to assuming duties and at minimum must include the following topics:

A14.2.1. AFI 36-2104 and supplements.

A14.2.2. The minimum interview topics of the PRP and each member's role in the program.

A14.2.3. Methods of identifying, documenting, reporting, and taking action on potentially disqualifying information.

A14.2.4. Suspension and decertification action procedures.

A14.2.5. The two-person concept and its relation to interim certified personnel.

A14.2.6. PRP rosters identifying everyone on the PRP to include those who are temporarily decertified.

A14.2.7. Reports on base and MAJCOM staff assistance visits, Nuclear Surety Inspections, and corrective actions taken, if any. For contractors, the Contractor PRP Inspections and any MAJCOM or Higher Headquarters Staff Assistance Visits.

A14.2.8. Number of administrative certification discrepancies from losing units for the past year and action taken to alleviate the problem.

A14.2.9. PRP POCs from support or contract oversight base agencies, MAJCOM, ANG, AFSC, and AFPC.

A14.2.10. All medical personnel, to include contracted CMAs, receive training as part of their unit inprocessing or initiation of contract according to the following guidance:

A14.2.10.1. Privileged providers receive training on identification and transmittal of PDI prior to designation as CMA, providing care and screening records for the PRP.

A14.2.10.2. Medical personnel other than CMA /contracted staffs receive training on the identification and transmittal of PDI prior to screening health records for the PRP.

**A14.3. Refresher Training** . This is an annual requirement for all personnel certified under PRP, reviewing and COs, base/contractor PRP monitors, medical PRP monitor or CMA as applicable. This training may be conducted as part of the local discussion of base and MAJCOM staff assistance visits, NSI findings, contractor PRP inspections, and other nuclear related safety issues or as separate training.

A14.3.1. Each negative finding will be discussed in detail and include corrective actions.

A14.3.2. Higher headquarters policy changes and clarification and NSI reports will also be discussed.

A14.3.3. Medical personnel designated in paragraph [A14.2.10.1.](#) and [A14.2.10.2.](#) receives annual training on identification and transmittal of PDI.

**A14.4. Training on Non-PRP Bases.** Bases without PRP positions ensure commanders and support agency PRP consultants are trained on administrative certification procedures within 60 days of arriving on station and annually thereafter. Training will be documented and conducted by the MSS for non-medical PRP consultants and by the MTF for medical PRP consultants.

**Attachment 15****UNIT/MPF/SUPPORT AGENCY STAFF ASSISTANCE VISIT (SAV) CHECKLIST**

**A15.1.** At a minimum the following items are to be covered during a unit/MPF SAV:

A15.1.1. Appointment and delegation letters. All certifying officials and PRP monitors, MTF personnel authorized to make PRP notifications, unit personnel authorized to accept notifications, and personnel delegated to notify entry control authorities must be appointed in writing.

A15.1.2. Currency of all instructions and regulations related to the PRP.

A15.1.3. TDY PRP briefing procedures. Personnel departing TDY must be briefed of their responsibilities IAW paragraph **1.13**.

A15.1.4. Processing of assignment allocation briefs, unit PRP rosters, PRP position changes, and annual reevaluation of PRP positions.

A15.1.5. . Interim, formal, and administrative certification procedures.

A15.1.6. Suspension, temporary, and permanent decertification/disqualification procedures.

A15.1.7. Procedures for receiving and reporting PDI to certifying officials.

A15.1.8. Review results of annual records audit (paragraph **1.9.13**).

A15.1.9. Currency of personnel security investigation and submission procedures.

A15.1.10. Verify data accuracy in the PDS.

A15.1.11. TDY Orders/Admin Cert Procedures/Training documentation/ensure all PRP records are properly flagged.

A15.1.12. Coordinate SAV with wing safety.

## Attachment 16

### PROCEDURES USED IN FILLING CIVILIAN PRP POSITIONS

**A16.1.** The PRP is subject to all policies, priorities, and restrictions set forth in AFMAN 36-203, *Staffing Civilian Positions*. Personnel actions and nonselections of qualified persons must be made without regard to political, religious, labor organization affiliation or non-affiliation, marital status, race, sex, national origin, nondisqualifying physical disability, sexual orientation, or age and must be based solely on job-related criteria according to legitimate position requirements.

**A16.2.** Supervisors take action to fill a PRP position by submitting Standard Form 52, **Request for Personnel Action** to the servicing CPF. The Standard Form 52 should be annotated with either Critical PRP Position or Controlled PRP Position. If vacancy announcements are used in staffing PRP positions, they must include information about the designation of the position under the PRP, including obtaining and maintaining PRP certification as a condition of employment.

