



**PERSONNEL SECURITY PROGRAM  
MANAGEMENT**

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AFI 31-501, Personnel Security Program Management, 1 August 2000, is supplemented as follows: This supplement applies to all United States Air Forces in Europe (USAFE) units, including assigned or attached Air Force Reserve and Air National Guard units and personnel as appropriate. Refer recommended changes and conflicts between this and other publications to HQ USAFE/SFXI, Unit 3050 Box 135, APO AE 09094-0135, on AF Form 847, **Recommendation for Change of Publication**. Units and organizations may supplement this guidance or create a unit instruction according to AFI 33-360, Volume 1, *Publications Management Program*. Send one copy of the supplement or unit instruction to HQ USAFE/SFXI.

**SUMMARY OF REVISIONS**

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

Specific revisions are too numerous to list without repeating the entire document. Any reference in current Air Force Instruction (AFI) dated 1 August 2000 to Sentinel Key (SK) is no longer valid. SK was deactivated in January 2003. Any reference in the current AFI to Clearance and Access Verification System (CAVS) should be replaced with Joint Clearance and Access Verification System (JCAVS).

1.5. (Added) **Major Command (MAJCOM) Coordination**. Within USAFE, the statement “through their MAJCOM” is defined as from the Main Operating Base (MOB) Information Security Program Manager (ISPM) or Security Forces (SF) authorized requester to the Headquarters (HQ) USAFE Information Security Branch (USAFE/SFXI).

2.4.1. Refer to AFI 31-501, USAFE Supplement 1, Table A27.1, Personnel Security Investigation (PSI) Position Coding, for additional information and guidance.

2.4.10. (Added) National Agency Check Local National (NACLN). A NACLN is required for all non-US citizens or local nationals (LN) employed by Department of Defense (DoD) Components overseas whose duties do not require access to classified information. Refer to AFI 31-501, USAFE Supplement 1, **Attachment 24 (Added)** for additional information and guidance.

2.9. (Added) **Foreign Preference.** In accordance with HQ United States Air Force Information Security Division (HQ USAF/XOFI) memorandum, *Dual Citizenship/Possession or Use of a Foreign Passport*, dated 25 Jun 2003, the following policies and guidelines apply.

2.9.1. (Added) **Dual Citizenship.** Dual citizenship in itself is not an automatic disqualifier. However, possession of dual citizenship and or the exercise of dual citizenship is a condition that could raise a security concern and may be a disqualifying factor in the personnel security clearance eligibility determination. Factors that could mitigate the maintenance of a dual citizenship are outlined in DoD 5200.2-R, *Personnel Security Program*, and include an individual's expressed willingness to renounce the dual citizenship. The Central Adjudication Facility (CAF) will review each case on its own merit to determine security clearance eligibility.

2.9.2. (Added) **Possession or Use of a Foreign Passport.** Possession and or use of a foreign passport in preference to a US passport raises doubt as to whether the person's allegiance to the US is paramount, and could also facilitate foreign travel that is unverifiable by the US. Security clearance eligibility will be denied or revoked, unless the applicant surrenders the foreign passport or obtains official approval for its use from Secretary of the Air Force Administrative Assistant (SAF/AA). Requests for approval must be submitted by the individual, approved by the unit commander, and forwarded to SAF/AA through the SF authorized requester, HQ USAFE/SFXI, and HQ USAF/XOFI. The CAF will annotate approvals in the remarks field of the Joint Personnel Adjudication System (JPAS).

2.10. (Added) **Transition of PSIs to the Office of Personnel Management (OPM).** In accordance with SAF/AA and HQ USAF Security Forces (HQ USAF/XOF) memorandums, *Additional PSI Workload to OPM*, dated 10 and 23 July 2003 respectively, the Defense Security Service (DSS) will no longer conduct PSIs for the Air Force (AF). Effective 1 August 2003, program sensitive periodic reinvestigations (PR) for the Presidential Support Program (PSP), Nuclear Personnel Reliability Program (PRP), North Atlantic Treaty Organization (NATO), Single Integrated Operational Plan (SIOP)--Extremely Sensitive Information (ESI), and Project Blow Torch (National Security Agency periodic reinvestigations)) will be sent to OPM. All remaining routine PRs will be sent to OPM once approval is received from HQ USAF/XOFI. All reference to PSIs involving DSS in AFI 31-501 no longer applies.

3.2.3.3. Refer to AFI 31-501, USAFE Supplement 1, **Attachment 25 (Added)** for additional guidance on nonsensitive positions.

3.3.1.1. The completion of an Access National Agency Check with Written Inquiries and Credit Check (ANACI) investigation is required upon reassignment to a noncritical sensitive position.

3.5. Refer to AFI 31-501, USAFE Supplement 1, **Attachment 27 (Added)** for HQ USAF/XOFI policy clarification guidance.

3.6.2. Required pre-employment waivers must be completed and returned to the Civilian Personnel Flight (CPF) before the individual begins work.

3.7. Forward requests to HQ USAFE/SFXI.

3.10.2. AFI 31-501, paragraph 3.10.2. is outdated and is changed to read “The SAF Special Access Program (SAP) Central Adjudication Office, Bolling Air Force Base DC, is the designated authority to grant, suspend, deny, revoke, or limit SAP access. (See AFI 16-701, *Special Access Programs*).

3.11. HQ USAF/XOFI memorandum, *Interim Security Clearance Policy*, dated 22 May 2003, replaces AFI 31-501, paragraph 3.11. Refer to AFI 31-501, USAFE Supplement 1, **Attachment 28 (Added)**.

3.12.1. HQ USAFE/SFXI approves Limited Access Authorization (LAA) investigative requests on behalf of the HQ USAFE Director of Security Forces (HQ USAFE/SF).

3.12.1.1. (Added) Initial LAA requests, except those from USAFE Staff organizations must be approved by the local Chief of Security Forces (CSF) and the installation commander before being forwarded to HQ USAFE/SFXI. For USAFE Staff organizations, initial LAA requests are submitted by the appropriate Division Chief or “3-letter” equivalent and approved by the Director or “2-letter” equivalent before being forwarded to HQ USAFE/SFXI. Utilize the memorandum format outlined in AFI 31-501, USAFE Supplement 1, **Figure 3.1. (Added)** when submitting initial LAA requests.

3.12.1.2. (Added) HQ USAFE/SFXI will obtain the authorized social security number (SSN) for all approved LAAs and forward to the appropriate unit or organization. Units will not create temporary or dummy SSNs.

3.12.1.3. (Added) Refer to AFI 31-501, USAFE Supplement 1, paragraph **A3.4.2. (Added)** for LAA initial investigation submission requirements.

**Figure 3.1. (Added) Initial Limited Access Authorization (LAA) Request Memorandum Format.**

DEPARTMENT OF THE AIR FORCE

AIR FORCE UNIT HEADING

Date

MEMORANDUM FOR (Servicing Chief of Security Forces (CSF))

Installation Commander

HQ USAFE/SFXI

IN TURN

FROM: (Unit Commander/Division Chief or "3-letter" Equivalent for the USAFE Staff)

SUBJECT: Initial Limited Access Authorization (LAA) Request – (Full Name of Local National)

1. Request initial LAA for (Full Name of Local National). Required information and justification for this request is as follows:

a. Full Name (Last, First, Middle and any Jr., Sr., I, II, etc.)

b. Unit/Office of Assignment

c. Date and Place of Birth

d. Current Citizenship (if the person maintains dual-citizenship, list both)

e. Status of Individual (immigrant alien, local national, etc. Note: If an immigrant alien, provide date and place where status was granted)

f. Requested LAA Access Level (CONFIDENTIAL or SECRET)

g. Nature of Access (list specific duties and program responsibilities; use caution not to divulge classified information)

h. Compelling Reason/Justification for Granting Access (In a narrative format; justification MUST be very, very specific and include the following)

The unique or unusual skill or expertise that makes this individual essential to the fulfillment of a DoD requirement and mission

The nature and identity of the classified program materials to which access is authorized and the precise duties performed (be careful not to divulge classified information)

i. Describe the Physical Location of Classified Material in Relationship to the Physical Location of the Local National

j. The Compelling Reason for Not Employing a Cleared US Citizen in the Position

**(NOTE:** In accordance with DoD 5200.2-R and AFI 31-501, LAAs shall not be granted to personnel who perform routine administrative or other support duties, such as secretaries, clerks, drivers, or mechanics, unless it has been clearly established that those duties cannot be performed by a cleared or clearable US citizen.)

k. Synopsis of the Unit's Annual Continuing Assessment Program to Evaluate the Individual's Trustworthiness and Eligibility for Access

## 1. Unit's Plan to Control Access to Secure Areas, and Classified and Controlled Unclassified Information

m. If the Single Scope Background Investigation (SSBI) cannot provide full investigative coverage, will the individual consent (in writing) to a Counterintelligence-Scope Polygraph to resolve remaining personnel security issues? (Yes or No) LAA Recipient's Initials: \_\_\_\_\_

n. Does the recipient agree to sign a Standard Form (SF) 312, **Classified Information Nondisclosure Agreement**? (Yes or No) LAA Recipient's Initials: \_\_\_\_\_

o. Will the individual consent to the Office Personnel Management (OPM) and or Air Force Office of Special Investigations (AFOSI) conducting a personnel security investigation (PSI) into their background? (Yes or No) LAA Recipient's Initials: \_\_\_\_\_ (**NOTE:** This acknowledgement will be required if host government law prohibits OPM and or OSI from conducting PSIs on local nationals from the host country.)

2. I understand an LAA cannot be granted until the recipient's PSI is completed and favorably adjudicated by CAF, the recipient signs a SF 312, and agrees in writing to undergo a polygraph examination, if required.

3. The LAA will be immediately terminated when no longer required or suspended if circumstances warrant.

4. My point of contact is (Rank, Full Name, Unit and Office Symbol), DSN \_\_\_\_\_

Unit Commander (Division Chief or "3-letter" equivalent for the USAFE Staff) Signature Element

Date

Approved/disapproved

Local CSF (Director or "2-letter" equivalent for the USAFE Staff) Signature Element

Date

Approved/disapproved

Installation Commander (Not Required for the USAFE Staff) Signature Element

3.12.2. Annual LAA certifications, except those from USAFE Staff organizations must be approved by the local CSF and installation commander, and forward to HQ USAFE/SFXI through the SF authorized requester by 15 October of each year. For USAFE Staff organizations, annual LAA certifications are submitted by the appropriate Division Chief or "3-letter" equivalent, approved by the Director or "2-letter" equivalent, and forwarded to HQ USAFE/SFXI by 15 October of each year. Utilize the LAA annual certification memorandum format outlined in AFI 31-501, USAFE Supplement 1, **Figure 3.2. (Added)**.

3.12.3. (Added) Unit security managers (USM) are responsible for the unit or organization's LAA program. This responsibility includes:

3.12.3.1. (Added) Assisting unit commanders or equivalents in preparing initial LAA requests and annual LAA certifications.

3.12.3.2. (Added) Maintaining a folder on each LN with approved LAA. As a minimum, the folder will include a copy of the initial LAA request, a copy of each annual LAA certification, a copy of the Non-disclosure Agreement (NdA), and a copy of the most recent personnel security questionnaire.

3.12.3.3. (Added) Completing the requirements outlined in AFI 31-501, paragraph A2.1.

3.12.3.4. (Added) Ensuring initial and PR PSIs are completed as outlined in AFI 31-501, USAFE Supplement 1, paragraphs **A3.4.2. (Added)** and **A3.5.1.4. (Added)**.

3.12.3.5. (Added) Assisting unit commanders or equivalents in taking appropriate actions in the event the initial or PRs are not submitted as outlined in AFI 31-501, USAFE Supplement 1, paragraphs **A3.4.2.2. (Added)** and **A3.5.2.4. (Added)**.

3.12.3.6. (Added) Ensuring the Nda is completed prior to granting access to classified information.

3.12.4. (Added) Refer to AFI 31-501, USAFE Supplement 1, paragraph A3.5.1.4 (Added) for LAA PR submission requirements.

**Figure 3.2. (Added) LAA Annual Certification Memorandum Format.**

DEPARTMENT OF THE AIR FORCE

AIR FORCE UNIT HEADING

Date

MEMORANDUM FOR (See as follows)

For MOB and Units: Servicing CSF

Installation Commander

HQ USAFE/SFXI

IN TURN

For USAFE Staff: Director or "2-letter" Equivalent

USAFE/SFXI

IN TURN

FROM: (Unit Commander/Division Chief or "3-letter" Equivalent for the USAFE Staff)

SUBJECT: Limited Access Authorization (LAA) Annual Certification, (Full Name of Local National)

1. Request annual LAA certification for (Full Name of Local National). Required information and justification for this request is as follows:

- a. Full Name (Last, First, Middle and any Jr., Sr., I, II, etc.)
- b. Citizenship (if the person maintains dual-citizenship, list both)
- c. Social Security Number (SSN)
- d. Unit/Office of Assignment
- e. LAA Access Level (CONFIDENTIAL or SECRET)
- f. Investigation Type and Date (List the type of completed PSI (SSBI or Top Secret PR (SBPR) and the date the PSI was adjudicated; or, if the PSI is still open, list the type of PSI and the dated opened; or, if the PSI is closed but not adjudicated, list the type of PSI and date the PSI closed.)
- g. Status Change(s) Since Approval of Certification (Yes or No.) (If yes, list all information that has occurred in the previous year. Be specific!)
- h. Justification for LAA Continuation (In a narrative format; justification MUST be very, very specific and include the following)

The unique or unusual skill or expertise that makes this individual essential to the fulfillment of a DoD requirement and mission; and:

The nature and identification of the classified program materials to which access is authorized and the precise duties performed (be careful not to divulge classified information); and:

The statement that a cleared or clearable US citizen cannot reasonably accomplish the duty performed by the local national. (Note: Just a reminder, in accordance with DoD 5200.2-R and AFI 31-501, LAA shall

not be granted to personnel who perform routine administrative or other support duties, such as secretaries, clerks, drivers, or mechanics.)

