

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND  
INSPECTION CHECKLIST 36-3**

**3 APRIL 2000**

**Personnel**

**NUCLEAR WEAPONS PERSONNEL  
RELIABILITY PROGRAM (PRP)**

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This Checklist reflects Command requirements for the Personnel Reliability Program (PRP) offices to prepare for and conduct internal reviews.

### ***SUMMARY OF REVISIONS***

This Checklist has been revised to add additional items to Sections 7 & 8 and other minor administrative changes throughout. A bar (|) indicates a revision from the previous edition.

- 1.** References have been provided for each item. Items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment.
- 2.** This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. AFSPC Checklists will not be supplemented. Units produce their own standalone checklists as needed to ensure an effective and thorough review of the unit OJT program. Units are encouraged to contact the Command Functional OPR of this Checklist to recommend additions and changes deemed necessary. See **Attachment 1**.

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Director of Personnel

## Attachment 1

## NUCLEAR WEAPONS PERSONNEL RELIABILITY PROGRAM (PRP)

Table A1.1. Checklist.

<b>SECTION 1: WING COMMANDERS</b>			
<b>Mission Statement:</b> To establish the requirements and responsibilities for screening, selecting and continuously evaluating all personnel who control, handle, control the launch of or control the access to nuclear weapons or nuclear weapons systems. <i>NOTE:</i> All references are annotated with each item.			
<b>1.1. CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Does the wing commander review all permanent decertification case files started by subordinate units? (AFI 36-2104, para 2.1.1)			
1.1.2. Does the wing commander ensure annual staff assistance visits (SAVs) to units with an active PRP are conducted and documented? (AFI 36-2104, para 2.1.4)			
1.1.3. Does the wing commander ensure base agencies have procedures established to notify unit commanders of any potentially disqualifying information (PDI) on PRP-certified personnel? <i>Note:</i> This includes administratively certified individuals. (AFI 36-2104, para 2.1.5)			
<b>1.2. NON-CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.2.1. Does the wing commander determine the need, frequency, agenda, and participants of base PRP meetings? (AFI 36-2104, para 2.1.3)			
1.2.2. Does the wing commander approve or disapprove requests for removal of permanent decertification for personnel in subordinate units? (AFI 36-2104, para 2.1.2)			
1.2.3. Does the wing commander instruct commanders on their role under the PRP? (AFI 36-2104, para 2.1.6)			
<b>SECTION 2: GROUP AND UNIT COMMANDERS</b>			
<b>Mission Statement:</b> To establish the requirements and responsibilities for screening, selecting and continuously evaluating all personnel who control, handle, control the launch of or control the access to nuclear weapons or nuclear weapons systems. <i>NOTE:</i> All references are annotated with each item.			
<b>2.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.1.1. Do commanders certify, decertify, and remove personnel according to DoD Directive 5210.42 and local procedures? (AFI 36-2104, para 2.2.1)			
2.1.2. Do commanders arrange for screening of personnel and medical records or medical examination for each PRP candidate? (AFI 36-2104, para 2.2.8)			

2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.3. Do commanders ensure the appropriate security investigation paperwork is processed, making sure the local security force accept and forward it off base to Defense Security Service (DSS)? (AFI 36-2104, Atch 15, para A15.1.2)			
2.1.4. Do commanders ensure that individuals certified for PRP meet all established requirements? (AFI 36-2104, Atch 5)			
2.1.5. Do certifying officials personally interview each PRP candidate, including DoD civilian candidates, for PRP positions? (AFI 36-2104, para 2.2.10)			
2.1.6. If commanders interim certify personnel when necessary to accomplish the mission, do they have procedures established to maintain the two-person concept? (AFI 36-2104, para 2.2.11 and Atch 8, para A8.3.3)			
2.1.7. Do commanders immediately remove suspended or decertified individuals from PRP duties to assure access is not allowed for members who do not meet requirements of the PRP? (AFI 36-2104, para 2.2.14)			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Are administrative certifications, of non-PRP individuals, that take longer than 30 days from their assignment acknowledgment date documented on the reverse of AF Form 286 or on the PRPCER RIP? (AFI 36-2104, Atch 2, para A2.2.1)			
2.2.2. Do commanders identify each position requiring a PRP-certified individual, coding only the minimum number of PRP positions and reevaluate annually? (AFI 36-2104, para 2.2.4)			
2.2.3. Have commanders delegated certification or decertification authority in writing to an alternate certification official? (AFI 36-2104, para 2.2.1.1)			
2.2.4. Do commanders ensure PRP codes are updated into the PDS to reflect current PRP status? (AFI 36-2104, para 2.2.13)			
<b>SECTION 3: MISSION SUPPORT SQUADRON COMMANDER RESPONSIBILITIES</b>			
<b>Mission Statement:</b> To establish the requirements and responsibilities for screening, selecting and continuously evaluating all personnel who control, handle, control the launch of or control the access to nuclear weapons or nuclear weapons systems. <i>NOTE:</i> All references are annotated with each item.			
3.1. CRITICAL ITEMS	YES	NO	N/A
3.1.1. Are units or commanders, and their supporting staffs, being kept informed on policy or procedural changes? (AFI 36-2104, para 2.3.2)			