**A16.3.** Since a PRP position requires continued certification as a condition of employment, if a qualified employee who is not currently in a PRP position (but is otherwise qualified for PRP certification) declines a RIF offer of a PRP position, he or she is not penalized for declination of the offer.

#### **A16.4. PRP Screening of Personnel Record or Applications for Employment.**

A16.4.1. The selecting official screens personnel records or OF 306, **Declaration for Federal Employment** of each candidate for a civilian PRP position. Current Federal employees' personnel records include the OPF and other allied personnel records such as the Employee Performance Folder. This record screening is done to help the CO make a preliminary assessment of individual reliability of the tentatively selected candidate and to tentatively select a candidate for the PRP position.

A16.4.2. Where the selecting official is other than the CO, the CO also screens personnel records or OF 306 of the tentatively selected candidate.

A16.4.3. When a selecting official or CO screens personnel records or the OF 306, a CPF staff member should be available to help in the records review and to provide technical advice and assistance.

#### **A16.5. PRP Screening of Health records.**

A16.5.1. The selecting official or the organization's PRP monitor asks the MTF to screen health records of the candidate tentatively selected for the PRP position. Health records include Standard Form 78, **Certificate of Medical Examination** and records furnished by candidate's personal physician. The candidate as a condition of employment must release health records for such purposes. The request to the MTF is made by forwarding the AF IMT 286 for completion of Section II, along with the Standard Form 78 annotated "PRP Position".

A16.5.2. If the candidate's health records are insufficiently comprehensive or current for PRP health records screening, questions exist about the contents of a health record, or the records are not released by the candidate's physician, the candidate must submit sufficient medical information.

A16.5.3. After completion of the PRP health records screening, the MTF PRP representative ensures that AF IMT 286, Section II is completed and returned to the CO and that health records are estab-

lished for the employee in the MTF. The appropriate form in the applicable health record is annotated that the screening was completed and the date it was completed.

A16.5.3.1. If the CMA identifies information as PDI, the MTF must attach separate correspondence to the AF IMT 286, which describes this information. This information should be hand carried or sent in sealed envelope to the CO. The envelope should be marked, "Sensitive Medical Information - To Be Opened by Addressee Only".

A16.5.3.2. The CO reviews the medical PDI and, as necessary, consults with the CMA, in making a determination about the candidate's reliability and acceptability for assignment to a PRP position. Following the determination, the separate correspondence is returned to the MTF. The MTF PRP representative then annotates the appropriate form in the applicable health record documenting the PDI and completion of the health records screening.

A16.5.3.3. If the PDI is determined to not be disqualifying, the MTF PRP representative completes Section II of the AF IMT 286 and returns it to the CO.

#### **A16.6. PRP Interview and Certification.**

A16.6.1. After completing the personnel and health records screening, the CO and the selecting official tentatively certify the candidate for a PRP position.

A16.6.2. The CO conducts a final PRP interview of the candidate and annotates AF IMT 286, Section III.

A16.6.3. The CO sends a copy of the AF IMT 286 to the servicing CPF to update the PDS and to officially assign the employee to the position. The CPF maintains the copy of the AF IMT 286 in a secure file. The CO also provides copies to the immediate supervisor, and the MTF.

A16.6.4. The immediate supervisor annotates the employee's AF IMT 971 to record the PRP certification and the effective date. The copy of the AF IMT 286 may then be destroyed.

#### **A16.7. Processing Interim PRP Certification.**

A16.7.1. Air Force employees who have been tentatively selected for a civilian PRP position and who meet the criteria specified in [Attachment 6](#), Interim Certification Table, may be granted interim certification pending all PRP investigative requirements.

A16.7.2. When interim certification is authorized, AF IMT 286, Sections I, II, and III must be completed and the AF IMT 286 processed in the same manner as for formal certification. The interim certification must be annotated in Section III of the AF IMT 286. The period of the interim certification begins the date the CO signs Section III.

A16.7.3. The CPF enters code "E", Interim Certified for a Critical Position, or code "T", Interim Certified for a Controlled Position, and the date the CO signed the AF IMT 286 in PDS.

**Attachment 17****MEMORANDUM OF NOTIFICATION OF TEMPORARY DECERTIFICATION FROM PRP  
(MILITARY PERSONNEL)****(Appropriate Letterhead)****(SAMPLE - DEVIATION AUTHORIZED)**

MEMORANDUM FOR (Member's Grade, Name, SSN, Unit)

(Date)

FROM: (Unit)/Office Symbol

SUBJECT: Notification of Temporary Decertification from the Nuclear Weapons Personnel Reliability Program (PRP)

In accordance with AFI 36-2104, you are temporarily decertified from the PRP for the following reason(s): (Include a brief but complete statement of the reason(s) for temporary decertification. EXAMPLE: You are currently under investigation and are pending action on a charge of converting government property to your own use.).

