

**BY ORDER OF THE COMMANDER,  
436TH AIRLIFT WING**

**AIR FORCE INSTRUCTION 31-501**



**DOVER AFB  
Supplement 1  
14 MARCH 2003**

**Security**

**PERSONNEL SECURITY PROGRAM  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by E.O.s 9838; 10450; and 11652; 10 U.S.C. 8013 Secretary of the Air Force: Powers and duties; delegation by; as implemented by DoD Regulation 5200-2R, DoD Personnel Security Program. System of Records notice F031 11 SPS B applies.

**AFI 31-501, *Personnel Security Program Management*, 1 August 2000 is supplemented as follows:**

***SUMMARY OF REVISIONS***

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

The word "Added" indicates addition of new paragraphs not listed in the basic AFI.

3.11.5. (Added) Unit commanders authorize interim security clearance eligibility via the AF Form 2583 (Items 23-26). Security Managers will provide a copy of the AF Form 2583 to 436 SFS/SFAIP before selecting "grant interim" link in the Clearance and Access Verification System (CAVS). SFAIP will maintain the AF Form 2583 until the CAVS reflects final security clearance eligibility.

5.1.1.2. (Added) Security Managers are the requesters for all personnel security actions on Dover AFB. The 512 SFS Air Reserve Technician (ART) will serve as a liaison between 436 SFS/SFAIP and 512th Security Managers.

5.1.1.3. (Added) Only unit Security Managers will call SFAIP to schedule security clearance processing appointments. Prior to sending an individual to the 436 SFS/SFAIP, Security Managers will ensure the individual has the following items:

5.1.1.3.1. (Added) Validation Report signed and dated by the Security Manager.

5.1.1.3.2. (Added) Printed copy of the Electronic Personnel Security Questionnaire (EPSQ) for subject's signature.

5.1.1.3.3. (Added) Disk containing subject's full name, SSAN, unit, work phone number, security manager's name and extension, and the Privacy Act Statement.

5.1.1.3.4. (Added) DD Form 1879, **Request for Personnel Security Investigation**. Ensure Section 20, Supervisory Review is complete (required for all and only Top Secret investigations).

5.1.1.3.5. (Added) AF Form 2583/Request for Personnel Security Action. Unit Security Manager completes Sections I, II, III. Include gaining location in Section 7, remarks, when member is PCSing; Flight Surgeon completes Section IV; SFAIP completes Section V.

5.1.1.3.6. (Added) PCS Relocation Memorandum issued by MPF.

7.4.2.5. Through SFAIP Unit Security Managers will initiate a "Request to Research Eligibility" to query the status of a Personnel Security Investigation (PSI) when there is no evidence of a background investigation initiated or completed. Those personnel who have had a break in service of 24 months or greater must initiate paperwork for an initial NAC as a minimum.

7.6.1.3. (Added) Security Managers will review their unit CAVS roster at least monthly to identify and correct errors in the roster (clearance eligibility, citizenship updates, NdAs, etc).

8.2.1.4.1. (Added) Access Suspension. When commanders permit individuals to retain line badges and unescorted entry to restricted areas, they need to coordinate decision with the owner(s) of the affected restricted areas.

8.2.3.2. (Added) Unit Security Managers, or commander's designee, will receive Security Information Files (SIFs) from SFAIP for commander review and update every 90 days. Annotate review and updates on the SIF Review sheet.

A2.12.1.1. (Added) Upon notification (via JPAS or SFAIP) of personnel requiring a periodic reinvestigation, Security Managers will have 14 duty days to submit a completed package to 436 SFS/SFAIP.

A2.12.1.2. (Added) Reserve Security Managers will have until the next Unit Training Assembly (UTA) to submit a completed package to SFAIP.

SCOTT E. WUESTHOFF, Colonel, USAF  
Commander