



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

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

---

OPR: 437SFS/SFAI (SSgt Timothy P. Dermody)

Certified by: 437SFS/CC  
(Major Robert M. Eatman)  
Pages: 4  
Distribution: F

---

AFI 31-501, 1 August 2000, *Personnel Security Program Management*, is supplemented as follows. This supplement also applies to USAFR units on Charleston Air Force Base.

3.6.1. Each unit utilizing pre-employment waivers will document procedures in the unit operating instruction to ensure personnel pre-appointed to sensitive positions are precluded from having access to classified information until they are cleared.

3.11.5. (Added) Commanders will document that all requirements of AFI 31-501, paragraph 3.11.1 or 3.11.2, as appropriate, have been met. See Attachment 1 for sample interim security clearance memorandum. This documentation will be forwarded to 437 SFS/SFAI for further review of base/security forces records and other security records as appropriate. The 437 SFS/SFAI will indorse the documentation and return it to the unit for filling in the individual's personnel folder.

5.1.1.1. The 437th Security Forces Information/Personnel Security Program Managers are the authorized requestors for Charleston AFB. This does not include personnel assigned to AFOSI detachment or Air National Guard units located on CAFB. SFAI will provide technical assistance to these units.

5.1.1.2. (Added) Unit commanders will ensure the individual applying for a security clearance or the unit Security Manager submits the following items to the 437 SFS/SFAI section.

5.1.1.2.1. (Added) If the individual is being submitted for a Top Secret clearance or a Secret clearance with overseas leads, submit the latest version of the Electronic Personnel Security Questionnaire (EPSQ) on a 3.5 HD floppy disk with one printed and signed copy. Annotate overseas leads during the scope of the investigation period in the remarks section of the AF Form 2583. If the individual is being submitted for a Secret clearance with no overseas leads, submit two signed copies of the questionnaire.

5.1.1.2.2. (Added) A completed AF Form 2583 must also be submitted. The Security Manager will retain a signed copy of the AF Form 2583 until the Personnel Security Investigation (PSI) is completed by AFCAF/PSA.

5.1.1.2.3. (Added) A completed Supervisors Adverse Action letter will be submitted on personnel who have documented adverse action during the period being reported.

7.4.2.8. Unit Security Managers on CAFB are granted access to CAVS as Level 7 users. Other personnel within the unit may be granted access based on mission needs.

8.2.1.6. When possible, AFOSI will forward a copy of reports of investigations to SFAI for SIF consideration.

8.2.3.2. (Added) Advise the commander on personnel security matters and ensure the commander is aware of the responsibilities of section 8.2.1.

8.7. Commander's request for reinstatement of an assigned individual's security clearance will be submitted through the servicing security agency, 437 SFS/SFAI, to the CAF.

9.3. Security Managers will develop initial and refresher briefings tailored to their unit's operations, including local procedures. Security Managers will maintain documentation of initial and refresher briefings conducted.

**NOTE:** Security Managers will maintain or have ready access to the following publications:

DOD 5200.2R, *Personnel Security Program Regulation*

DOD 5200.1R, *Information Security Program Regulation*

AFI 31401, *Information Program Management*

AFI 31501, *Personnel Security Program Management*

AFPD 315, *Investigations, Clearances, and Program Requirements*

AFH 31502, *United States Air Force Personnel Security Program*

AFI 37132, *Air Force Privacy Act Program*

**Attachment 24 (Added)**

**INTERIM SECRET CLEARANCE REQUEST**

DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 437TH AIRLIFT WING (AMC)



MEMORANDUM FOR (437 SFS/SFAI)

FROM Unit Commander

SUBJECT Interim Secret Clearance Request (Rank, Name, SSN)

1 Request Rank Name be granted an interim Secret security clearance I have reviewed his/her records and personnel security investigation (PSI) documentation in accordance with AFI 31-501, paragraph 3 11 , and recommend this action Immediate access is required to preclude adverse mission impact

2 If you have any questions, please contact my unit Security Manager, Rank Name, at extension X-XXXX

COMMANDER SIGNATURE BLOCK

cc

Unit Security Manager

1st Ind, 437 SFS/SFAI

MEMORANDUM FOR UNIT COMMANDER

An interim Secret security clearance was granted on \_\_\_\_\_ Please file this memorandum with the individual's PSI documentation until the final clearance is granted

Security Forces Representative, Rank, USAF  
Wing Personnel Security Program Manager

KARL B. YOUNG , Colonel  
Commander, 437th Airlift Wing