3. The LAA will be immediately terminated when no longer required or suspended if circumstances warrant.

4. My point of contact is (Rank, Full Name, Unit and Office Symbol), DSN \_\_\_\_\_

Unit Commander (Division Chief or "3-letter" equivalent for the USAFE Staff) Signature Element

Date

Approved/disapproved

Local CSF (Director or "2-letter" equivalent for the USAFE Staff) Signature Element

Date

Approved/disapproved

Installation Commander (Not Required for the USAFE Staff) Signature Element

3.15. General courts-martial convening authorities within USAFE are the USAFE Commander (USAFE CC), Commander, 3rd AF (3 AF/CC), and Commander, 16th AF (16 AF/CC).

3.15.1. (Added) Wing commanders may delegate, in writing, one time access authorization approval authority, but no lower than the group commander or equivalent.

3.15.2. (Added) For the USAFE Staff, one time access authorization approval authority is delegated to the Director, "2-letter" equivalent, or O-6.

3.18.2. Single agency checks (SAC) are submitted to OPM.

3.21. The statement "A new PSI or PR is required when there is a break in PRP certification of more than five years" no longer applies. Refer to AFI 36-2104, *Nuclear Weapons Personnel Reliability Program* for specific guidance on PRP investigative requirements. Additionally, PRP managers and SF authorized requesters will ensure the Priority Adjudication Sub System (PASS) PRP data base and spreadsheet are kept current and provided to the CAF through HQ USAFE/SFXI, as required.

3.24.7. In accordance with HQ USAF/XOFI memorandum, AFI 31-501, *Personnel Security Program Management*, dated 4 May 2001, the guidance in AFI 31-501, paragraph 3.24.7 only pertains to contractor employees. Installation commanders must approve all denials or withdrawals of unescorted entry for contractor employees. Appeals of denials or withdrawals will be forwarded to HQ USAFE/SFXI.

3.25. Refer to AFI 31-501, USAFE Supplement 1, **Attachment 25 (Added)** for additional requirements.

3.27.4. (Added) Refer to AFI 31-501, USAFE Supplement 1, **Attachment 24 (Added)** for additional Information Technology (IT) (formerly Automated Information Systems (AIS)) requirements for non-US citizens or LNs employed by DoD Components overseas.

3.28. Refer to AFI 31-501, USAFE Supplement 1, paragraph **A3.5.** for additional guidance governing PRs.

4.1. Refer to AFI 31-501, USAFE Supplement 1, **Attachment 25 (Added)** for additional requirements.

5.1.1. USMs are responsible for managing the personnel security program for their organization, to include establishing a system or program to track PR requirements and to notify unit members when PRs

are due. The USM will notify the unit commander or equivalent when an individual fails to submit a PR as outlined in AFI 31-501, USAFE Supplement 1, paragraph **A3.5.2. (Added)**.

5.2.2. Appointment of USAFE SF authorized requesters will be accomplished in a formal memorandum (refer to AFI 31-501, USAFE Supplement 1, **Figure 5.1. (Added)**) signed by the installation CSF and forwarded to HQ USAFE/SFXI either by fax or scanned and electronically transmitted via e-mail.

**Figure 5.1. (Added) Appointment of Personnel Security Authorized Requester Memorandum Format.**

DEPARTMENT OF THE AIR FORCE

AIR FORCE UNIT HEADING

Date

MEMORANDUM FOR HQ USAFE/SFXI

FROM: Installation CSF

SUBJECT: Appointment of Personnel Security Authorized Requester

1. In accordance with AFI 31-501, USAFE Supplement 1, paragraph **5.2.2.** (USAFE), the following personnel are appointed Personnel Security Authorized Requesters for (identify the unit and installation; i.e. 435 Security Forces Squadron, Ramstein Air Base, Germany).

a. (Grade/Rank), (First Name, Middle Initial, Last Name), (Unit and Office Symbol), (Social Security Number)

b. (Grade/Rank), (First Name, Middle Initial, Last Name), (Unit and Office Symbol), (Social Security Number)

c. (Grade/Rank), (First Name, Middle Initial, Last Name), (Unit and Office Symbol), (Social Security Number)

2. This memorandum supersedes our previous memorandum, same subject, dated (enter the date of the last memorandum). Our POC(s) is (list the Grade/Rank, First and Last Name, Unit and Office Symbol, and DSN of your unit POC(s)).

CSF Signature Block

5.6.1. SF authorized requesters will process and submit PSIs to the appropriate investigative agency and annotate JPAS to reflect "investigation submitted" within 10 working days of receiving a completed and "correct" investigation package. For PRP PSIs, SF authorized requesters will process and submit PSIs to the appropriate investigative agency and annotate JPAS to reflect "investigation submitted" within 2 working days of receiving a completed and "correct" PSI package.

**6.3. (Added) Suitability Determinations.**

6.3.1. (Added) **National Agency Check with Written Inquiries and Credit Check (NACIC) and National Agency Check (NAC) PSIs.** The CAF will adjudicate NACIC and NAC PSIs either "Favorable" or "No Determination Made". If the NACIC or NAC PSI was adjudicated "Favorable", no further action is required; however, if the PSI was adjudicated "No Determination Made", the Office of Primary Responsibility (OPR) will perform a suitability determination.

6.3.2. (Added) **Other PSIs.** If derogatory, unfavorable, and or potentially disqualifying information is identified on a Host Agency Check (HAC), Local Files Check (LFC), Defense Clearance and Investigations Index (DCII) check, and or Federal Bureau of Investigations (FBI) check for LNs, a LFC for Other Army and AF Exchange Service (AAFES) positions, and or other suitability investigations, the OPR will perform a suitability determination.

6.3.3. (Added) When a suitability determination is required, it is the responsibility of the OPR to coordinate with the individual's supervisor, commander, and SF to determine if the individual is deemed suitable for employment.

6.3.4. (Added) Unresolved disputes arising from suitability determinations must be elevated to the appropriate level within the installation chain of command for resolution. SF may dispute a suitability determination when identified information generates concerns pertaining to force protection and other installation and personnel protection issues.

6.3.5. (Added) All suitability determination results must be documented in a formal memorandum. The OPR will maintain the original copy of suitability determinations on file, normally in the employee's security file or other employee folder, and provide a copy to the employee's unit commander or equivalent with "position designation authority". For NACIC and NAC PSIs, a copy of the results will be forwarded to the CAF.

6.3.6. (Added) Suitability determinations results for NACIC and NAC PSIs will be entered into JPAS.

6.3.7. (Added) During the suitability determination process, the OPR will appropriately safeguard all investigative reports. CAF reports will be safeguarded as outlined in DoD 5200.2-R, Chapter 10 and AFI 31-501, Chapter 10.

6.3.8. (Added) Information contained in an investigative report may not be released or disclosed to the individual investigated or to unauthorized personnel. CAF reports will not be released or disclosed without the permission of the CAF.

6.3.9. (Added) Upon completion of the suitability determination, the OPR may only retain the investigative reports described in AFI 31-501, USAFE Supplement 1, paragraph 6.3.2. (Added) above. If retained, these reports will be maintained in employee's security file or other employee folder. Investigative reports provided by the CAF must be returned to the CAF. Reproduction of some, part and or all of these reports is strictly prohibited without express permission from the CAF.

6.4. (Added) **Contractor Suitability Determinations.** The requirements outlined in AFI 31-501, USAFE Supplement 1, paragraph 6.3. (Added) above apply to suitability PSIs submitted for contractor personnel.

7.1.2. Refer to AFI 31-501, USAFE Supplement 1, **Attachment 27 (Added)** for HQ USAF/XOFI policy guidance on identifying PSI requirements for AF positions.

7.2. Refer to AFI 31-501, USAFE Supplement 1, **Attachment 27 (Added)** for HQ USAF/XOFI policy guidance on identifying PSI requirements for AF positions.

7.3.1. As outlined in AFI 31-401, *Information Security Program Management*, USAFE Supplement 1, paragraph 5.4., JPAS is the only authorize source to verify an individual's access level and security clearance data.

7.4. Any reference in AFI 31-501 to Sentinel Key (SK) is no longer valid. SK was deactivated in January 2003. Any reference in the current AFI to Clearance and Access Verification System (CAVS) should be replaced with Joint Clearance and Access Verification System (JCAVS). Refer to AFI 31-501, USAFE Supplement 1, paragraph 7.7. (Added).

7.6.1. SF authorized requesters should only call the CAF after first verifying the issue could not be resolved by the USMs through JPAS. E-mail notification is sufficient in lieu of a memorandum for record (MFR).

7.7. (Added) **JPAS Access.** JPAS is a “US ONLY” program with strict access controls. LNs are prohibited from accessing JPAS. The SF authorized requester is responsible for the establishment and management of JPAS accounts for their installation, to include CPF, Services Human Resource Office (HRO), and AAFES HRO, as required. Personnel with JPAS access will comply with the requirements outlined in this supplement and in the JPAS AF Account Management Policy. This supplement implements the JPAS AF Account Management Policy as “directive.”

7.7.1. (Added) **SF Authorized Requesters.** All personnel identified as an SF authorized requester on the SF authorized requester memorandum must have JPAS access.

7.7.2. (Added) **USMs.** The primary USM and at least one alternate will have JPAS access for units that maintain classified information. For units that do not maintain classified information, as a minimum, the primary USM will have JPAS access. It is recommended that each MOB publish regulatory guidance for their installation and supported Geographically Separated Units (GSU) that requires USMs to possess the required PSI for JPAS access prior to appointment. For the USAFE staff, USMs must possess the required PSI for JPAS access prior to appointment.

7.7.3. (Added) **CPF and HRO.** CPF and HRO are authorized Level 6 user access in JPAS; however, most USAFE installations have long-term, trusted LNs managing the personnel security program, and do not have a sufficient US staff to access and or manage JPAS requirements and functions. SF authorized requesters will coordinate with CPF and HRO to determine the best possible solution to ensure JPAS requirements and functions are completed. If resolution cannot be achieved, forward the issue through the wing and or group commander to HQ USAFE/SF and HQ USAFE Director of Personnel (USAFE/A1).

7.7.4. (Added) . **AAFES HRO.** AAFES HRO is authorized Level 6 user access in JPAS.

7.7.5. (Added) **ANACI PSIs for JPAS Access.** JPAS access is considered IT; therefore, civilian personnel in nonsensitive positions may submit an ANACI for JPAS access, when required without affecting the sensitivity of the position.

7.7.6. (Added) **JPAS Account Manager and User Levels.** Refer to the JPAS web site at <https://jpas.osd.mil/> for the JPAS Account Manager and User levels.

7.7.7. (Added) **JPAS Access PSI Requirements.** Access to JPAS requires account managers and users to have a "completed" Single Scope Background Investigation (SSBI), SSBI PR (SBPR), National Agency Check with Local Agency Check and Credit Check (NACLIC), ANACI, or PR Secret (PRS) investigation, or a completed Background Investigation (BI), Special Background Investigation (SBI), Entrance National Agency Check (ENTNAC), National Agency Check Plus Written Inquiries (NACI), or NAC investigation with an "open" SSBI, SBPR, NACLIC, ANACI, or PRS investigation.

7.7.8. (Added) **JPAS Training Requirements.** All account managers and users, regardless of access level must complete the appropriate JPAS training course before being granted access. Refer to the JPAS web site at <https://jpas.osd.mil/>.

7.7.9. (Added) **Activation of JPAS Level 5 Account Managers and Users.** Level 5 account managers and users will be activated by HQ USAFE/SFXI, and only after they comply with the requirements outlined below.

7.7.9.1. (Added) Identified as an SF authorized requester on the SF authorized requester memorandum. It is recommended that units attach a copy of the required JPAS documentation when forwarding a new SF authorized requester memorandum.

7.7.9.2. (Added) Completed the JPAS Account Management or Security Management training course and the JPAS Program Management Office (PMO) Form 1, **JPAS Access Request Form**. Units will maintain a copy of the appropriate JPAS training course certificate or “print screen” end-of-course certification and a “signed” copy of the JPAS PMO Form 1 on file for the lifetime of the account, plus six months after the termination of an account.

7.7.9.3. (Added) Provided a copy of the JPAS Account Management training course certificate or “print screen” end-of-course certification and a “signed” copy of the JPAS PMO Form 1 to HQ USAFE/SFXI.