Depending upon the circumstances of this decertification and an evaluation of your potential reliability, you will either be permanently decertified or reinstated to duties associated with PRP.

This duty restriction is not punitive or derogatory in nature. During the period of your temporary decertification, you will not be allowed to perform duties requiring PRP certification. During the temporary PRP decertification period, you will be denied unescorted entry to close-in security area. (Set forth other entry restrictions, if any). Acknowledge receipt of this letter by completing the attached indorsement and return NLT \_\_\_\_\_.

Signature

Certifying Official and Duty Title

CC: MPF/DPM

SF/SFA

SFS

1<sup>st</sup> Ind

(Date)

Member's functional address symbol

TO: (Unit)/Office Symbol

I hereby acknowledge receipt and understanding of this memorandum of notification of temporary decertification. I understand that I may not perform nuclear related duties requiring PRP certification during this period of temporary decertification. I further understand I am still in the PRP and will continue to report factors, which may affect my reliability.

Member's Signature

**Attachment 18****SAMPLE MEMORANDUM OF NOTIFICATION OF TEMPORARY DECERTIFICATION  
FROM PRP (CIVILIAN EMPLOYEES) (DEVIATION AUTHORIZED)****(Appropriate Letterhead)**

MEMORANDUM FOR (Name of Employee)

FROM: (Office Symbol)

SUBJECT: Notification of Temporary Decertification from the Personnel Reliability Program (PRP)

In accordance with AFI 36-2104, you are hereby notified of your temporary decertification from the PRP for the following reason: (Include a brief but complete statement of the reason for temporary decertification.)

Depending upon the circumstances of this decertification and resolution of the above, I will make a determination as quickly as possible, which will either reinstate you, or have you permanently decertified.

During the period of your temporary decertification, you will be detailed to a non-PRP position. No action to permanently reassign you is contemplated or will be taken unless I permanently decertified you from the PRP. During the temporary PRP decertification period, you will be denied unescorted entry to close-in security areas. (Set forth other entry restrictions, if any.)

This temporary decertification in itself, does not constitute grounds for disciplinary or adverse action. However, temporary decertification does not bar any other action that may otherwise be proper under Air Force instructions.

I will provide a copy of this letter to the servicing Civilian Personnel Flight (CPF) to update the Personnel Data System and to your immediate supervisor to annotate your AF IMT 971, Supervisor's Record of Employee. I will also provide the CPF a Standard Form 52, Request for Personnel Action, to formally detail you to a non-PRP position if a resolution to your temporary situation takes longer than 30 days.

Upon resolution of the condition that prompted your temporary PRP decertification, you will be provided written notification of removal of this temporary PRP decertification. Copies will be sent to each official who received this notice. All copies will then be removed from your records and destroyed. Annotations made on the AF IMT 971 will be removed.

If the condition that prompted your temporary PRP decertification is not resolved and the temporary PRP decertification is not removed within 180 calendar days (or an additional 90 days if necessary to make the determination), or if the condition is found to be permanent, action will be taken to permanently decertify you from the PRP. In that event, you will be provided with a written notice of permanent PRP decertification.

(Signature)

Certifying Official

Title

cc:

Civilian Personnel Flight

Employee's acknowledgment of receipt

1<sup>st</sup> IND

(DATE)

Acknowledgement of receipt.

---

Member's Signature

**Attachment 19****SAMPLE MEMORANDUM OF PROPOSED PERMANENT DECERTIFICATION FROM PRP****(Civilian Employees)**

MEMORANDUM FOR: (Employee's name)

FROM: (Office Symbol)

SUBJECT: Proposed Permanent Decertification from the Personnel Reliability Program (PRP)

In accordance with AFI 36-2104, you are hereby notified that I am recommending you be permanently decertified from the PRP for the following reason: (Include a brief but complete statement of the reason for the proposed permanent decertification.)

The recommended permanent decertification is subject to mandatory review and final determination by the Reviewing Official (rank, name, and organization of the Reviewing Official). If you believe that your permanent decertification from the PRP is unwarranted, you may submit statements or documentation on your behalf to the Reviewing Official. Such material should be submitted at the earliest practical date, but not later than 10 workdays of your receipt of this letter. You will be allowed (specify an appropriate amount of time, e.g., 8 hours) of official time to review the material, secure supporting documentation, and prepare your response to this notice. Arrangements for use of this time must be made with your immediate supervisor. An extension to this period will be considered upon your presentation of a written request to the Reviewing Official setting forth the reason you believe an extension is necessary and the specific amount of additional time requested. Whether or not you submit statements or documents, you will be provided with written notification of the outcome of the review.