<b>3.1. CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.1.2. Do MSS commanders ensure AF Forms 286 and 286A are filed in Section III of the Unit Personnel Record Group (UPRG) for military personnel and maintained by the unit commander for civilians until replaced by a new AF Form 286? (AFI 36-2104, para 2.3.7 and HQ AFSPC Personnel Policy/Guidance Message 97-13)			
<b>3.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.2.1. Does the MSS commander represent the senior commander on PRP matters? (AFI 36-2104, para 2.3.1)			
3.2.2. Does the MSS commander keep a current listing of civilian positions designated under the PRP? (AFI 36-2104, para 2.3.4)			
3.2.3. Do Mission Support Squadron (MSS) commanders ensure Military Personnel Flight (MPF) and Civilian Personnel Flight (CPF) personnel receive training on the program objectives? (AFI 36-2104, para 2.3.3)			
3.2.4. Does the MSS commander ensure monitoring of unit PRP status updates, at PC III bases, or update unit requests, at non-PC III bases, timely and accurately? (AFI 36-2104, para 2.3.6)			
3.2.5. Has the MSS commander designated a representative from the MPF and CPF to act on their behalf? (AFI 36-2104, para 2.3.1.1)			
3.2.6. Are Unit Personnel Record Groups (UPRG) of PRP certified members conspicuously marked with the acronym PRP on the upper right hand corner? (AFI 36-2104, para 2.3.8)			
<b>SECTION 4: MEDICAL TREATMENT FACILITY (MTF) COMMANDERS</b> <b>Mission Statement:</b> To establish the requirements and responsibilities for screening, selecting and continuously evaluating all personnel who control, handle, control the launch of or control the access to nuclear weapons or nuclear weapons systems. <b>NOTE:</b> All references are annotated with each item.			
<b>4.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.1.1. Is the CO notified immediately of any significant condition affecting an individuals suitability to perform PRP duties as expected, as a result of medical, dental, mental health treatment, medication given (i.e. narcotics, sedative, tranquilizers, or a medication known to cause drowsiness) or if drug or alcohol abuse is suspected? (This includes PRP certified personnel undergoing treatment and subsequent change in medication, treatment, or condition, which may cast doubt on their suitability to perform PRP duties). (AFI 36-2104 para 2.4.3.)			

	YES	NO	N/A
<b>4.1. CRITICAL ITEMS:</b>			
4.1.2. Has the Medical Group Commander ensured training regarding the PRP within the MTF has occurred? (AFI 36-2104 para 2.4.1.), Have all MTF personnel involved in direct patient care received initial PRP training before performing duties involving patient contact? ? (AFI 36-2104 para 2.4.3.)			
4.1.3. Do all individuals on PRP have an S1 profile? (AFI 36-2104 A 3.3. & A 5.1.1.)			
<b>4.2. NON-CRITICAL ITEMS:</b>			
4.2.1. Has the MTF/CC identified all health records belonging to PRP certified individuals using AF Form 745, Sensitive Duties Program Record Identifier? (AFI 36-2104, para 2.4.4)			
4.2.2. Has the MTF/CC appointed a competent medical authority within the MTF function as the PRP medical consultant? (AFI 36-2104, para 2.4.2)			
4.2.3. Has the Medical Group Commander or his/her designee ensured that PRP medical screening, notifications, and evaluations are accomplished in a timely and accurate manner? (AFI 36-2104 para 2.4.1.)			
4.2.4. Are those designated individuals at least 7-level in either the 4N0XX or 4F0XX career field? (AFI 36-2104 para 2.4.3.)			
4.2.5. When the screening is performed by other than the CMA and a question is raised or potential PDI about an individuals physical capability or mental suitability to perform PRP functions is identified, is the case referred to the CMA for further evaluation and/or medical examination IAW AFI 36-2401? (AFI 36-2104 para 2.4.3.)			
4.2.6. Has the screener documented the specific PDI on the SF600 in the health record? (AFI 36-2104 para 2.4.3.)			
4.2.7. Does the Medical Group Commander or his/her designee review evaluation and treatment (medical, dental or mental health) including referrals of PRP individuals by non-military providers? (AFI 36-2104 para 2.4.5.1.)			
4.2.8. Does the Medical Group commander or his/her designee treat information obtained in this review the same way as information obtained from military providers making notification to the CO? (AFI 36-2104 para 2.4.5.1.)			

<b>4.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.2.9. Does the MTF have a form specifically designed to provide non-military providers of what information is needed, and why and a section authorizing the release of the information to be signed by the patient? (AFI 36-2104 para 2.4.5.1.)			
4.2.10. Does the patient hand carry this form to the non-military provider and return it immediately to the PRP monitor upon completion of the visit? (AFI 36-2104 para 2.4.5.1.)			
4.2.11. Does the PRP monitor have a suspense log of the forms sent to non-military providers? (AFI 36-2104 para 2.4.5.1.)			
4.2.12. Has the MTF established a time frame for the return of the non-military provider form? (AFI 36-2104 para 2.4.5.1.)			
4.2.13. Is the notification appropriately annotated on the PRP Stamp on the SF 600? (AFI 36-2104 para 2.4.3. & 2.4.8.)			