7.7.10. (Added) **Deactivation of JPAS Level 5 Account Managers and Users.** Personnel no longer performing SF authorized requester duties will be deactivated as a JPAS Level 5 account manager or user as soon as possible. Units will forward a “signed” copy of the JPAS PMO Form 1 requesting the deactivation of the individual’s JPAS Level 5 Account to HQ USAFE/SFXI. It is recommended that units attach a copy of the JPAS deactivation request when forwarding a new SF authorized requester memorandum.

7.7.11. (Added) **Activation of JPAS for USMs.** Level 5 account managers are responsible for the JPAS activation of assigned and or supported USMs. Only HQ USAFE/SFXI or a Level 5 account manager is authorized to activate a Level 6 account manager or user.

7.7.11.1. (Added) USMs may only be activated as either a Level 6 account manager or Level 6 user. It is recommended that USMs only be activated as a Level 6 User, however if activated as a Level 6 account manager, key factors to consider are:

7.7.11.1.1. (Added) Level 6 account managers are responsible for anyone they activate, to include completion of the required JPAS training, JPAS PMO Form 1, maintaining required documentation on file, and account deactivations when the user no longer requires JPAS access.

7.7.11.1.2. (Added) Level 5 account managers are responsible for ensuring their Level 6 account managers comply with all requirements.

7.7.11.2. (Added) Level 5 account managers will ensure USMs complete the requirements outlined below before activating a JPAS account.

7.7.11.2.1. (Added) Identified as a primary or alternate on the USM appointment memorandum. It is recommended that units attach a copy of the required JPAS documentation when forwarding a new USM appointment memorandum.

7.7.11.2.2. (Added) Completed JPAS Account Management or Security Management training course and provided a copy of the appropriate training course certificate or “print screen” end-of-course certification to the Level 5 Account Manager.

7.7.11.2.3. (Added) Completed the JPAS PMO Form 1 and provide a “signed” copy to the Level 5 Account Manager.

7.7.11.3. (Added) Level 5 account managers and USMs will maintain a copy of the documentation required above on file for the lifetime of the account, plus six months after the termination of an account. USMs will maintain the documentation in the USM handbook.

7.7.12. (Added) **Deactivation of JPAS for USMs.** Personnel no longer performing USM duties will be deactivated as a JPAS Level 6 account manager or user as soon as possible. Units will forward a “signed” copy of the JPAS PMO Form 1 requesting the deactivation of the individual’s JPAS Level 6 account to the Level 5 account manager. Once the deactivation request form is received and the Level 5 account manager deactivates the account, the JPAS PMO Form 1 must be maintained for a minimum of 6 months. It is

recommended that units attach a copy of the JPAS deactivation request when forwarding a new USM appointment memorandum.

7.7.13. (Added) **Additional JPAS Level 6 User Access.** Level 5 account managers are encouraged to activate Level 6 User access for the wing or group PRP manager and unit PRP monitors since Level 7 access does not permit access to the necessary data required to manage the PRP program (refer to AFI 31-501, USAFE Supplement 1, paragraph 7.7.11. (Added) for activation requirements). If Level 6 User access is not activated, Level 6 USMs and or Level 5 account managers are responsible for obtaining JPAS information and data to support the PRP program.

7.7.14. (Added) **JPAS Level 7 Read Only Access.** JPAS Level 7 is a “read only” access that does not permit the user to enter and or modify existing data. Security monitors that support USMs are only authorized JPAS Level 7 user access.

7.7.14.1. (Added) Level 6 account managers may activate Level 7 User access for assigned security monitors. Level 6 account managers must ensure Level 7 users complete the JPAS Security Management training course and JPAS PMO Form 1, maintain required documentation on file, and deactivating accounts when the user no longer requires JPAS access. Level 5 account managers are responsible for ensuring the Level 6 account managers comply with all requirements.

7.7.14.2. (Added) Level 5 account managers that have not authorized USMs as Level 6 account managers are responsible for the activation Level 7 users, to include completion of the JPAS Security Management training course and JPAS PMO Form 1, maintaining required documentation on file, and deactivating accounts when the user no longer requires JPAS access.

7.8. (Added) **Processing Personnel In JPAS.** USMs will in and out process all unit personnel and Temporary Duty (TDY) personnel, if assigned to the unit for a period of 30 days or more, in their JPAS Security Management Office (SMO).

7.9. (Added) **JPAS Personnel Security Management Network (PSM-Net).** As a minimum, SF authorized requesters will ensure all units and organizations, to include supported GSUs are properly serviced within PSM-Net. Additionally, SF authorized requesters and ISPMs will ensure all units and organizations, to include supported GSUs have properly established “ownership” or “servicing” of their assigned and or TDY personnel in their JPAS SMO.

7.10. (Added) **JPAS Research, Recertify or Upgrade Eligibility Requests.** USMs will submit a Research, Recertify or Upgrade Eligibility Requests in JPAS to the CAF prior to seeking assistance from the SF authorized requester. In most cases, the CAF response to the Research, Recertify or Upgrade Eligibility Requests in JPAS will provide the required information; however, if further information or clarification is needed, the USM will contact the SF authorized requester for assistance.

7.10.1. (Added) Research, Recertify or Upgrade Eligibility Requests in JPAS will not be submitted to the CAF until the PSI has been closed at the investigative agency for at least 120 days. Additionally, Research, Recertify or Upgrade Eligibility Requests in JPAS will not be submitted for any PRP PSI.

7.10.2. (Added) Research, Recertify or Upgrade Eligibility Requests submitted to the CAF are normally completed in one day; however, this may vary depending on the type of request and the volume of requests being processed by the CAF. Submitting a Research, Recertify or Upgrade Eligibility Requests and then requesting the SF authorized requester telephone the CAF or submit another Research, Recertify or Upgrade Eligibility Requests for the same information is prohibited.

7.10.3. (Added) Research, Recertify or Upgrade Eligibility Requests will not be submitted to the CAF to inquire on the status of a PSI that has been submitted to or open at an investigative agency. The CAF is strictly an adjudication facility and has no control over investigative agencies. Additionally, Research, Recertify or Upgrade Eligibility Requests will not be submitted to the CAF to request personnel data changes in JPAS; such as date of birth, place of birth, name changes, unit of assignment, etc.

7.11. (Added) **JPAS Eligibility Changes.** USMs will check the eligibility change portion of the JPAS Notifications web page on a daily basis to ensure changes are properly noted and appropriate action, if any, is taken.

8.2.1.1. Commanders will suspend all access to classified information and notify the CAF through the SF authorized requester if it is discovered individuals under the commander's jurisdiction possess and or use a foreign passport; unless, such possession and or usage has been approved by SAF/AA and is annotated in the remarks field of JPAS (refer to AFI 31-501 USAFE Supplement 1, paragraph **2.9.2. (Added)**).

8.2.1.3. In accordance with DoD and SAF/AA memorandums, *Suspension of Access to Classified Information Due to Abuse or Misuse of Government Charge Cards*, dated 4 November 2002 and 30 May 2003 respectively, security officials, AF Office of Special Investigations (AFOSI), or AF Government Charge Card program coordinators are required to immediately report Government Charge Card abuses and misuses to the appropriate commander or staff agency chief, since this information constitutes serious questions as to the individual's ability or intent to protect classified information or execute sensitive duties. The commander or staff agency chief will make an immediate determination to either leave the individual's security status unchanged or suspend their access to classified information or assignment to sensitive duties until the appropriate authority makes a final determination regarding the individual's eligibility to retain a security clearance. In addition, commanders or staff agency chiefs may take action in accordance with AFI 31-501, Chapter 8 to determine if a Security Information File (SIF) should be established and or the person's access to classified information should be suspended.

8.2.1.3.1.6. (Added) Refusal or failure of an individual requiring a PSI to provide the personnel security questionnaire information or release statements for review of medical, financial, or employment records within the prescribed time limits outlined in AFI 31-501, USAFE Supplement 1, paragraphs **A3.4.** and **A3.5.**

8.2.1.3.1.7. (Added) Government Charge Cards abuse and or misuse.

8.2.1.4. Action Pending is a SIF established by the CAF that replaces an individual's security clearance eligibility and suspends all access to classified information, to include NATO classified information. The unit commander or equivalent is responsible ensuring all access to classified information is suspended when an individual's security clearance eligibility is designated Action Pending by the CAF. Suspension of unclassified Local Area Network (LAN) access is not automatic when access to classified information is suspended, either by a commander generated SIF or CAF generated "Action Pending". The unit commander or equivalent will make the determination for continued unclassified LAN access.

8.2.2.4. In accordance with HQ USAF/XOFI memorandum, AFI 31-501, *Personnel Security Program Management*, dated 4 May 2001, unless requested by the installation commander, notification of SIF establishment is not required.

8.2.2.12. (Added) Processes, maintains, and monitors Action Pending SIFs for the CAF; specifically:

8.2.2.12.1. (Added) Establishes a suitability file on all CAF generated Action Pending cases until the CAF has made the final determination, then destroys the file unless the individual had Sensitive Compart-

ment Information (SCI) access (refer to AFI 31-501, paragraph 8.2.2.11.). Forwards the Suitability Package to the gaining servicing security activity or Special Security Office (SSO) when an individual transfers to another assignment.

8.2.2.12.2. (Added) Ensures CAF Action Pending suitability packages, and any reproduced copies are properly safeguarded as prescribed in DoD 5200.2-R, Chapter 10.

8.2.2.12.3. (Added) Reproduces, in whole or in part, CAF Action Pending suitability packages as required. Only the SF authorized requester may reproduce CAF Action Pending suitability packages and that reproduction will be limited to the minimum number of copies needed (normally one copy utilized by the unit commander or equivalent). The SF authorized requester will ensure recipients of any copies are fully aware of the safeguarding requirements, that no portion of the suitability package can be reproduced further without approval, the copies are returned "complete" and "in tact", and the copies are properly destroyed when no longer required.

8.2.2.12.4. (Added) Notifies the unit commander or equivalent, in writing when the CAF suitability package arrives on the installation and is available for pickup. Written notification will include the requirement to comply with the instructions outlined in the suitability package, an established suspense date for completion and return of the package and required evaluation and recommendation memorandums (normally from the unit commander or equivalent and supervisor), and the requirement to submit a written request through the SF authorized requester to the CAF in the event an extension of the CAF suspense date is required due to extenuating circumstances.

8.2.2.12.5. (Added) Reviews all completed suitability packages to ensure responses are complete and comply with the CAF requirements, and include required evaluation and recommendation memorandums. If the responses are incomplete and or evaluation and recommendation memorandums are not included, the packages will be returned to the unit commander or equivalent for action.

8.2.2.12.6. (Added) Forwards completed suitability packages, evaluation and recommendation memorandums, and the original CAF Action Pending suitability package to the CAF.

8.2.2.12.7. (Added) Provides written notification to the CAF, requesting a security clearance determination "based on the information available" when a response to the CAF Action Pending suitability package is not received by the established suspense date.

11.1.5.3. All unit personnel and TDY personnel assigned to the unit for a period of 30 days or more will in and out process through the USM.

11.2. (Added) **USAFE DCII Access.** MOB CSFs will ensure SF maintains sufficient personnel with DCII access to support mission requirements, unless the AFOSI has agreed, in writing to conduct required DCII checks. Responsibility includes activating and deactivating users as required. Refer to the DSS web site for guidance or contact HQ USAFE/SFXI for assistance.

12.2. **Verifying Clearance or Investigative Data.** DCII will not be utilized for verification of clearance eligibility and investigative data.

12.4. **Forms Prescribed.** USAFE Form 19, **Residency Check for Employment with US Air Forces in Europe.**

### ***References (Added)***

AFI 31-101, *The Air Force Installation Security Program*

AFI 31-406, *Applying North Atlantic Treaty Organization (NATO) Protection Standards*

AFI 33-202, *Computer Security*

AFI 34-276, *Family Child Care Programs*

AFMAN 34-310, *Nonappropriated Fund Personnel Program Management and Administration Procedures*

AFMAN 36-2105, *Officer Classification*

AFMAN 36-2108, *Enlisted Classification*

USAREUR Regulation 604-1, *Personnel Security, Foreign National Screening Program (Laredo Leader)*

C-M(2002)49, *Security within the North Atlantic Treaty Organization (NATO)*

AC/35-D/2000, *Directive on Personnel Security*

NATO Office of Security Memorandum, *Duration of Validity of NATO Security Clearance Certificates*

***Abbreviations and Acronyms (Added)***

**AA&E**—Arms, Ammunition & Explosives

**AAFES**—Army and Air Force Exchange Service

**ACR**—Authorization Change Request

**ARPC**—Air Reserve Personnel Center

**CSF**—Chief of Security Forces

**DD**—Department of Defense

**FAM**—Functional Area Manager

**GSU**—Geographically Separated Unit

**HAC**—Host Agency Check

**HRO**—Human Resource Office

**IC**—Investigation Code

**IT**—Information Technology

**JCS**—Joint Chiefs of Staff

**JPAS**—Joint Personnel Adjudication System

**LAN**—Local Area Network

**LN**—Local National

**MDS**—Manpower Data System

**MFR**—Memorandum for Record

**MO**—Manpower Office

**MOB**—Main Operating Base

**NACI**—National Agency Check Plus Written Inquiries

**NACLN**—National Agency Check – Local National

**NAF**—Numbered Air Force

**OMF**—Organizational Management Files

**OPF**—Official Personnel Folder

**PASS**—Priority Adjudication Sub System

**PL**—Protection Level

**PMO**—Program Management Office

**PPC**—Personnel Processing Code

**PRS**—Periodic Reinvestigation Secret

**PSM-Net**—Personnel Security Management Network

**SBPR**—Top Secret PR

**SF**—Standard Form (NOTE: The use of the SF acronym for a Standard Form will be followed by the form number. Example: SF 312. All other uses of this acronym relates to Security Forces.)