Pending the decision of the Reviewing Official, you will be detailed to non-PRP duties. During this period, you will be denied unescorted entry into close-in security areas. (Set forth other appropriate entry restrictions.)

This proposed permanent decertification does not bar any other action that may otherwise be proper under Air Force instructions. If other action is warranted, it will not be delayed or withheld pending determination of the Reviewing Official as it is separate from this proposal to permanently decertify you from the PRP.

A copy of this letter will be provided to the servicing Civilian Personnel Flight and to your immediate supervisor. A case file concerning this proposed action has been established. A copy of that file will be provided to the Reviewing Official and I will retain a copy. Upon request, I will provide a copy to you.

Upon completion of the mandatory review and final decision, the Reviewing Official will provide you written notification of the decision.

If the decision sustains this proposed action, you will be permanently decertified from the PRP and notified of other appropriate personnel action. If the Reviewing Official's decision does not sustain this proposed action, you will be returned to your PRP position. Each official who received a copy of this notice will be provided a copy of the Reviewing Official's decision.

Signature  
Certifying Official  
Title

cc:

Civilian Personnel Flight  
Supervisor

Acknowledgment of receipt.

(DATE)

---

Employee signature

**Attachment 20****PERSONNEL DATA SYSTEM (PDS) SUPPORT AND ADMINISTRATIVE  
REMOVAL FROM PRP**

**A20.1. Assignment to non-PRP (Code J).** Timely and accurate updates must occur and be documented on AF IMT 286, Section V, and appropriate forms in the applicable health records (*NOTE: Removal (code J) actions for officers will not be delayed pending receipt of the duty information change approval from HQ AFPC.*)

**A20.2. Administratively Certified Personnel.** If upon PCS arrival an individual is administratively certified (PRP status code B) and is not to be assigned to a PRP position, the MPF PRP monitor:

A20.2.1. Removes the AF IMT 286 or RIP PRPCER from the individual's records documenting the code B only.

A20.2.2. Advises the MTF PRP monitor to deflag health records IAW AFI 41-210.

A20.2.3. Removes the AF IMT 286 or RIP PRPCER from the individual's records documenting the code B only.

A20.2.4. Advises the MTF PRP monitor to remove the AF IMT 745 from the health records.

A20.2.5. Updates the PDS with spaces unless documentation reflects the individual was previously assigned to PRP. In this case, reenter previous code J and date last performed PRP and file the AF IMT 286 in the UPRG.

**A20.3. Formally Certified Personnel.** Upon PCS/PCA, an individual who is formally certified and is reassigned to duties no longer requiring PRP certification, the gaining MPF (or gaining unit for PCAs):

A20.3.1. Annotates AF IMT 286 in ink or typed, Section V, with code J and date (one day prior to departure date on PCS orders).

A20.3.2. Advises the MTF PRP monitor deflag health records IAW AFI 41-210.

A20.3.3. Updates the PDS with code J and date and files the form in section III of the UPRG.

**A20.4. Interim Certified Personnel.** If upon PCS/PCA, an individual is interim certified and is reassigned to duties no longer requiring PRP certification, the gaining MPF (or gaining unit for PCAs):

A20.4.1. Advises the MTF PRP monitor to deflag health records IAW AFI 41-210

A20.4.2. Deletes the PRP data from PDS and destroys AF IMT 286.

**A20.5.** When military personnel are updated to Code J, the appropriate form in the applicable health records will be annotated with the statement "Member removed from PRP, Code J, effective (date)."

**A20.6.** Members who separate from the service (not for cause) must have code J updated with the date prior to the separation date, unless otherwise specified by the CO, and AF IMT 286 annotated accordingly.

**A20.7.** If a civilian employee is reassigned or promoted to a non-PRP position, or the PRP requirement is removed from the position, the CPF updates code J.

**A20.8. PRP Status Rosters.** A variety of PRP management rosters and RIPS are available in PDS and are accessible at the unit and MPF. The rosters and their purpose are described in the following paragraphs:

A20.8.1. PRP Roster. Lists individuals in PRP positions or who possess a PRP code, or both.

A20.8.2. PRP Roster by Selected Unit. Lists individuals in PRP positions or who possess a PRP code, or both. The roster is sorted by unit PAS and alpha.

A20.8.3. PRP Roster by Organizational Structure Code (OSC). Lists individuals in PRP positions or who possess a PRP code, or both. The roster is sorted by unit PAS, OSC, and alpha.

