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**BY ORDER OF THE
SUPERINTENDENT**



AIR FORCE INSTRUCTION 31-501

**HQ UNITED STATES AIR FORCE ACADEMY
Supplement 1**

29 MARCH 2006

Security

**PERSONNEL SECURITY PROGRAM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Air Force Instruction 31-501, *Personnel Security Program Management*, 27 January 2005, is supplemented as follows:

The Office of Primary Responsibility for this supplement is the 10th Security Forces Squadron Personnel Security Section (10 SFS/SFAI). This supplement applies to all Air Force military and civilian personnel, Air Force Reserve members, Air National Guard members, DoD contractors, Army and Air Force Exchange Service personnel, Nonappropriated Funds personnel, and Defense Commissary Agency personnel. This supplement does not apply to Civil Air Patrol members. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located at <https://webri.ms.amc.af.mil>. Submit recommendations changes and conflicts between this and other publications on AF Information Management Tool (IMT) 847, **Recommendation for Change of Publication**, to the 10 SFS/SFAI, 2360 Vandenberg Drive, Suite 1C6D, USAF Academy, CO 80840. See **Attachment 1** for a glossary of references and supporting information.

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SUMMARY OF REVISIONS

This supplement is substantially revised and must be completely reviewed. Major changes include the identification of USAFA authorized requesters; JPAS training requirements; documenting access authorization; interim access to automated information systems; and suitability determinations.

1.3. The term commander, director, and air officer commanding are synonymous.

2.4.4. The NACL/SSBI meets suitability requirements of a NACI for former military members entering civilian government service, provided the break is less than 2 years.

2.4.5. The NACL/SSBI meets suitability requirements of the ANACI for former military members entering civilian government service and occupying a noncritical sensitive position, provided the break in service is less than 24 months. If a periodic reinvestigation is due for newly hired personnel, the CPF will submit the ANACI at inprocessing.

3.2.1. For newly hired civilian employees assigned to noncritical sensitive positions, the CPF submits the ANACI to OPM. For newly hired civilian employees assigned to critical sensitive positions, the CPF submits the SSBI to OPM.

3.5. Periodic reinvestigations will not be submitted for civilian employees occupying nonsensitive positions.

3.9. If the previous investigation date is more than 10 years old, the person is required to submit a new investigation within 30 days of returning to active duty.

3.11.5. AF IMT 2583, **Request for Personnel Security Action**, will be used to document interim security clearances prior to updating JPAS. The suspense copy will be maintained by the security manager until the investigation has been adjudicated by the AFCAF.

3.27.3. Commanders will use criteria outlined in DoD 5200.2-R, paragraph C2.2., in making suitability determinations.

3.27.3.3. Commanders will specify increased monitoring procedures in local operating instructions or official memoranda. Interim AIS access will be documented via memorandum, with the information retained on file until the background investigation is completed or access is no longer required.

3.27.3.4. An initiated investigation is defined as one in which the ISPM (10 SFS/SFAI) has submitted all required documentation to OPM. Once the questionnaire has been approved for submission, the USM will enter the date the questionnaire was sent to OPM in JPAS.

3.27.3.5.1. Requests for suitability determinations will be submitted to the 10th Mission Support Squadron Employee Management and Labor Relations office (10 MSS/DPCE).

3.27.3.5.3. An initiated investigation is defined as one in which the authorized requester has submitted all required documentation to OPM. Once the questionnaire has been approved for submission, the USM will enter the date the questionnaire was sent to OPM in JPAS.

3.27.3.7.3. (Added) For Contractors (excluding Contractors which fall under the DoD Industrial Security Program) and all other employees under 180 day appointment:

3.27.3.7.3.1. (Added) USM initiates a LFC and SF 85P, **Questionnaire for Public Trust Positions**.

3.27.3.7.3.2. (Added) Commander reviews the LFC and SF 85P for derogatory information.

5.1.1.1. When submitting requests for PSIs, utilize the applicable security clearance or position of trust checklist. Review PSI packages for accuracy.

5.1.1.2. (Added) Security managers who are within 60 days of separation, retirement, or departure due to permanent change of station will not initiate personnel security questionnaires.

5.2.1. The ISPM will maintain a roster of authorized requesters for the United States Air Force Academy (USAFA), and notify OPM and AFCAF of roster changes.

5.2.6. (Added) The 10th Security Forces Squadron Personnel Security Section (10 SFS/SFAI) is the authorized requester for USAFA personnel requiring access to classified information and local area net-