**SF**—Security Forces

**SFMIS**—Security Forces Management Information System

**SMO**—Security Management Office

**SOFA**—Status Of Forces Agreement

**SOI**—Security Office Identifier

**SON**—Submitting Office Number

**SSO**—Special Security Office

**TCN**—Third Country National

**TS**—Top Secret

**US**—United States

**USAFE**—United States Air Forces in Europe

**USAREUR**—United States Army in Europe

**USM**—Unit Security Manager

For the USAFE Staff, the 435th Security Forces Squadron (435 SFS) is the SF authorized requester for the USAFE Staff. USMs will follow procedures and requirements outlined by the 435 SFS when completing and submitting PSIs.

Individuals who indicate they possess a foreign passport in item 15 of the Electronic Personnel Security Questionnaire (EPSQ) or item 17d on the SF 86, **Questionnaire for National Security Positions**, will be instructed to return the passport to the appropriate country embassy or consulate via certified receipt mail.

A copy of the transmittal memo forwarding the passport and the return receipt will be included in the PSI package submitted to the SF authorized requester.

Verify citizenship status and document the source utilized to verify the citizenship status in section VII of the AF Form 2583, **Request for Personnel Security Action** (refer to AFI 31-501, Table A23.1., Note 7).

A2.1.4. (Added) **Validating PSI Requirements.** USMs will validate the “need or requirement” for a PSI before submitting it to the SF authorized requester to avoid submitting unnecessary PSIs. Normally, the “need or requirement” for a PSI will be based on the Investigation Code (IC) (refer to AFI 31-501, USAFE Supplement 1, **Attachment 27 (Added)**) assigned to the position; however, it may also be based on the Officer and Enlisted Personnel Processing Codes (PPC) for Permanent Change of Station (PCS), PRP positions, and other programs outlined in AFI 31-501, USAFE Supplement 1, paragraphs **A27.2.** and **A27.3.**

A2.1.5. (Added) **PSIs for USAFE Individual Mobilization Augmentees (IMA).** USMs are responsible for managing the PSI process and requirements of USAFE IMAs assigned to their unit and Air Reserve Personnel Center (ARPC) centrally managed IMAs attached to their unit for duty performance. USMs will ensure PSIs are submitted when required as outlined in AFI 31-501, USAFE Supplement 1, paragraphs **A3.4.** and **A3.5.** regardless of whether the individual is "in status" or "performing duty" since maintaining a current security clearance and PSI is a "condition of employment". In accordance with HQ USAFE Reserve Program Manager (HQ USAFE/CCV) policy guidance, "The units can task the member to provide any information on keeping their security clearances up to date. Bottom line, the clearance is a condition of their job and their career."

A2.1.6. (Added) **Maintaining Submitted PSIs.** USMs will maintain a written and electronic copy all submitted PSIs, a copy of the completed AF Form 2583 provided by the SF authorized requester that certifies the “date the PSI was submitted to the investigative agency”, and all other required documentation until the PSI is completed, adjudicated by the CAF, and reflected in JPAS.

A2.1.7. (Added) **Resubmission of Cancelled or Rejected PSIs.** USMs will ensure PSIs that are cancelled and or rejected by the investigative agency are resubmitted within 30 days.

A2.1.8. (Added) **Monitoring Submitted PSIs.** USMs are responsible for monitoring the status of submitted PSIs; specifically, USMs will utilize JPAS to verify submitted PSIs are “opened” 45 days following the submission by the SF authorized requester. If JPAS does not reflect the submitted PSI as “open” after 45 days following submission, USMs will contact the SF authorized requester to assist in determining the status of the PSI. USMs will not submit Requests to Research, Recertify, or Upgrade Eligibility Requests in JPAS to inquire on the status of a PSI at an investigative agency (refer to AFI 31-501, USAFE Supplement 1, paragraph **7.10. (Added)**).

A2.2.1. Submit PSIs to the appropriate investigative agency based on current SAF/AA and/or HQ USAF/XOFI guidance.

#### A2.2.1.1. **Validating Personnel Security Questionnaires:**

A2.2.1.1.1. (Added) SF authorized requesters will establish procedures and requirements to ensure requested PSIs are validated for “need or requirement” before submission to avoid submitting unnecessary PSIs. Normally, the “need or requirement” for an PSI will be based on the IC (refer to AFI 31-501, USAFE Supplement 1, **Attachment 27 (Added)**) assigned to the position; however, it may also be based on the Officer and Enlisted PPC for PCS, PRP positions, and other programs outlined in AFI 31-501,

USAFE Supplement 1, paragraphs [A27.2.](#) and [A27.3.](#) SF authorized requesters will ensure USMs clearly identify the “need or requirement” for all submitted PSIs in section VII, item 30 on the AF Form 2583.

A2.2.1.1.2. (Added) SF authorized requesters will review item 15 of the personnel security questionnaire or item 17d on the SF 86 to determine if the individual has indicated possession of a foreign passport. If the review confirms the indication of possession, the SF authorized requester will not submit the PSI unless the remarks field in the individual’s JPAS person summary reflects prior approval by SAF/AA, or the PSI package includes a copy of the transmittal memo and the receipt returning a foreign passport to the appropriate country embassy or consulate. SF authorized requesters will include the transmittal memo and return receipt when submitting the PSI to the appropriate investigative agency.

A2.2.1.5. Maintain a written or electronic copy all submitted PSIs and all other required documentation until the PSI is completed, adjudicated by the CAF, and reflected in JPAS.

A2.2.1.7. SF authorized requesters will publish guidance to ensure all personnel, to include TDY personnel assigned to the unit for a period of 30 days or more in and out process through the SF authorized requester office.

**A2.6. Local Files Check.** As a minimum, a LFC will consist of a check of the local personnel records, medical records and “Life Skills” check, a SF records check in Security Forces Management Information System (SFMIS), and a check of the PSI records maintained by the SF authorized requester. The SF authorized requester will check for the existence of a SIF and if one exists, deny the requested PSI pending completion of adjudication actions. The SF authorized requester will also review the remarks section of the AF Form 2583 for any other derogatory information reported and evaluate the need to establish a SIF for further adjudication. Agencies, including SF and medical authorities, will forward potentially derogatory information to the SF authorized requester under a separate letter as an attachment to the individual’s AF Form 2583. SF authorized requesters will ensure that the information is listed on the Department of Defense (DD) Form 1879, **DoD Request for Personnel Security Investigation** if it has not been listed on the personnel security questionnaire. If the evaluation of the derogatory information results in the establishment of a SIF, do not forward the PSI.

A2.6.3. Within USAFE, the AF Form 2583 is required.

A2.10.5. (Added) For initial NACLIC PSIs required for PRP, PSP, NATO, or SIOP-ESI, SF authorized requesters will ensure Block H (Position Code) on the SF 86 is coded with the capital letter “J” for PRP, capital letter “P” for PSP, NATO, and SIOP-ESI, or the words “Blow Torch” for Blow Torch.

A2.11.5. (Added) SF authorized requesters will ensure the SF 86, Block D (Access) is coded with the number “4” for all SSBI PSIs submitted to OPM to ensure the PSI is scoped to meet SCI Director of Central Intelligence Directive (DCID) 6/4 eligibility.

A2.11.6. (Added) For initial SSBI PSIs required for PRP, PSP, NATO, or SIOP-ESI, SF authorized requesters will ensure Block H (Position Code) on the SF 86 is coded with the capital letter “J” for PRP, capital letter “P” for PSP, NATO, and SIOP-ESI, or the words “Blow Torch” for Blow Torch.

A2.12.2. Refer to AFI 31-501, USAFE Supplement 1, paragraph [A3.5.](#)

A2.12.3. Refer to AFI 31-501, USAFE Supplement 1, paragraph [A3.5.](#)

A2.12.4. Refer to AFI 31-501, USAFE Supplement 1, paragraph [A3.5.](#)

A2.12.5. (Added) SF authorized requesters will ensure the SF 86, Block D (Access) is coded with the number “4” for all SBPR PSIs submitted to OPM to ensure the PSI is scoped to meet DCID 6/4 eligibility.

A2.12.6. (Added) For SBPR and PRS PSIs required for PRP, PSP, NATO, or SIOP-ESI, SF authorized requesters will ensure Block H (Position Code) on the SF 86 is coded with the capital letter “J” for PRP, capital letter “P” for PSP, NATO, and SIOP-ESI, or the words “Blow Torch” for Blow Torch.

A2.15. (Added) SF authorized requesters will ensure all submitted PSIs are appropriately entered into JPAS.

A2.16. (Added) SF authorized requesters will certify the “date the PSI was submitted to the investigative agency” in Section VII, Block 30 on the AF Form 2583 and provide a copy of the AF Form 2583 to the USM. The AF Form 2583 is the official source for proof of PSI submissions.

A3.2. Refer to AFI 31-501, USAFE Supplement 1, **Attachment 24 (Added)** for requirements on LN PSIs.

A3.3. For access to NATO classified information by non-US nationals refer to AFI 31-406, *Applying North Atlantic Treaty Organization (NATO) Protection Standards* paragraphs 4.5 through 4.5.4. SF authorized requesters and the USAFE Staff will contact HQ USAFE/SFXI when NATO security clearances are required by USAF employed German LN employees within Germany.

#### A3.4. **SSBI Requirements:**

A3.4.1. (Added) **Assignment to Positions Requiring SSBI.** Unit commanders or equivalents will ensure actions are taken by personnel possessing Secret clearance eligibility and subsequently assigned to a position requiring the submission of an SSBI. These personnel will either submit an initial SSBI or be reassigned to a position that does not require the SSBI.

A3.4.1.1. (Added) If it is determined an initial SSBI is required, the individual will be official notified of their initial SSBI requirement, assigned a suspense to complete the required PSI submission within 30 days, and informed that failure to meet this suspense will result in the establishment of a SIF and all access to classified information will be suspended.

A3.4.1.2. (Added) Unless extenuating circumstances apply (refer to AFI 31-501, USAFE Supplement 1, paragraph **A3.4.3. (Added)**), if the individual fails to meet the suspense, the unit commander or equivalent will establish a SIF in accordance with AFI 31-501, USAFE Supplement 1, paragraph **8.2.1.3.1.6. (Added)** and as outlined in AFI 31-501, Chapter 8 and will suspend all access to classified information.

A3.4.2. (Added) **Initial LAA PSIs.** Unit commanders or equivalents will ensure LNs with an LAA approved by HQ USAFE/SFXI are officially notified of their initial SSBI requirement, assigned a suspense to complete the required PSI submission within 30 days, and informed that failure to meet this suspense will result in the withdrawal of the LAA.

A3.4.2.1. (Added) A favorably completed NACLN must be completed before an initial LAA PSI is submitted. Include a copy of the completed NACLN documents when submitting initial LAA PSIs.

A3.4.2.2. (Added) Unless extenuating circumstances apply (refer to AFI 31-501, USAFE Supplement 1, paragraph **A3.4.3. (Added)**), if the individual fails to meet the suspense, the unit commander or equivalent will notify HQ USAF/SFXI who will in turn rescind the LAA.

A3.4.3. (Added) **Extenuating Circumstances.** Exceptions apply for those extenuating situations, such as extensive TDY, deployment or convalescence leave status. In these instances, individuals will be directed to provide the necessary information upon concluding the extenuating circumstance. Unit commanders or equivalents will officially notify the individual and suspense the individual to complete the required initial SSBI within 45 days. If the individual fails to submit the required initial SSBI within the

45 day suspense, the unit commander or equivalent will initiate the appropriate actions as outlined in paragraphs above.

A3.5. **PR Requirements.** Unit commanders or equivalents will ensure personnel submit PRs as outlined below.

A3.5.1. (Added) **PR Submission Timeframes:**

A3.5.1.1. (Added) **SBPR.** An SBPR will be submitted no later than 4 years and 6 months from the date of the last SSBI or SBPR PSI.

A3.5.1.2. (Added) **PRS.** A PRS will be submitted no later than 9 years and 6 months from the date of the last PSI.

A3.5.1.3. (Added) **NATO Billets.** In accordance with C-M(2002)49, *Security within the North Atlantic Treaty Organization (NATO)*, dated 17 June 2002, AC/35-D/2000, *Directive on Personnel Security*, dated 17 June 2002, and NATO Office of Security Memorandum, *Duration of Validity of NATO Security Clearance Certificates*, dated 31 October 2002, the information in AFI 31-501, Table A3.5., rule 15, column C is no longer valid. Personnel in NATO TS billets will submit the PR 48 months from the date of the previous investigation or reinvestigation. Personnel in NATO Secret billets will submit the PR 108 months from the date of the previous investigation or reinvestigation.

