



**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: 10 SFS/SFAI (SSgt Steven P. Fletcher)  
Supersedes AFI 31-501\_SUP1, 18 March 2002

Certified by: 10 SFS/SFA (MSgt Jeffrey P. Thoma)  
Pages: 3  
Distribution: F

---

**AFI 31-501, 01 August 2000, is supplemented as follows:**

***SUMMARY OF REVISIONS***

Eliminated redundant requirements, editorial comments or procedural definitions. Added identification of office of primary responsibility, and unfavorable reporting for cadets and midshipmen. A bar (|) indicates revision from the previous edition.

- 1.3. For the purpose of this instruction, the term commander and cadet group commander are synonymous.
- 5.1.1.1. Designated Unit Security Managers submit Personnel Security Investigations utilizing the Investigation Tracking Sheet.
- 5.2.6. (Added) 10th Security Forces Personnel Security (10 SFS/SFAI) is the authorized requester for the United States Air Force Academy (USAFA).
- 8.1.2. (Added) Procedures for establishing a Security Information File (SIF) on cadets are contained in **Attachment 24 (Added)**, to this supplement.
- 8.2.1.1.3. (Added) Air Force and Military Academy cadets and Naval or Coast Guard midshipmen.
- 11.1.4. 10 SFS/SFAI is responsible to and acts on behalf of the 10th Security Forces Commander (10 SFS/CC) as the Installation Security Program Manager (ISPM) for day-to-day management, oversight and monitoring of the program.
- 11.1.5. 10 SFS/SFAI is the servicing security activity for USAFA.
- A2.1.2.1. (Added) 10 SFS/SFAI will accept personnel security questionnaires from the Unit Security Manager only. Unit Security Managers are directly responsible for ensuring their unit's personnel security questionnaires, and all required security forms, are completed and validated prior to turn-in.

A3.3.4. (Added) United States Air Force Preparatory School Cadet Candidates

**Attachment 24 (Added)****PROCEDURES FOR ESTABLISHING SECURITY  
INFORMATION FILES ON CADETS**

**A24.1.** A cadet's access to classified information will be administratively suspended immediately by the Air Officer Commanding (AOC) upon notification of involvement in any incident which puts the cadet's loyalty or trustworthiness in question, especially those types of incidents identified in Chapter 8 of this AFI and DoD 5200.2R, *Personnel Security Program*.

**A24.2.** The Group AOC, Deputy Group AOC, or Group Superintendent is responsible for notifying 10 SFS/SFAI of incidents which have not already been reported through police channels.

**A24.3.** Establishment of a SIF is critical if the cadet is disenrolled based upon any types of incidents indicated above, especially if the cadet could serve in the enlisted ranks.

**A24.4.** After notification of an alleged incident involving cadet personnel, 10 SFS/SFAI will send a memorandum, along with all available information on the alleged incident, to the Group AOC or Deputy Group AOC requesting whether or not to establish a SIF. The Group AOC or Deputy Group AOC will indorse the memorandum to 10 SFS/SFAI indicating the determination made.

**A24.5.** When a SIF is required, 10 SFS/SFAI will process the SIF as described in paragraph 8.2.2.

**A24.6.** When a group commander determines a SIF is not required, the endorsement must include rationale for this decision.

**A24.7.** All determinations will be reviewed by 10 SFS/SFAI. Disagreements will be reviewed first by the 34th Training Wing Commander (34 TRW/CC). If disagreement still exists, it will be resolved by the USAFA Director of Staff (USAFA/DS).

**A24.8.** If the commander elects to delay establishment of the SIF, as described in paragraph 8.2.1.3. A memorandum will be sent after 45 days asking if a SIF is required.

HENRI C. LAMBERT, Major, USAF  
Commander, 10th Security Forces Squadron