A20.8.4. PRP Mismatch Roster. Lists individuals in PRP positions or who possess a PRP code, or both who meet a mismatch condition

A20.8.5. PRP Roster by Select PRP Code. Lists individuals in PRP positions or who possess a PRP code, or both. The roster is sorted by PRP code.

**A20.9. PRP Mismatches and Database Management.** In addition to identifying personnel on PRP, each roster identified in paragraph **A20.8.** and certain transaction register (TR) remarks identify PRP PDS mismatches. Mismatches occur when individuals possessing a PRP-STATUS code in PDS do not match the code required for the PRP authorization of the duty position he or she is filling. For example, an individual in a critical PRP position (code A), as documented in the unit personnel management roster (UMPR), who possesses a PDS code of D (certified controlled) would mismatch in the system. This mismatch generates a TR remark and places three asterisks on the PRP management roster's "Auth PRP" column. The corrective action to take in this scenario is to move the individual into a controlled PRP position or certify the individual for critical duties. The example above is an invalid mismatch. The following are examples of long-term valid mismatches: individuals who are PRP certified for additional duty (codes F and H) in a non-PRP position. The following short-term valid mismatches are authorized on a temporary basis and must be monitored and eventually changed to a permanent PRP code or deleted: Code C - individuals pending a security investigation update or code L - individuals pending certification or code M - individuals temporarily decertified or codes E and T - individuals interim certified or code B - individual administratively certified.

**A20.10. PRP RIPs (Report on Individual Personnel).**

A20.10.1. Security Clearance Eligibility (SECCLN): Documents an individual's security clearance eligibility. The RIP is generated each time an individual's security clearance eligibility changes under the Joint Personnel Adjudication System (JPAS).

A20.10.2. Administrative Certification (PRPCER): Documents an administrative certification. The RIP is generated when an assignment possessing a PRP PPC processes through the PDS. This RIP may be requested if system fails to produce automatically.

A20.10.3. Interim Certification (INTCER): Documents an interim certification and is generated when ASCAS updates an individual's security clearance eligibility.

A20.10.4. Notification of Expired Interim Certification (PRPINT): Notifies unit of an upcoming expiration of interim certification. RIP PRPINT is normally produced 30 days prior to the interim certification expiration date.

**Attachment 21****SAMPLE MEMORANDUM OF NOTIFICATION OF TEMPORARY DECERTIFICATION  
FROM PRP (CONTRACTOR EMPLOYEES)****(Appropriate Letterhead)****(Sample - Added Comments Authorized)**

MEMORANDUM FOR (Name of Employee)

FROM: (Office Symbol)

SUBJECT: Notification of Temporary Decertification from the Personnel Reliability Program (PRP)

In accordance with AFI 36-2104, (employee's name) is hereby temporarily decertified from the PRP for the following reason: (Include a brief but complete statement of the reason for temporary decertification.)

(Employee's name) will remain in this temporary decertification status until otherwise advised by the Government Certifying Official. Any changes in (employee's names) circumstances that caused the temporary decertification or new PDI must be reported immediately to the Government Certifying Official. In accordance with AFI 36-2104, (employee's name) acknowledgement of notification is required. Document acknowledgment through indorsement of this letter by (employee's name) as soon as possible or through (Contractor's) PRP Monitor indorsement upon notification of (employee's name).

If the condition that prompted the temporary PRP decertification is not resolved and the temporary PRP decertification is not removed within 180 calendar days (or an additional 90 days if necessary to make the determination), or if the condition is found to be permanent, action will be taken to permanently decertify (employee's name) from the PRP. In that event, you will be provided with a written notice of permanent PRP decertification. Until resolved, the contractor must take all steps necessary to assure (employee's name) is restricted from unescorted access to all areas related to PRP duties.

(Signature)

Certifying Official

Title

cc:

Contractor's PRP Monitor (As Applicable)

Employee (As Applicable)

Employee's acknowledgment of receipt or PRP Monitor's Attest to employee notification  
(If PRP Monitor attests to employee notification, the Contractor PRP Monitor will maintain a signed acknowledgement by the employee of notification)

**Attachment 22****SAMPLE MEMORANDUM OF PERMANENT DECERTIFICATION FROM PRP  
(CONTRACTOR EMPLOYEES)****(Sample-Added Comments Authorized)**

MEMORANDUM FOR: (Employee's name)

FROM: (Office Symbol)

SUBJECT: Proposed Permanent Decertification from the Personnel Reliability Program (PRP)

In accordance with AFI 36-2104, you are hereby notified that I propose that you be permanently decertified from the PRP for the following reason: (Include a brief but complete statement of the reason for the proposed permanent decertification.)

