

**BY ORDER OF THE COMMANDER,
354TH FIGHTER WING (PACAF)**

AIR FORCE INSTRUCTION 31-501



**354TH FIGHTER WING
SUPPLEMENT
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Security

**PERSONAL SECURITY PROGRAM
MANAGEMENT**

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SUMMARY OF CHANGES

This document is substantially revised: numerous items have been added.

AFI 31-501, 27 January 2005, and the AFI 31-501_PACAFSUP1 are supplemented as follows:

3.11.5.1. (Added). The unit security managers (USM) are responsible for updating JPAS to reflect the date the interim clearance was granted by the unit commander. The USM will maintain a copy of the interim clearance authorization letter and forward a copy with the AF Form 2583 to the installation personnel security manager, 354 SFS/S5PS.

5.1.1.2. (Added). Commanders, staff agency chiefs, and unit security managers must ensure packages are received by 354 SFS/S5PS within 30 days of the date annotated in Block 12 of the AF Form 2583, *Request for Personnel Security Action*. The installation personnel security

manager will annotate the personnel security investigation request date in the remarks section prior to returning the AF Form 2583 to the requesting unit.

5.2.1.2. (Added). The Chief, Security Forces will designate, by letter, persons to authenticate forms requesting personnel security investigations. Chief, Security Forces will keep HQ PACAF/A7S0 advised of the name, SSN, grade, DEROS, and duty phone number of those personnel designated as authorized requestors.

7.1.2.2.1. (Added). All unit commanders will document the security access requirement/ position coding (SAR/PC) reviews annually and forward results in a memorandum for 354 SFS/S5PS. All SAR code changes must be routed through 354 SFS/S5PS.

7.5.1. (Added). The Unit Security Manager (USM) will use JPAS to verify unit personnel have signed a non-disclosure agreement (NDA), SF312 *Classified Information Non-disclosure Agreement* and mail them to the applicable address listed in AFI31-401, Para 5.5 of the *Information Security Management Program*. The USMs are responsible for ensuring NDA information is entered in JPAS before an interim clearance and access to classified information is granted.

8.2.1.4.1. (Added). When a security information file (SIF) is established by the Air Force Central Adjudication Facility (AFCAF), all access to classified information will be removed to include metropolitan area network (MAN) access and unescorted entry privileges. The USM will notify the 354 SFS/S5PS in writing or via email when the individual's access to all classified, MAN access and unescorted privileges have been removed. The USM has the option to keep the individual's AF Form 1199 until the SIF is removed or turn it into Pass & Registration. If the USM keeps the AF Form 1199, as a minimum it must be stored in a locked file cabinet.

8.2.2.6.1. (Added). When an individual, who is the subject of a SIF, receives an assignment notification, the USM will notify the 354 SFS/S5PS 90-days prior to the individual's reassignment.

8.2.2.7.1. (Added). The installation personnel security manager will send a completed AF Form 74, *Communications Status Notice/Request*, with each SIF, by First Class mail, to ensure the file has been received.

8.2.3.1. (Added). The USMs will provide 354 SFS/S5PS with applicable letters and forms listed in the Security Manager's Handbook for establishment of SIFs.

A2.7.1.1. (Added). All USMs must have a joint clearance and access verifications system (JCAVS) report and a JCAVS periodic reinvestigation report current for each calendar month. The USMs will ensure all periodic reinvestigations (PRs) are suspended to the individual.

MARK W. GRAPER, Brigadier General, USAF
Commander