A3.5.1.4. (Added) **LAA.** An LAA PR will be submitted no later than 54 months from the date of the last SSBI or SBPR.

A3.5.1.5. (Added) **LN Protection Level (PL) 1 or 2 Access.** An SBPR will be submitted no later than 54 months from the date of the last SSBI or SBPR.

A3.5.2. (Added) **Failure to Submit a PR.** Unless extenuating circumstances apply (refer to AFI 31-501, USAFE Supplement 1, paragraph **A3.5.3. (Added)**), commanders will take the following actions when personnel fail to submit a required PR.

A3.5.2.1. (Added) **SBPR.** Downgrade security clearance eligibility to Secret when the PR is not submitted as required in AFI 31-501, USAFE Supplement 1, paragraph **A3.5.1.1. (Added)** above.

A3.5.2.1.1. (Added) Officially notify the individual that their TS access has been downgraded to Secret, suspense the individual to complete the required PR within 30 days, and inform the individual that failure to meet this suspense will result in the establishment of a SIF and all access to classified information will be suspended.

A3.5.2.1.2. (Added) If the individual fails to submit the required PR within the 30 day suspense, unit commanders or equivalents will establish a SIF and will suspend all access to classified information in accordance with AFI 31-501, USAFE Supplement 1, paragraph **8.2.1.3.1.6. (Added)** and AFI 31-501, Chapter 8.

A3.5.2.2. (Added) **PRS.** Suspend security clearance eligibility when the PR is not submitted as required above.

A3.5.2.2.1. (Added) Officially notify the individual that their Secret access has been suspended, suspense the individual to complete the required PR within 30 days, and inform the individual that failure to meet this suspense will result in the establishment of a SIF.

A3.5.2.2.2. (Added) If the individual fails to submit the required PR within the 30 day suspense, unit commanders or equivalents will establish a SIF in accordance with AFI 31-501, USAFE Supplement 1, paragraph **8.2.1.3.1.6. (Added)** and AFI 31-501, Chapter 8.

A3.5.2.3. (Added) **NATO Billets.** Suspend security clearance eligibility when the PR is not submitted as required in AFI 31-501, USAFE Supplement 1, paragraph **A3.5.1.3. (Added)** above.

A3.5.2.3.1. (Added) Formally notify the individual that their access has been suspended, suspense the individual to complete the required PR within 30 days, and inform the individual that failure to meet this suspense will result in the establishment of a SIF.

A3.5.2.3.2. (Added) If the individual fails to submit the required PR within the 30 day suspense, unit commanders or equivalents will establish a SIF in accordance with AFI 31-501, USAFE Supplement 1, paragraph **8.2.1.3.1.6. (Added)** and AFI 31-501, Chapter 8.

A3.5.2.4. (Added) **LAA.** Suspend security clearance eligibility when the PR is not submitted as required above.

A3.5.2.4.1. (Added) Officially notify the individual that their access has been suspended, suspense the individual to complete the required PR within 30 days, and inform the individual that failure to meet this suspense will result in the withdrawal of the LAA.

A3.5.2.4.2. (Added) If the individual fails to meet the suspense, the unit commander or equivalent will notify HQ USAF/SFXI who will in turn rescind the LAA.

A3.5.2.5. (Added) **LN PL1 or 2 Access.** Suspend the PL1 or 2 access when the PR is not submitted as required above.

A3.5.2.5.1. (Added) Officially notify the individual that their PL1 or 2 access has been suspended, suspense the individual to complete the required PR within 30 days, and inform the individual that failure to meet this suspense will result in the withdrawal of the PL1 or 2 access.

A3.5.2.5.2. (Added) If the individual fails to meet the suspense, the unit commander or equivalent will withdraw the PL1 or 2 access.

A3.5.3. (Added) **Extenuating Circumstances.** Exceptions apply for those extenuating situations, such as extensive TDY, deployment or convalescence leave status. In these instances, individuals will be directed to provide the necessary information upon concluding the extenuating circumstance. Unit commanders or equivalents will officially notify the individual and suspense the individual to complete the required PR within 45 days. If the individual fails to submit the required PR within the 45 day suspense, the unit commander or equivalent will initiate the appropriate actions as outlined in AFI 31-501, USAFE Supplement 1, paragraphs **A3.5.2. (Added)** above.

A3.6. Refer to AFI 31-501, USAFE Supplement 1, **Attachment 24 (Added)** for LN unescorted PL access PSI requirements.

A3.7. (Added) **Security Access Requirement (SAR) Code Conversion to ICs.** In accordance with SAF/AA memorandum, *PSI Requirements*, dated 11 October 2002, and HQ USAF/XOF memorandum, same subject, dated 25 November 2002, SAR codes are converted to ICs as outlined in AFI 31-501, USAFE Supplement 1, **Table A3.7.1. (Added)** and **Table A3.7.2. (Added)**.

**Table A3.7.1. (Added) Civilian Security Access Requirement (SAR) Code to Investigation Code (IC) Conversion.**

R	A	B	C
U			
L	If the SAR code was:	And the position is:	Then the IC is:
E			
1	0 or Blank	A position of trust	9 NAC
	0 or Blank	Nonsensitive	8 NACI
2	0, Blank, or 1 Secret	Noncritical Sensitive	7 ANACI
3	3 Presidential Support Category 3	Noncritical Sensitive	7 ANACI
4	2 Top Secret (TS)	Critical Sensitive	5 SSBI
5	3 SIOP-ESI, AFOSI, DoD Courier, or Presidential Support Category 1 & 2	Critical Sensitive	5 SSBI
6	S SCI	Critical Sensitive	5 SSBI
6	4	Child Care	9 NAC

**Table A3.7.2. (Added) Military Security Access Requirement (SAR) Code to Investigation Code (IC) Conversion.**

R	A	B
U		
L	If the SAR code was:	Then the IC is:
E		
1	0, Blank, or 1 Secret	6 NACLCLC
2	2 TS	5 SSBI
3	3 SIOP-ESI	5 SSBI
4	3 AFOSI	5 SSBI
5	3 DoD Courier	5 SSBI
6	3 Presidential Support	5 SSBI Category 1 & 2 6 NACLCLC (military) Category 3
7	S SCI	5 SSBI

**Table A23.2. (Added) Local National (LN) Office of Primary Responsibility (OPR) Instructions to Complete AF Form 2583, Request for Personnel Security Action**

LINE	A	B	C
	To Complete		Enter
	<i>Section</i>	Item	
<b>1</b>	<b>I</b>	<b>1-7</b>	All blocks completed by the OPR.
<b>2</b>	<b>II</b>	<b>8-9</b>	Block 8 is completed by the OPR. Put an "X" in the National Agency Check (NAC) box. Leave all boxes in block 9 blank.
<b>3</b>	<b>III</b>	<b>10-14</b>	All blocks completed by the OPR. As a minimum, block 10 will reflect the local SF.
<b>4</b>	<b>IV</b>	<b>15-18</b>	Leave this section blank.
<b>5</b>	<b>V</b>	<b>19-22</b>	All blocks completed by the local SF section responsible for conducting the LFC and DCII check.
<b>6</b>	<b>VI</b>	<b>23-29</b>	Blocks 24, 25, and 26 are completed by the OPR ONLY AFTER the AF Form 2583, HAC, DCII, and FBI check (if required) is completed and the NACLN is approved. Leave all remaining blocks in Section VI blank.
<b>7</b>	<b>VII</b>	<b>30</b>	The OPR will annotate Block 30 with source or type of document utilized to verify the individual's citizenship status. This section will also be used to record the results of the DCII check. To record the DCII check, type or write "DCII Check", the results of the check, the date of the check, and printed name and signature of the individual that conducted the check.

**Table A23.3. (Added) Civilian Personnel Flight (CPF) and Services Human Resource Office (HRO) Instructions to Complete AF Form 2583, Request for Personnel Security Action**

LINE	A	B	C
	To Complete		Enter
	<b>Section</b>	Item	
<b>1</b>	<b>I</b>	<b>1-7</b>	All blocks completed by CPF or HRO.
<b>2</b>	<b>II</b>	<b>8-9</b>	Blocks 8 and 9 are completed by CPF or HRO. CPO: NACIC PSI: Block 8, Put an "X" in the National Agency Check-Written Inquiries (NACI) box; Block 9, leave all boxes blank. ANACI PSI: Block 8, put an "X" in the National Agency Check (NAC) box type or write "ANACI"; Block 9, put an "X" in the SECRET box. HRO: NAC PSI: Block 8, put an "X" in the National Agency Check (NAC) box; Block 9, and leave all boxes blank.
<b>3</b>	<b>III</b>	<b>10-14</b>	All blocks completed by CPF or HRO. In Block 10, enter the unit addresses for the local SF Reports and Analysis section and local Medial Life Skills section. In Block 11, enter the unit address for the CPF or HRO. In Block 12, enter the date the AF Form 2583 is being completed. In Block 13, enter the name, grade, and title of the CPF or HRO representative completing the form. CPF or HRO representative completing the form will affix his/her signature in Block 14.
<b>4</b>	<b>IV</b>	<b>15-18</b>	All blocks completed by the local Medical Records and Medial Life Skills section responsible for conducting the LFC.
<b>5</b>	<b>V</b>	<b>19-22</b>	All blocks completed by the local SF section responsible for conducting the LFC.
<b>6</b>	<b>VI</b>	<b>23-29</b>	Leave all blocks in Section VI blank.
<b>7</b>	<b>VII</b>	<b>30</b>	The CPF or HRO will annotate Block 30 with source or type of document utilized to verify the individual's citizenship status.

**Table A23.4. (Added) Army and Air Force Exchange Service (AAFES) Human Resource Office (HRO) Instructions to Complete AF Form 2583, Request for Personnel Security Action**

LINE	A	B	C
	To Complete		Enter
	<i>Section</i>	Item	
<b>1</b>	<b>I</b>	<b>1-7</b>	All blocks completed by CPF or HRO.
<b>2</b>	<b>II</b>	<b>8-9</b>	Blocks 8 and 9 are completed by the AAFES HRO.
			NACIC PSI: Block 8, put an "X" in the National Agency Check-Written Inquiries (NACI) box; Block 9, leave all boxes blank.
			ANACI PSI: Block 8, put an "X" in the National Agency Check (NAC) box type or write "ANACI"; Block 9, put an "X" in the SECRET box.
			LFC (AAFES US civilian employees assigned to positions that do not require an PSI): Block 8, leave all boxes blank. Block 9, leave all boxes blank.
<b>3</b>	<b>III</b>	<b>10-14</b>	All blocks completed by the AAFES HRO. In Block 10, enter the unit addresses for the local SF Reports and Analysis section and local Medical Life Skills section. In Block 11, enter the unit address for the AAFES HRO. In Block 12, enter the date the AF Form 2583 is being completed. In Block 13, enter the name, grade, and title of the AAFES HRO representative completing the form. AAFES HRO representative completing the form will affix his/her signature in Block 14.
<b>4</b>	<b>IV</b>	<b>15-18</b>	All blocks completed by the local Medical Records and Medical Life Skills section responsible for conducting the LFC.
<b>5</b>	<b>V</b>	<b>19-22</b>	All blocks completed by the local SF section responsible for conducting the LFC.
<b>6</b>	<b>VI</b>	<b>23-29</b>	Leave all blocks in Section VI blank.
<b>7</b>	<b>VII</b>	<b>30</b>	AAFES HRO will annotate Block 30 with source or type of document utilized to verify the individual's citizenship status.

**Attachment 24 (Added)****LOCAL NATIONAL (LN) PERSONNEL SECURITY INVESTIGATION (PSI)  
REQUIREMENTS**

**A24.1. General.** The investigative requirements contained in DoD 5200.2-R, AFI 31-501, and this supplement are the “minimum” investigative standards required by DoD and AF. Additional investigations and checks, if required by host nation laws, agreements, etc., and or other authoritative organizations or agencies must be completed. MOB and or applicable GSU commanders will, as a minimum, supplement this instruction to ensure local procedures and requirements are appropriately outlined and addressed. Any deviation of the investigative standards, based on host nation laws, agreements, etc., will be forwarded in writing from the wing and or group commander to USAFE/SF.

**A24.1.1. Investigative Requirements.** Non-US citizens or LNs employed by DoD Components overseas, whose duties do not require access to classified information, require a NAC equivalent PSI. The NAC equivalent PSI, or NACLN, will be completed on all LN appropriated and nonappropriated employees, to include AAFES employees and some LN contractors (refer to AFI 31-501, USAFE Supplement 1, paragraph **A24.2.** below) before employment. As a minimum, a NACLN must consist of:

A24.1.1.1. Host government law enforcement and security agency checks (HAC) at the city, state (province), and national level, whenever permissible by the laws of the host government; and:

A24.1.1.2. A DCII check; and:

A24.1.1.3. An FBI check where information exists that indicates residence by the non-US citizen in the US for twelve or more consecutive months since age 18; and:

A24.1.1.4. A LFC.