The proposed permanent decertification is subject to mandatory review and final determination by the Reviewing Official (rank, name, and organization of the Reviewing Official). If you believe that your permanent decertification from the PRP is unwarranted, you may submit statements or documentation on your behalf to me, and I will submit them to the Reviewing Official. Such material should be submitted at the earliest practical date, but not later than ten workdays of your receipt of this letter. An extension to this period will be considered upon your presentation of a written request to me, setting forth the reason why you believe an extension is necessary and the specific amount of additional time requested. Whether or not you submit statements or documents, you will be provided with written notification of the outcome of the review.

Pending the decision of the Reviewing Official, you are not certified for nuclear related duties. During this period, you will be denied unescorted entry into close-in security areas. (Set forth other appropriate entry restrictions.)

A copy of this letter will be provided to the PRP monitor and anyone else the contractor deems appropriate.

Signature  
Certifying Official  
Title

cc:

Contractor PRP Monitor

Employee's acknowledgment of receipt

**Attachment 23****OVER THE COUNTER (OTC) MEDICATIONS APPROVED  
FOR USE BY PRP INDIVIDUALS**

PRP individuals without medical evaluation may use the following OTC medications, provided the member has had no problems with the medication in the past:

**SKIN PREPARATIONS**

Antiseptic Creams/Ointments (e.g., Neosporin\*)  
Topical Antifungal Agents (e.g., Desenex\*)  
Hydrocortisone Cream (0.5% and 1.0%)  
Benzoyl Peroxide Cream, Lotion

**ANALGESICS**

Aspirin  
Acetaminophen (e.g., Tylenol\*)  
Ibuprofen (e.g., Motrin\*)

**Cold/Flu Remedies**

Pseudoephedrine Hydrochloride (e.g., Sudafed\*)  
Oxymetazoline or Phenylephrine Nasal Spray (e.g., Afrin\*)  
Guaifenesin Cough Syrup (e.g., Robitussin\*)  
- ensure that Guaifenesin is the only active ingredient  
Analgesic Lozenges (e.g., Cepacol\*)  
Cough Drops (e.g., Vicks\*, Halls\*)

**MICSELLANEOUS**

Antacids (e.g., Maalox\*, TUMS\*)  
Hemorrhoidal Suppositories (e.g., Preparation H\*)  
Bismuth Subsalicylate (e.g., Pepto-Bismol\*)  
Psyllium Hydrophilic (e.g., Metamucil\*)

