

**BY ORDER OF THE COMMANDER
EDWARDS AIR FORCE BASE**



AIR FORCE INSTRUCTION 31-501

**EDWARDS AIR FORCE BASE
Supplement**

19 DECEMBER 2013

Security

**PERSONNEL SECURITY
PROGRAM MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 412 TW/IPIP

Certified by: 412 TW/IP
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This instruction supplements Air Force Instruction (AFI) 31-501, *Personnel Security Program Management*. Use this AFI with Air Force Policy Directive (AFPD) 31-5, *Personnel Security Program Policy* and Department of Defense (DoD) Regulation 5200.2-R, *DOD Personnel Security Regulation*, January 1987. This supplement is applicable to assigned and associate units on Edwards Air Force Base (EAFB). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS), or any updated statement provided by the AF Records Management office.

SUMMARY OF CHANGES

This document aligns its guidance with the revised Air Force Instruction 31-501, *Personnel Security Program Management*, 27 January 2005, and Air Force Materiel Command Supplement, 21 July 2008. Revision includes updating of office symbols; delegating the Chief of Information Protection as Servicing Security Activity (SSA); and delegating the Personnel Security Office (412 TW/IPIP), 412 Test Wing, as having security oversight and supervision over EAFB security eligibility and access requirements.

1.1.1. Use this instruction with the DOD Regulation 5200.2-R and AFPD 31-5 to implement the personnel security program. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Executive Orders 9397, 9838, 10450, 11652, and 12968; and 5 United States Code (U.S.C.) 7513, 7532, 7533; 10 U.S.C. 8013. Privacy Act system of records notices F031 497IG A, SCI Personnel Records; F031 497IG B Special Security Case Files; F031 11 SPS A, Presidential Support Files; F031 11 SPS B, Personnel Security Clearance and Investigation Records; F031 AF SP N, Special Security Files; .F031 SAFFA A, Requests for Access to Classified Information by Historical Researchers; F036 497 IG B, For Cause Discharge Program apply.

1.1.2. **Submit** requests for Personnel Security Program waivers, inquiries, and recommendations for changes to 412 TW/IPIP.

3.2.3.4. **(EDWARDSAFB Added)** . The Civilian Personnel Office (CPO) Customer Service Section (412 FSS/FSMC) processes all initial Personnel Security Investigation (PSI) requests for all qualifying DoD civilian “new hires.”

3.3. Security Managers process the completed SF 86/e-QIP, Questionnaire for National Security Positions to 412 TW/IPIP.

3.4. For a Critical Sensitive Position, security managers process the request for investigation to 412 TW/IPIP

3.20.6. The Servicing Security Activity (SSA) is 412 TW/IPIP.

3.23. An initial investigation or reinvestigation for a Special Access Program (SAP) must be coordinated with the applicable “program” Security Manager. The results will be annotated in Section VII, Item 30, of the AF Form 2583.

3.24.10. All requests for unclassified or unclassified contractors must be approved by 412 TW/CC in Section VII, Item 30, of the AF Form 2583.

3.27.3.7.2. 412 TW/IPIP verify that the appropriate investigation has been initiated and no adverse information was revealed in the completed LFC.

5.2.1. 412 TW/IPIP is the Authorized Requestor for Edwards Air Force Base. In addition, 412 FSS/FSMC is an Authorized Requestor for DoD civilian “new hires” serviced by the base Civilian Personnel Office.

7.11. **Security** Managers are responsible for updating an individual’s access in JPAS via the “Indoctrination” link.

8.2.2. The Servicing Security Activity (SSA) is 412 TW/IPIP.

8.2.2.6. Commanders or their designees must notify the SSA when an individual, who is the subject of a SIF, receives an assignment or extended TDY notification.

10.4. Protecting privacy information is the responsibility of every federal employee, military member, and contractor who handles a system of record or personally identifiable information (PII) contained in any AF records. Immediately report any suspected or confirmed breaches of PII discovered to the United States Computer Emergency Response Team (USCERT) within one hour and to the local Privacy Manager/Monitor IAW AFI 33-332.

11.1.4.1. **(EDWARDSAFB Added)** . 412 TW/IP develops policy and guidance for the installation Personnel Security Program, designating SSA and ISPM authority for program management and processing requirements to 412 TW/IPIP.

MICHAEL T. BREWER, General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 31-501, *Personnel Security Program Management*, 27 Jan 2005

Adopted Forms

AF Form 2583, Request for Personnel Security Action, 01 Mar 1987

SF- 86/e-QIP, Electronic – Questionnaires Investigations Processing, 01 Sep 2010

Attachment 2

REQUEST PROCEDURES

A2.2.2. The authorized requestor for personnel security investigations is 412 TW/IPIP