**A24.1.2. Position Sensitivity.** All LN positions, to include contractors, subcontractors, and employees performing or being considered for contracts should be assigned a “position sensitivity” based on the duties and responsibilities of the position. Most positions are considered to be nonsensitive unless their duties and responsibilities dictate otherwise. In those cases, the position would be considered sensitive. Sensitive positions include, but are not limited to:

**A24.1.2.1. Position of Trust.** Positions of trust include, but are not limited to managers, funds custodians, general cashiers, positions involved in handling large amounts of cash or high-value merchandise, and positions requiring work in areas containing valuable and pilferable material or equipment.

A24.1.2.2. Food service workers.

A24.1.2.3. Child-care or youth activity workers.

A24.1.2.4. Positions requiring the bearing and or use of firearms.

A24.1.2.5. Positions requiring unclassified LAN IT level 3 or higher access.

A24.1.2.6. Positions requiring unescorted entry into PL 3 restricted areas.

A24.1.2.7. Other positions as designated and defined by the employing agency and or activity.

**A24.1.3. Minimum Investigative Requirements for Employment:**

A24.1.3.1. LNs may be employed and allowed to perform the nonsensitive portion of appropriated and nonappropriated fund sensitive positions, to include certain contractors, subcontractors, and employees

performing or being considered for contracts, only after “favorable” completion of the LFC and DCII check, and the HAC and FBI check (when applicable) have been initiated and are pending.

A24.1.3.2. LNs may not be employed in any capacity if a LFC identifies derogatory and or unfavorable information, and or a DCII check identifies agency “case” information until the a suitability determination on the information and or the case is “favorably” completed (refer to AFI 31-501, USAFE Supplement 1, paragraph **6.3. (Added)**).

A24.1.3.3. All LNs requiring unclassified LAN IT level 3 access or unescorted entry into PL 3 restricted areas must have a fully completed “favorable” NACLN before access is granted. Interim access is prohibited.

A24.1.4. **Child-care or Youth Activity Workers.** For child-care or youth activity workers, expand the HAC, whenever permissible by the laws of the host government to include agencies which maintain data banks on child abusers and molesters, as required in AFI 34-276, *Family Child Care Programs* and AFMAN 34-310, *Nonappropriated Fund Personnel Program Management and Administration Procedures*.

**A24.2. LN Contractors.** LN contractors, subcontractors, and employees performing or being considered for contracts, to include AAFES contractors, employed in sensitive positions require a NACLN before employment. Additional LN contractor, subcontractors, and employees performing or being considered for contract positions may require completion of a NACLN, depending on the nature, scope, and sensitivity of the work being performed. The sponsoring unit or organization is responsible for determining the sensitivity of the contract work to be performed. If the contract work is of a sensitive nature and a NACLN is required, the requirement must be specified in the contract, along with the responsibility for either the contractor or sponsoring unit or organization to obtain the required check.

### **A24.3. Third Country Nationals (TCN):**

A24.3.1. **TCN Dependents of US Personnel.** TCN dependents of US personnel employed by DoD Components overseas, whose duties do not require access to classified information, must meet the investigative requirements outlined in AFI 31-501, USAFE Supplement 1, paragraph **A24.1.1.1. *except*** that the appropriate US PSI commensurate with the position will be completed instead of the host country HAC. Normally, the NAC PSI will be submitted; however, the type of PSI may vary depending on the sensitive of the position. It is the responsibility of the OPR to ensure the appropriate US PSI is submitted.

A24.3.2. **Other TCNs.** The employment of TCNs other than dependents of US personnel is largely dependent on the individual’s permission to be “in” and “work in” the host nation and the host nation response to the HAC.

A24.3.2.1. Before employment, verification must be made that the TCN has received permission and or authority to be “in” and “work in” the host country.

#### **A24.3.2.2. Host Nation HAC Responses:**

A24.3.2.2.1. If the “host” nation responds that a HAC cannot be or will not be performed because the TCN hasn’t resided in the host country for a year, there is insufficient data on file, etc., then that is a decision provided by the “host government”, the HAC was “not” completed, and the individual can not be employed.

A24.3.2.2.2. If the host nation responds that they have “performed” the HAC and there is no information on file because the TCN hasn’t resided in the host country for a year, or that they have “performed” the

HAC and no data is available on the TCN, then that is a decision provided by the “host government”, the HAC “was” completed, and the individual “could” be hired. In this case, an employment suitability decision should be made (refer to AFI 31-501, USAFE Supplement 1, paragraph **6.3. (Added)**).

**A24.4. Program Management.** The local CPF is normally the program manager or OPR for LN “appropriated” and “nonappropriated” fund employee PSIs; however, this may vary depending on Status of Forces Agreements (SOFA) or other local agreements or limitations. The local AAFES HRO is the LN program manager or OPR for AAFES LN PSIs. The sponsoring unit or organization, in close coordination with the contracting office is responsible for LN contractor PSIs.

**A24.5. NACLN Requirements:**

A24.5.1. **HAC.** The OPR is responsible for ensuring LN employees obtain the HAC from the appropriate host government agency. The HAC must meet the scope outlined in AFI 31-501, USAFE Supplement 1, paragraph **A24.1.1.1.** above.

A24.5.2. **LFC.** SF is responsible for completing the LFC.

A24.5.3. **DCII Check.** MOB SF is responsible for completing the DCII check, unless the AFOSI has agreed, in writing to conduct the checks. In the event the DCII check identifies agency “case” information, SF will notify the AFOSI, who will request the “case” from the appropriate investigative agency and provide it to the local SF; otherwise, a “no case” response is considered a “favorable” check.

A24.5.4. **FBI Check.** All LN candidates selected for employment will complete USAFE Form 19, **Residency Check for Employment with US Air Forces in Europe** before beginning employment. When information is identified that indicates residence by the LN in the US for twelve or more consecutive months since age 18, the OPR will forward the completed USAFE Form 19 to AFOSI through the SF authorized requester. AFOSI will request the FBI check and provide results to the OPR through the SF authorized requester. Refer to AFI 31-501, USAFE Supplement 1, paragraph **A24.7.3.** for USAFE Form 19 retention and disposition.

**A24.6. Suitability Determinations.** When derogatory or unfavorable information is identified on a HAC, LFC, DCII, and or FBI check, a suitability determination is required (refer to AFI 31-501, USAFE Supplement 1, paragraph **6.3. (Added)**). Local procedures must allow for termination of employment when a NACLN is deemed “unfavorable”, and provided such information is sufficient to support termination action in accordance with host country laws and or labor agreements.

**A24.7. Processing NACLNs:**

A24.7.1. The AF Form 2583 will be utilized to process all NACLNs. This does not preclude the host government agency from asking for additional information (possibly in the local language) as necessary to complete the check, or from the employer collecting additional information required for the suitability.

A24.7.2. The OPR will complete the AF Form 2583 as outlined in AFI 31-501, USAFE Supplement 1, **Table A23.2. (Added)** and coordinated through SF and other appropriate agencies and offices as required. Attach a copy of the HAC and USAFE Form 19 to the AF Form 2583 when completing coordination requirements.

A24.7.3. The OPR will retain the original copy of the completed AF Form 2583, HAC, USAFE Form 19, and all other associated documents (when applicable), to include LFC results, DCII and FBI “cases”, and suitability determination memorandum on file, normally in the LN employee’s security file or other employee file and provide a copy to the LN employee’s USM. The USM will establish and maintain a file

on all LN employees assigned to the organization. All documents will be retained so long as the LN is employed, after which time they will be destroyed.

**A24.8. Unclassified LAN IT Level 3 Access.** A copy of the completed AF Form 2583 that reflects a fully completed “favorable” NACLN may be utilized to satisfy the PSI verification requirement for unclassified LAN IT Level 3 access as required in AFI 33-202, *Computer Security*, and the USAFE Supplement 1.

**A24.9. Unescorted Entry Into PL Areas.** Unescorted entry into PL areas for LN employees requires the completion of a NACLN as a prerequisite for entry; however, completion of the NACLN in itself is not access approval. In accordance with AFI 31-101, *The Air Force Installation Security Program*, access is granted by the unit commander or designee who must certify all available records were reviewed and contain no disqualifying information, and by the installation commander or designated area approval officials.

A24.9.1. **Interim Unescorted Entry.** Interim unescorted entry into PL areas for LN employees pending favorable completion a NACLN is prohibited.

A24.9.2. **PL3.** All LN employees, to include contractors, subcontractors, and employees performing or being considered for contracts that require unescorted entry into PL3 areas must have a “favorably completed” NACLN to be eligible for unescorted access. A copy of the completed AF Form 2583 that reflects a fully completed “favorable” NACLN may be utilized to satisfy the PSI verification requirement for PL3 unescorted access.

A24.9.3. **PL1 and PL2.** All LN employees, to include contractors, subcontractors, and employees performing or being considered for contracts that require unescorted entry into PL1 and 2 areas must have an adjudicated SSBI to be eligible for unescorted access.

A24.9.3.1. USMs are responsible to ensure LN employees requiring unescorted entry into PL1 and 2 areas complete all requirements for the SSBI. USMs will:

A24.9.3.2. Submit a memorandum through their SF authorized requesters to HQ USAFE/SFXI requesting the establishment of a SSN for the LN. HQ USAFE/SFXI will obtain the authorized SSN and forward to the appropriate unit or organization. Temporary or dummy SSNs will not be created or used.

A24.9.3.3. Verify NACLN completion and annotate the verification by typing or writing “NACLN”, the date the NACLN was completed, and the printed name and signature of the USM that completed the verification in Section VII, Remarks, on the AF Form 2583.

A24.9.3.4. Complete the requirements outlined in AFI 31-501, paragraph A2.1.

**A24.10. US Citizens in LN Positions.** US citizens selected for LN funded positions or billets, to include applicable contractor positions, must complete the appropriate US PSI requirements commensurate with the position and not a NACLN.

**Attachment 25 (Added)****CIVILIAN PERSONNEL FLIGHTS (CPF) AND HUMAN RESOURCES OFFICES (HRO)**

**A25.1. General.** As prescribed throughout this AFI, CPF and HRO have specific responsibilities and requirements in support of the Personnel Security program. This attachment further clarifies those responsibilities and outlines additional responsibilities and requirements that apply to CPF and HRO within USAFE.

**A25.2. CPFs:**

**A25.2.1. Initial PSIs.** The CPF is responsible for the submission of all NACIC PSIs for appropriated fund DoD civilian employees assigned to nonsensitive position and initial ANACI PSIs for appropriated fund DoD civilian employees assigned to noncritical sensitive positions. The CPF is not responsible for the submission of initial PSIs for appropriated fund DoD civilian employees assigned to any critical sensitive position. The appropriate USM will submit all initial PSIs for appropriated fund DoD civilian employees assigned to a critical sensitive position to the AF authorized requester as outlined in AFI 31-501, paragraph A2.11.

**A25.2.2. PRs.** The CPF is not responsible for the submission of any PRs for appropriated fund DoD civilian employees, regardless of the position sensitivity. The appropriate USM will submit all PRs for appropriated fund DoD civilians to the SF authorized requester.

**A25.2.3. Verification of Prior Federal Employment and PSIs.** The CPF will verify all prior federal employment and PSIs for appropriated fund DoD civilian employees to determine whether an PSI must be submitted. JPAS will be utilized to verify prior PSIs. If verification confirms continuous prior federal employment with no break in service longer than 24 months and the prior completion of the appropriate PSI for the sensitivity of the position, no further action is required; otherwise, a new PSI is required. Recertification of previous PSIs is no longer required.

**A25.2.4. LFC.** Although AFI 31-501, paragraph A2.6.3. states the “AF Form 2583 is not needed for civilian applicants for federal employment when local files are unavailable”, this exemption has been overcome by events and technology. An SF and medical records LFC is required. If a medical record is not available, the medical facility will annotate same on the AF Form 2583. The CPF will complete an AF Form 2583 as outlined in AFI 31-501, USAFE Supplement 1, **Table A23.3. (Added)** for all new DoD civilian employees prior to the submission of any PSI. The CPF will retain the original copy of the completed AF Form 2583 on file, normally in the employee’s security file as prescribed in AFI 31-501, USAFE Supplement 1, paragraph **A25.2.8.2.** and provide a copy to the employee’s USM through employee’s unit commander or equivalent with “position designation authority.” USMs will retain a copy of the AF Form 2583 until the submitted PSI is closed and adjudicated.

**A25.2.5. Submitting PSIs:**

**A25.2.5.1. NACIC.** The CPF is responsible for submitting NACIC PSIs to OPM as a part of the initial “hiring process,” usually within the first 3 days after the individual is appointed to the position. As outlined in AFI 31-501, paragraph A2.8, the CPF will submit an original and one copy of SF 85, **Questionnaire for Non-Sensitive Positions** or SF 85P, **Questionnaire for Public Trust Positions**, as appropriate to OPM. Additionally, CPF will include an SF 87, **Fingerprint Chart** and mail directly to OPM or will comply with the latest OPM guidance governing PSI submission requirements.