\* - denotes all trademark items

Attachment 24

**SAMPLE OF AF IMT 286, NUCLEAR WEAPONS PERSONNEL RELIABILITY PROGRAM (PRP) CERTIFICATE**

| NUCLEAR WEAPONS PERSONNEL RELIABILITY PROGRAM (PRP) CERTIFICATE  |   |  |   |
|--|---|--|---|
| <i>PRIVACY ACT STATEMENT</i>   |   |  |   |
| AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force; Powers and Duties; Delegation by; Implemented by AFI 36-2104, Nuclear Weapons Personnel Reliability Program (PRP).  |   |  |   |
| PURPOSE: Record Personnel Reliability Program certification actions.   |   |  |   |
| ROUTINE USE: None.   |   |  |   |
| DISCLOSURE IS VOLUNTARY: If no information is furnished, the certification may be completed using available information.   |   |  |   |
| <b>I. UNIT INITIATION</b>  |   |  |   |
| RANK   | SSN   | NAME (Last, First, Middle Initial)                       | UNIT/LOCATION<br>YOUR UNIT<br>YOUR BASE, ZIP CODE |
| AIC  | 000-00-0000   | LAST NAME, FIRST NAME MI                                 |   |
| DUTY AFSC  | PRP Position Category   | SECURITY DATA (Clearance/Date & Investigation Type/Date) | PRP DUTIES WERE LAST PERFORMED ON                 |
| 3S051  | <input checked="" type="checkbox"/> Critical<br><input type="checkbox"/> Controlled   | (If required) PSI was submitted to DSS on                | USE J CODE DATE                                   |
| <input checked="" type="checkbox"/> PDI HAS NOT BEEN FOUND WHICH MAY PRECLUDE QUALIFICATION FOR PRP DUTY.  |   |  |   |
| <input type="checkbox"/> PDI HAS BEEN FOUND WHICH MAY PRECLUDE QUALIFICATION FOR PRP DUTY. CERTIFYING OFFICIAL WILL REVIEW ALL PDI (UPRG, PIF, etc.).  |   |  |   |
| DATE   | TYPED NAME AND GRADE OF CERTIFYING OFFICIAL/UNIT PRP MONITOR<br>(Must be certifying official for administrative certifications) |  | SIGNATURE   |
| 20030423   | LAST NAME, FIRST NAME MI, GRADE<br>CERTIFYING OFFICIAL OR UNIT PRP MONITOR  |  |   |
| <b>II. HEALTH RECORDS SCREENING</b>  |   |  |   |
| <input checked="" type="checkbox"/> MEDICALLY QUALIFIED FOR PRP DUTIES. NO PDI FOUND. <input type="checkbox"/> MEDICALLY QUALIFIED FOR PRP DUTIES. PDI FOUND AND FORWARDED SEPARATELY. <input type="checkbox"/> NOT MEDICALLY QUALIFIED FOR PRP. PDI FOUND AND FORWARDED SEPARATELY. |   |  |   |
| DATE   | TYPED NAME AND GRADE OF MEDICAL REVIEWER<br>(If PDI is found, CMA must sign)  |  | SIGNATURE   |
| 20030423   | LAST NAME, FIRST NAME MI, GRADE<br>MTP PRP REVIEWER OR COMPETENT MEDICAL AUTHORITY  |  |   |
| <b>III. PRP CERTIFICATION</b>  |   |  |   |
| <input type="checkbox"/> ADMINISTRATIVE  |   |  |   |
| <input checked="" type="checkbox"/> I certify this individual has been briefed and meets the requirements and understands his/her obligations under the PRP for formal certification.  |   |  |   |
| <input type="checkbox"/> I certify this individual has been briefed and meets the requirements and understands his/her obligations under the PRP and is interim certified for the period to  |   |  |   |
| DATE   | TYPED NAME AND GRADE OF CERTIFYING OFFICIAL   |  | SIGNATURE   |
| 20030423   | LAST NAME, FIRST NAME MI, GRADE<br>CERTIFYING OFFICIAL  |  |   |
| I have been briefed on and understand the spirit and intent of PRP.  |   |  |   |
| DATE   | SIGNATURE OF INDIVIDUAL   |  |   |
| 20030423   |   |  |   |
| <b>IV. REMARKS</b>   |   |  |   |
| USE THIS SECTION FOR REMARKS CONCERNING INTERIM CERTIFICATIONS, SECURITY RELATED ITEMS ETC...CONTINUE ON REVERSE PAGE IF THIS SECTION BECOMES FULL.  |   |  |   |
| NOTE: SEE ATTACHMENT 5 FOR ADMINISTRATIVE CERTIFICATION PROCEDURES<br>SEE ATTACHMENT 6 FOR INTERIM CERTIFICATION PROCEDURES<br>SEE ATTACHMENT 7 FOR FORMAL CERTIFICATION PROCEDURES  |   |  |   |
| <b>V. PERSONNEL DATA SYSTEM (PDS) -- PRP Status code/date:</b> /   |   |  |   |

| AF IMT 286, CONTINUATION SHEET |       |
|--------------------------------|-------|
| SSN:                           | NAME: |
|                                |       |

## Attachment 25

## SAMPLE OF AF IMT 286A, NOTIFICATION OF NUCLEAR WEAPONS PERSONNEL RELIABILITY PROGRAM PERMANENT DECERTIFICATION/DISQUALIFICATION ACTION

| NOTIFICATION OF NUCLEAR WEAPONS PERSONNEL RELIABILITY PROGRAM PERMANENT DECERTIFICATION/DISQUALIFICATION ACTION   |   |                                    |  |
|---|---|------------------------------------|--|
| <b>PRIVACY ACT STATEMENT</b>  |   |                                    |  |
| AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force; Powers and Duties; Delegation by: Implemented by AFI 36-2104, Nuclear Weapons Personnel Reliability Program (PRP)  |   |                                    |  |
| PURPOSE: Record and make decisions on Personnel Reliability Program decertification/disqualification actions.   |   |                                    |  |
| ROUTINE USE: None.  |   |                                    |  |
| DISCLOSURE IS VOLUNTARY: If no information is furnished, the review will be completed using available information.  |   |                                    |  |
| GRADE   | SSN   | NAME (Last, First, Middle Initial) | UNIT/LOCATION<br>YOUR UNIT<br>YOUR BASE AND ZIP CODE |
| A1C   | 000-00-0000                                 | DOE, JOHN N.                       |  |
| REASON FOR DECERTIFICATION/DISQUALIFICATION. (Be specific)  |   |                                    |  |
| Ensure you record reasons for decertification/disqualification in a manner that specifically states circumstances, and is able to give the reviewer a complete picture. If information to be recorded is clearly private and for "sensitive eyes only", then so state in this area, and provide circumstances in a sealed envelope. In the event statement is too long to record in this space, type "SEE REVERSE" on last line, and continue on the reverse page.  |   |                                    |  |
| NOTE: See Chapter 5 for permanent decertification procedures<br>See Attachment 12 for PRP Status Codes<br>See Attachment 13 for PRP Decertification/Disqualification Cause and Extent Codes   |   |                                    |  |
| PERMANENT DECERTIFICATION/DISQUALIFICATION INFORMATION  |   |                                    |  |
| You are permanently decertified/disqualified from the performance of PRP duties under the provisions of AFI 36-2104, <i>Nuclear Weapons Personnel Reliability Program</i> , for the reason(s) stated in the above block.  |   |                                    |  |
| This decertification/disqualification is a duty restriction. It is not punitive or derogatory in nature; however, the circumstances, facts and situations that are the cause for the decertification/disqualification may also be the basis for punitive action or separation from the Air Force. The decertification/disqualification will not be used to justify or avoid appropriate proceedings under the Uniformed Code of Military Justice (UCMJ) or other existing directives governing administrative processing or separation.   |   |                                    |  |
| You may submit additional relevant information that will be reviewed and evaluated by the designated reviewing official. Statements or documentation in your behalf must be submitted to the unit certifying official within 14 calendar days or your acknowledgement of this action. You will be advised of the final determination of the reviewing official. Administrative or punitive action based on the reason(s) cited for your decertification/disqualification will not be delayed or withheld pending completion of the review, as those are separate and unrelated actions to the permanent decertification/disqualification. |   |                                    |  |
| This decertification/disqualification is a permanent record. However, AFI 36-2104 provides guidance on removal procedures.  |   |                                    |  |
| Acknowledge receipt and understanding of this action within 3 duty days by indicating below that you do or do not wish to submit additional information, signing the Member's Signature block, and dating. Return the form to your certifying official.   |   |                                    |  |
| DATE  | TYPED NAME AND GRADE OF CERTIFYING OFFICIAL |                                    | SIGNATURE  |
| 20030423  | JOHN D. DOE, Rank, USAF                     |                                    |  |
| I HAVE READ AND UNDERSTAND THE REASON(S) FOR MY PERMANENT DECERTIFICATION/DISQUALIFICATION AND THE INFORMATION CONTAINED ABOVE. I ALSO UNDERSTAND THAT I CANNOT PERFORM DUTIES REQUIRING PRP CERTIFICATION. I DO <input type="checkbox"/> DO NOT <input checked="" type="checkbox"/> WISH TO SUBMIT ADDITIONAL INFORMATION.   |   |                                    |  |
| MEMBER'S SIGNATURE  |   |                                    | DATE   |
|   |   |                                    | 20030423   |
| PRP CERTIFICATION/<br>DISQUALIFICATION CODES:   | STATUS CODE/DATE: V / 20030423              | CAUSE CODE: Q500                   | EXTENT CODE: INT5                                    |
| REVIEW OF PERMANENT DECERTIFICATION TO UNIT COMMANDER/MEMBER (Not required for disqualification unless member submits additional information)   |   |                                    |  |
| <input type="checkbox"/> I FIND AND CONCLUDE THAT THE REASON(S) CITED ABOVE FOR DECERTIFICATION WARRANT PERMANENT DECERTIFICATION.  |   |                                    |  |
| <input checked="" type="checkbox"/> PERMANENT DECERTIFICATION IS NOT WARRANTED FOR THE FOLLOWING REASON(S): (DESTROY THE DECERTIFICATION CASE FILE, INCLUDING THIS FORM AND PDS UPDATES, AND ENSURE ALL AFFECTED AGENCIES ARE NOTIFIED):  |   |                                    |  |
| List reasons for not decertifying individual. Continue on reverse page.   |   |                                    |  |
| DATE  | TYPED NAME AND GRADE OF CERTIFYING OFFICIAL |                                    | SIGNATURE  |
| 20030423  | JOHNNY D. DO, BRIG GEN, USAF                |                                    |  |
| DISTRIBUTION: Original to AF Form 10, Unit Personnel Record Group (UPRG). CC: Individual, certifying official, MTF, and local SFS, CPF (for civilians). Notify all agencies supporting the unit's PRP that the person is no longer PRP certified (i.e., MPF, MTF, etc.).  |   |                                    |  |

| AF IMT 286A, CONTINUATION SHEET |       |
|---------------------------------|-------|
| SSN:                            | NAME: |
|                                 |       |