A25.2.5.2. **ANACI.** The CPF is responsible for submitting ANACI PSIs to OPM as a part of the initial “hiring process”. As outlined in AFI 31-501, paragraph A2.9., the CPF will submit an original and one copy of SF 86 and an SF 87 to OPM, using the EPSQ software at the unit and printed hard copy for mailing, or will comply with the latest OPM guidance governing PSI submission requirements.

A25.2.6. **Documenting Submitted PSIs in JPAS.** The CPF or the SF authorized requester will enter the appropriate information for submitted PSIs in JPAS when all required documentation for the PSI is received, reviewed, validated, and submitted to OPM.

A25.2.7. **Suitability Determinations.** NACIC PSIs adjudicated “No Determination Made” by the CAF require a suitability determination (refer to AFI 31-501, USAFE Supplement 1, paragraph **6.3. (Added)**).

#### A25.2.8. **Disposition of Submitted PSIs:**

A25.2.8.1. The CPF will forward a copy of all submitted PSIs and other required documentation, to include the completed AF Form 2583 as required in AFI 31-501, USAFE Supplement 1, paragraph **A25.2.4.** above to the employee’s USM through employee’s unit commander or equivalent with “position designation authority”. USMs will retain a copy of the submitted PSI and other required documentation until the submitted PSI is closed and adjudicated.

A25.2.8.2. The CPF will maintain a copy of all submitted PSIs and other required documentation, normally in the employee’s security file, until the PSI is completed, adjudicated by the CAF, and formal notification is received from OPM or the adjudication is reflected in JPAS.

#### **A25.3. HRO:**

A25.3.1. **Initial PSIs.** As outlined in paragraph 3.25, AFI 34-301, *Nonappropriated Fund Personnel Management and Administration* and AFMAN 34-310, the HRO is responsible for the submission of NAC PSIs for applicable nonappropriated fund DoD civilian employees.

A25.3.1.1. **Child Care and Positions of Trust.** As outlined in AFMAN 34-310, positions of trust are identified by HRO management and require completion of a NAC. Examples of positions which may be considered positions of trust are managers, funds custodians, general cashiers, positions involved in handling large amounts of cash or high-value merchandise, and employees working in areas containing valuable and pilferable material or equipment. Candidates for assignment to positions of trust will be scrutinized. A NAC must be completed before placing an individual in a position of trust. When completion of the NAC is not practical prior to entry on duty, the NAC is requested at the time of appointment and the employee may occupy the position with the prior written approval of the Services commander or director or designated representative.

A25.3.1.2. **Other Nonappropriated Fund Positions.** All other nonappropriated fund positions that have not been designated as positions of trust require the completion of a LFC before entry on duty.

A25.3.2. **Verification of Prior Federal Employment and PSIs.** The HRO will verify all prior federal employment and PSIs for nonappropriated fund DoD civilian employees before submitting any initial PSIs. JPAS will be utilized to verify prior PSIs. If verification confirms continuous prior federal employment with no break in service longer than 24 months and the prior completion of the appropriate PSI for the sensitivity of the position, no further action is required; otherwise, a new PSI is required. Recertification of previous PSIs is no longer required.

A25.3.3. **LFC.** Although AFI 31-501, paragraph A2.6.3. states the “AF Form 2583 is not needed for civilian applicants for federal employment when local files are unavailable”, this exemption has been

overcome by events and technology. An SF and medical records LFC is required. If a medical record is not available, the medical facility will annotate same on the AF Form 2583. The HRO will complete and coordinate an AF Form 2583 for all new nonappropriated DoD civilian employees prior to the submission of any PSI.

A25.3.4. **Completing AF Form 2583.** Refer to AFI 31-501, USAFE Supplement 1, **Table A23.3. (Added)**.

A25.3.5. **AF Form 2583 Disposition.** The HRO will retain the original copy of the completed AF Form 2583 on file, normally in the employee's security file, for as long as the individual is employed.

A25.3.6. **Submitting PSIs.** The HRO is responsible for submitting NAC PSIs to OPM as a part of the initial "hiring process". As outlined in AFI 31-501, paragraph A2.7., the HRO will submit an SF 85P and an SF 87 to OPM or will comply with the latest OPM guidance governing PSI submission requirements.

A25.3.7. **Documenting Submitted PSIs in JPAS.** The HRO or SF authorized requester will enter the appropriate information for submitted PSIs in JPAS when all required documentation for the PSI is received, reviewed, validated, and submitted to OPM.

A25.3.8. **Suitability Determinations.** NAC PSIs adjudicated as "No Determination Made" by the CAF requires a suitability determination (refer to AFI 31-501, USAFE Supplement 1, paragraph **6.3. (Added)**).

A25.3.9. **Disposition of Submitted PSIs.** The HRO will maintain a copy of all submitted PSIs and other required documentation, normally in the employee's security file, until the PSI is completed, adjudicated by the CAF, and formal notification is received from OPM or the adjudication is reflected in JPAS.

**Attachment 26 (Added)****ARMY AND AIR FORCE EXCHANGE SERVICE (AAFES)**

**A26.1. General.** The HQ AAFES Security Office (LP-SO) is the OPR for the AAFES clearance and PSI program, and the local AAFES HRO is responsible for managing the program. The AF has entered into a formal agreement with AAFES to process and adjudicate PSIs and clearances for AF military personnel assigned to AAFES and AAFES US civilian employees. These AAFES PSIs will be submitted by SF authorized requesters.

**A26.2. PSIs for AAFES Employees:****A26.2.1. Positions Requiring Clearance Eligibility:**

**A26.2.1.1. AAFES US Civilian Employees.** AAFES US civilian employees assigned to a position requiring clearance eligibility require a PSI, both initial and PRs. These positions are identified on an AAFES Organizational Management File (OMF) maintained by each AAFES HRO. USAFE installations may request additional AAFES US civilian employees obtain security clearance eligibility; however, such authorization requires HQ AAFES/LP-SO coordination.

**A26.2.1.2. AF Military Personnel Assigned To AAFES.** All AF military personnel assigned to AAFES require initial PSIs and PRs commensurate with the IC for their position (refer to AFI 31-501, USAFE Supplement 1, [Table A27.1.](#)).

**A26.2.2. Positions of Trust and Other Sensitive Positions.** AAFES US civilian employees assigned to positions of trust or other sensitive positions as defined by AAFES, but do not need clearance eligibility require completion of a NAC or NACI PSI for suitability. AAFES US civilian employee positions of trust and other sensitive positions are identified on an AAFES OMF maintained by each AAFES HRO. Positions which are normally considered positions of trust are managers, funds custodians, general cashiers, positions involved in handling large amounts of cash or high-value merchandise, and employees working in areas containing valuable and pilferable material or equipment.

**A26.2.3. Other AAFES Positions.** AAFES US civilian employees not assigned to positions of trust or other sensitive positions as defined by AAFES or to positions that require clearance eligibility, do not require PSI; however, these personnel require the completion of an LFC.

**A26.2.4. AAFES LN Employees.** The local AAFES HRO is the LN program manager or OPR for AAFES LN PSIs. Refer to AFI 31-501, USAFE Supplement 1, [Attachment 24 \(Added\)](#) for guidance concerning PSI requirements for AAFES LN employees and contractors. In Germany, the AAFES HRO will comply with the applicable requirements outlined in AFI 31-501, USAFE Supplement 1, [Attachment 24 \(Added\)](#) and US Army Europe (USAREUR) Regulation 604-1, *Personnel Security, Foreign National Screening Program (Laredo Leader)*.

**A26.3. Verifying PSI Requirements:**

**A26.3.1. AAFES Requests for PSIs.** AAFES US civilian general managers are responsible for providing written authorization and approval to supporting SF authorized requesters when requesting required AAFES PSIs, both for clearance eligibility and suitability. SF authorized requesters will not submit AAFES PSIs for clearance eligibility or suitability without AAFES US civilian general manager authorization and approval.

A26.3.2. **AF Installation Requests for PSIs.** AF installations may request additional clearance eligibility or suitability PSIs for AAFES US civilian personnel based on force protection or other installation mission requirements. These requests must be submitted, in writing from the requesting organization or unit to HQ AAFES/LP-SO through the SF authorized requester, AAFES US civilian general manager, and HQ USAFE/SFXI for approval. Requests for additional clearance eligibility or suitability PSIs must be detailed and include specific justification.

**A26.4. LFC.** The AAFES HRO will ensure a LFC is completed for new all AAFES US civilian employees, regardless of position or type. The AF Form 2583 will be completed by the AAFES HRO and routed to the appropriate agencies for coordination.

A26.4.1. **Completing AF Form 2583.** Refer to AFI 31-501, USAFE Supplement 1, [Table A23.4. \(Added\)](#).

A26.4.2. **AF Form 2583 Disposition :**

A26.4.2.1. **Clearance Eligibility and Suitability PSIs.** The HRO will submit the completed AF Form 2583 to the SF authorized requester as part of the PSI package. The SF authorized requester will annotate the AF Form 2583 when the submitted PSI is “accepted” as valid and complete and return a copy of the annotated form to the HRO. The HRO will retain the form on-file until the PSI is completed and adjudicated.

A26.4.2.2. **LFC for Other AAFES Positions.** The HRO will retain the AF Form 2583 used to document the results of a LFC for Other AAFES Positions not requiring an PSI on file for the duration of the individual’s employment with AAFES.

**A26.5. Suitability Determinations:**

A26.5.1. **Suitability PSIs.** NACIC and NAC PSIs adjudicated “No Determination Made” by the CAF require a suitability determination (refer to AFI 31-501, USAFE Supplement 1, paragraph [6.3. \(Added\)](#)).

A26.5.2. **LFC for Other AAFES Positions.** A LFC conducted for Other AAFES positions that identifies derogatory or other potentially disqualifying information requires a suitability determination (refer to AFI 31-501, USAFE Supplement 1, paragraph [6.3. \(Added\)](#)).

**A26.6. Submitting PSIs :**

A26.6.1. **Submitting Office Number (SON) and Identifier (SOI).** SF authorized requesters will utilize the AAFES SON 687C and SOI AF00 when submitting PSIs to OPM.

A26.6.2. **Documenting Submitted PSIs in JPAS.** SF authorized requesters will enter the appropriate information for submitted PSIs in JPAS when all required documentation for the PSI is received, reviewed and validated, and mailed to OPM.

A26.6.3. **Disposition of Submitted PSIs.** Once an AAFES PSI is mailed to OPM, SF authorized requesters will return the PSI file to AAFES. SF authorized requesters are not required to keep AAFES PSIs on file nor are they required to monitor or conduct any follow up actions.

## Attachment 27 (Added)

**IDENTIFYING PERSONNEL SECURITY INVESTIGATION (PSI) REQUIREMENTS  
FOR AIR FORCE (AF) POSITIONS**

**A27.1. General.** In accordance with SAF/AA memorandum, *Personnel Security Investigation Requirements*, dated 11 October 2002, and USAF/XOF memorandum, same subject, dated 25 November 2002, the requirement for identifying personnel security requirements for AF positions has changed. Organizations and units will utilize the information in this attachment and elsewhere in this supplement as source guidance for PSI identification requirements.

**A27.2. Position Code Assignment.** Position coding is assigned by the type of PSI required for mission purposes as outlined in AFI 31-501, USAFE Supplement 1, [Table A27.1](#).

**Table A27.1. Personnel Security Investigation (PSI) Position Coding.**

PSI Type	PSI Code	PSI Description
SSBI	5	The SSBI is the initial PSI for access to TS (including TS SAP, SCI and for critical sensitive positions. Also, Mandatory AF Specialty Code (AFSC) or Program Mandate.
NACLC	6	The NACLC is the prescribed PSI for initial and continued access to Secret and Confidential information for DoD military and contractor personnel. It is also the reinvestigation requirement for federal employees at the same access levels. Also, all military or Mandatory Program Mandate.
ANACI	7	The ANACI is the investigative requirement for federal employees under Executive Order 10450, "Suitability for Government hire", in noncritical sensitive positions that require access to classified information up to the Secret level. Access to Secret (civilian) or Mandatory Program Mandate.
NACI	8	The NACI is the baseline investigative requirement for entry into government service under Executive Order 10450 and for federal employees in positions that do not require access to classified information. All OPM NACIs conducted for DoD includes a credit check. Suitability Requirement (civilian).
NAC	9	The NAC is a records check of designated agencies of the Federal Government that maintain record systems containing information relevant to making personnel security determinations. A NAC is also an integral part of all initial and PRs and is the baseline for trustworthiness determinations. Trustworthiness Positions (Non Appropriated Fund or civilian).

**A27.3. Mandatory SSBI Requirements:**

A27.3.1. **AFSC.** An SSBI is required for entry, award, and retention of the mandatory AFSCs listed in AFMAN 36-2105, *Officer Classification* and AFMAN 36-2108, *Enlisted Classification*. Until such time AFMAN 36-2105 and 36-2108 are updated to reflect recent AFSC mandatory SSBI changes, utilize the current HQ USAF/XOFI memorandum guidance or contact HQ USAFE/SFXI.

A27.3.2. **Mandatory SSBI Program Requirements.** Personnel assigned to positions that perform a program function in support of “routine” mission requirements outlined in AFI 31-501, USAFE Supplement 1, [Table A27.2](#), require an SSBI PSI.

**Table A27.2. Mandatory Single Scope Background Investigation (SSBI) Programs Requirements.**

<b>Position/Program</b>
Access to TS information
IT-I
PSP 1 and 2 duties
PRP Critical duties
SCI required
Required access to SIOP-ESI
Mandated access to a TS SAP
Mandated access to TS by DoD or an agency external to the AF
Civilian Critical Sensitive Positions
Initial assignment - Explosive Ordnance Disposal involving Nuclear Weapons positions
Defense Courier Service duties
Access to NATO COSMIC TS
AFOSI investigative agents and investigative support staff, the issuance of personnel security clearances or access authorizations, rendering of personnel security determinations, or duty on personnel security boards

**A27.4. Non-SSBI Positions and Programs.** Positions and programs not identified in AFI 31-501, USAFE Supplement 1, [Table A27.2](#), above require a NACLC, ANACI, NACI, or NAC as appropriate. Refer to AFI 31-501, USAFE Supplement 1, [Table A27.3](#), below.

**Table A27.3. Non-Single Scope Background Investigation (SSBI) Positions and Programs.**

Position/Program	PSI Type			
	Military	Civilian		
	NACLC	ANACI	NACI	NAC
Access to Secret Classified Information	X	X		
All Military Accessions	X			
All Commissioned Officers	X			
Civilian Noncritical Sensitive Positions		X		
PSP Category 3	X	X		
PRP Controlled Position	X	X		
Customs Inspectors	X	X		
Secret SAP Access	X	X		
IT-II	X	X		
IT-III	X			X
Access to NATO Secret/Confidential	X	X		
Certain positions requiring access to chemical agents	X	X		
Arms, Ammunition & Explosives (AA&E) Duties	X	X		
Deployment Purposes	X			
Suitability Requirement		X		
Trustworthiness				X

**A27.5. PSIs for AF Deployments, Operational or Contractual Exigencies.** Positions identified for deployments will be assigned a NACLC, requiring access to Secret information for the in-country threat briefing. SSBI will not be authorized for purposes of TS “just in case of” deployment. In these situations, commanders may grant “one time” TS access for periods not to exceed 180 days as outlined in AFI 31-501, paragraph 3.15. “One time” TS access can be renewed for extended deployment purposes and or return to deployment. “One time” TS access granted for the purpose of deployment must be based on the existing NACLC, and discontinued upon return to home station. SSBI are not generated for this purpose. Persons must be US citizens and have not had a break in service for more than 24 months. Record of the “one-time” TS is annotated in the JPAS remarks section or in cases where neither is available, documented and maintained with security related documents. The submission of an SSBI for AF deployments, operational or contractual exigencies is only authorized if the joint or theater deployment requires a final TS security clearance and will not accept interims, i.e., Joint Chiefs of Staff (JCS) contingencies. These requirements need to be identified and positions coded accordingly.

**A27.6. New or Upgrading Positions Requiring SSBI.** Any new or upgrade SSBI requirement, outside the mandatory SSBI AFSC list or SSBI Program list requires USAFE Vice Commander (USAFE CV) approval before annotation on the Unit Manning Document (UMD). An SSBI upgrade is defined as a

change from an IC 6, 7, 8, and or 9 to an IC 5. A new SSBI requirement is defined as any newly created and or established “position”, to include civilian critical sensitive positions that require an SSBI or IC 5. New and or upgrade SSBI requirements are only requested for positions and not individuals.

**A27.6.1. Unit New or Upgrade SSBI Request Procedures:**

A27.6.1.1. All requests to create a new position or upgrade an existing position to one that requires an SSBI PSI will, as a minimum be submitted in a memorandum from the appropriate organizational commander through the installation Manpower Office (MO) and ISPM to USAFE/SF. The memorandum will contain specific justification for the requested action and include a mission impact statement (refer to AFI 31-501, USAFE Supplement 1, **Figure A27.1.**) Unit and or wing policies and procedures may require additional coordination and approval prior to submission, but that decision must be made locally; however all requests must be “approved” prior to submitting the memorandum to USAFE/SF.

A27.6.1.2. Upon receipt of the memorandum, USAFE/SF will coordinate with the appropriate USAFE Functional Area Manager (FAM), incorporate the FAM input into a recommendation, and forward the recommendation to the USAFE CV for action.

A27.6.1.3. USAFE/SF will forward results of the USAFE CV action to the submitting organizational commander through the installation ISPM. If the request is approved, the wing MO should complete an Authorization Change Request (ACR), citing the USAFE CV approval and date, and submit the ACR to USAFE Manpower and Requirements (USAFE/A5M) for a Manpower Data System (MDS) update. Once USAFE/A5M updates the MDS and the change is reflected on the UMD, the SSBI may be submitted. If the request is disapproved, no further action is required and the submission of an SSBI is prohibited.

**Figure A27.1. Unit New or Upgrade Single Scope Background Investigation (SSBI) Request Procedures Memorandum Format.**

DEPARTMENT OF THE AIR FORCE

AIR FORCE UNIT HEADING

(Date)

MEMORANDUM FOR (Wing Manpower Office)

(Information Security Program Manager (ISPM)

(Other wing units or agencies as required locally)

USAFE/SF

IN TURN

FROM: (Organizational Commander)

SUBJECT: USAFE CV Approval of New or Upgraded SSBI Requirement

1. Request USAFE CV approval for (a new) (an upgrade) Single Scope Background Investigation (SSBI) requirement of the manning position identified below:

- a. (Unit, organization, and office symbol for the position)
- b. (Unit Manning Document (UMD) position number)
- c. (Position Air Force Specialty Code (AFSC) if military or position sensitivity if civilian)
- d. (Position rank/grade)
- e. (Position Title)

2. Justification. (Provide complete justification why (the new or current position) should be changed to an SSBI requirement, to include specific duties and responsibilities warranting routine and regular access to Top Secret information and material) (Note: As outlined in the USAF/XOF memorandum, *Personnel Security Investigation Requirements*, dated 25 November 2002, only positions with a mandatory Top Secret “program requirement” or AFSC should be authorized an SSBI. Additionally, positions identified for deployments will be assigned a NACLIC or IC 6, requiring access to Secret information for the in-country threat briefing. SSBI will not be authorized for purposes of Top Secret “just in case of” deployment. In these situations, commanders grant one time Top Secret access for periods not to exceed 180 days.)

3. Mission Impact. (Provide a complete assessment on the impact to the mission if this request is not approved.)

4. POC for this request is (grade, name, organization/office symbol, and DSN).

Organizational Commander Signature and Signature block

**A27.6.2. USAFE Staff New or Upgrade SSBI Request Procedures:**

A27.6.2.1. All requests to create a new position or upgrade an existing position to one that requires an SSBI PSI will be submitted in a memorandum from the director or organizational commander to USAFE/SF. The memorandum will contain specific justification for the requested action and include a mission impact statement (refer to AFI 31-501, USAFE Supplement 1, [Figure A27.2.](#)).

A27.6.2.2. Upon receipt of the memorandum, USAFE/SF will formulate a recommendation and forward same to the USAFE CV for action.

A27.6.2.3. USAFE/SF will forward results of the USAFE CV action to the submitting director or organizational commander. If the request is approved, the directorate or organization will complete an ACR, citing the USAFE CV approval and date, and submit the ACR to USAFE/A5M for an MDS update. Once USAFE/A5M updates the MDS and the change is reflected on the UMD, the SSBI may be submitted. If the request is disapproved, no further action is required and the submission of an SSBI is prohibited.

**Figure A27.2. USAFE Staff New or Upgrade Single Scope Background Investigation (SSBI) Request Procedures Memorandum Format.**

DEPARTMENT OF THE AIR FORCE

AIR FORCE UNIT HEADING

Date

MEMORANDUM FOR USAFE/SF

FROM: (USAFE Director Designee, or Organizational Commander)

SUBJECT: USAFE CV Approval of New or Upgraded SSBI Requirement

1. Request USAFE CV approval for (a new) (an upgrade) Single Scope Background Investigation (SSBI) requirement of the manning position identified below:

- a. (Unit, organization, and office symbol for the position)
- b. (Unit Manning Document (UMD) position number)
- c. (Position Air Force Specialty Code (AFSC) if military or position sensitivity if civilian)
- d. (Position rank/grade)
- e. (Position Title)

2. Justification. (Provide complete justification why (the new or current position) should be changed to an SSBI requirement, to include specific duties and responsibilities warranting routine and regular access to Top Secret information and material) (Note: As outlined in the USAF/XOF memorandum, Personnel Security Investigation Requirements, dated 25 November 2002, only positions with a mandatory Top Secret "program requirement" or AFSC should be authorized an SSBI. Additionally, positions identified for deployments will be assigned a NACLIC or IC 6, requiring access to Secret information for the in-country threat briefing. SSBIs will not be authorized for purposes of Top Secret "just in case of" deployment. In these situations, commanders grant one time Top Secret access for periods not to exceed 180 days.)

3. Mission Impact. (Provide a complete assessment on the impact to the mission if this request is not approved.)

4. POC for this request is (grade, name, organization/office symbol, and DSN).

Director or Organizational Commander Signature and Signature block

**A27.7. PRs.** PRs will be kept current for incumbents assigned against positions coded as requiring SSBI and NACLIC/ANACI (refer to AFI 31-501, USAFE Supplement 1, paragraph **A3.5**).

**Attachment 28 (Added)****INTERIM SECURITY CLEARANCE POLICY**

**A28.1. Interim Security Clearance Policy.** In accordance with HQ USAF/XOFI memorandum, *Interim Security Clearance Policy*, dated 22 May 2003, the following replaces all of AFI 31-501, paragraph 3.11.

**A28.2. Interim Security Clearances.** Commanders may grant interim security clearance for TS and Secret eligibility when the requirements of DoD 5200.2-R, paragraph 3.401 have been met. Use of local information and the following requirements provide commanders with the tools necessary to exercise their authority to grant interim security clearance.

**A28.3. Interim TS Security Eligibility:**

A28.3.1. Favorable ENTNAC, NAC, NACI, NACIC, NACL, or ANACI completed.

A28.3.1.1. To determine the existence of a favorable ENTNAC, NAC, NACI, NACIC, NACL, or ANACI, consult JPAS. The PSI is acceptable if there is no break in service over two years.

A28.3.1.2. If no record of a completed PSI (NAC portion) is reflected in JPAS, contact CAF Customer Support through JPAS to determine if there is a favorable NAC.

A28.3.2. Favorable review of personnel security questionnaire. Within USAFE, if the individual does not have a personnel security questionnaire for review, a new personnel security questionnaire must be accomplished.

A28.3.3. Favorable review of local personnel records, base and or security force records, medical records, and other security records, as appropriate.

A28.3.4. SSBI has been initiated to an investigative agency provider. Within USAFE, "initiated" requirements are met when the authorized requester receives and completes the review and or validation of the personnel security questionnaire, AF Form 2583, and DD Form 1879, submits the PSI to an investigative agency provider, and enters the PSI submission in JPAS.

**A28.4. Interim Secret Security Eligibility:**

A28.4.1. Favorable review of personnel security questionnaire. Within USAFE, if the individual does not have a personnel security questionnaire for review, a new personnel security questionnaire must be accomplished.

A28.4.2. Favorable review of local personnel records, base and or security force records, medical records, and other security records, as appropriate.

A28.4.3. NACL or ANACI has been initiated to an investigative agency provider. Within USAFE, "initiated" requirements are met when the authorized requester receives and completes the review and or validation of the personnel security questionnaire and AF Form 2583, submits the PSI to an investigative agency provider, and enters the PSI submission in JPAS.

**A28.5.** Confirmation can be made through JPAS of a previous security clearance for newly hired civilian employees who have held a secret security clearance as a former military member (without a break in service of two years) or who holds a secret security clearance as either an Air Reserve Technician or as a traditional reservist.

**A28.6.** Civilians may occupy noncritical sensitive or critical sensitive positions pending completion of ANACIs or SSBI, as appropriate. Commander or staff agency chief (or designee) prepares a waiver of

pre-employment PSI requirements when such action is necessary and in the national interest. Interim access eligibility may not be granted until after the waiver memorandum is signed.

**A28.7.** Interim access eligibility must be documented in JPAS or in writing if JPAS is unavailable, until the final security clearance is granted by the CAF. Within USAFE, if JPAS is unavailable, USMs will contact the SF authorized Requester for assistance in documenting interim security clearances in JPAS. Documenting interim security clearances in writing is permitted only on a temporary basis. USMs will maintain a copy of the interim access eligibility memorandum until documented in JPAS.

**A28.8.** JPAS is the source for determining investigative status on pending PSIs. Release of adverse information in a pending case invokes privacy act concerns. Therefore, CAF Customer Service will not divulge issue information. Derogatory issues are often resolved through completion of the PSI and or adjudication of the case. Premature dissemination of unresolved and or un-adjudicated issues could result in discriminatory practices with respect to such areas as employment and assignments.

MATHEW S. TOTH, Colonel, USAF  
Director of Security Forces