

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

AIR FORCE INSTRUCTION 31-501



**EGLIN AIR FORCE BASE
Supplement**

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Security

PERSONNEL SECURITY PROGRAM MANAGEMENT

COMPLIANCE WITH THIS SUPPLEMENT IS MANDATORY

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AFI 31-501, 21 July 2008, is supplemented as follows:

This supplement applies to all activities assigned to Eglin AFB, FL, the 46th Test Group (46 TG) at Holloman AFB, NM, and Team Eglin organizations participating in the Personnel Security Program. This instruction applies to the Air Force Reserve, Air National Guard, and those combatant commands where the Air Force is the executive agent. Send comments and suggestions about this publication for improvements on AF Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility (OPR). 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 Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>. This supplement requires collecting and maintaining information protected by the *Privacy Act of 1974* authorized by Title 10, U.S.C., Section 8013. System of Records notice F033 AF B, Privacy Act Request File, applies. Waivers for any part of the publication may not be granted.

SUMMARY OF CHANGES

This document is revised and must be reviewed. Updates office symbols, references, and unit designations as applicable. Expands the scope of oversight to include the 46th Test Group at Holloman AFB, NM. The term Commander refers to Commanders, Directors, and Staff Agency Chiefs throughout this supplement. Clarifies and updates guidance on the Personnel Security Program.

1.1.2.1. (Added) The Information Security Program Manager (ISPM) at Eglin AFB is the Director, Information Protection (96 ABW/IP). Submit requests for waivers to the Eglin AFB ISPM. The 96 ABW, Information Protection (96 ABW/IP), manages the Personnel Security

Program for Eglin AFB. At Holloman AFB, the 46th Test Group, Protection Services Branch (746 TSS/XPP), is the ISPM for the 46 TG. The Eglin AFB ISPM has oversight responsibilities for the 46 TG.

2.4. Types and Scope of Personnel Security Investigations. Procedures for conducting Local Files Checks prior to submitting a request for personnel security investigation are defined in [Attachment 2, para 6.5](#).

3.2.1.1. (Added) The servicing civilian personnel flight (96 FSS/FSMC) will process the initial request for NACIs to the Office of Personnel Management (OPM) for newly hired civilian personnel occupying non-sensitive positions. Civilian personnel moving from a non-sensitive position to a non-critical sensitive position will be processed for an Access National Agency Check with Written Inquiries and Credit Check (ANACI) by the unit security manager and submitted to 96 ABW/IPP. The 96 FSS/FSMC will provide 96 ABW/IPP with a Resume and OF 306 upon reassignment. All Single Scope Background Investigations (SSBI) will be processed by the unit security manager and submitted to 96 ABW/IPP.

3.11. Interim Security Clearances. Commanders who grant interim security clearances will ensure their unit security managers document all interim security clearances in Joint Personnel Adjudication System (JPAS) if possible. Security Managers will ensure personnel granted an interim security clearance execute the Classified Information Nondisclosure Agreement, SF 312. Security Managers will ensure execution of the SF 312 is recorded in JPAS. An electronic or paper copy of AF Form 2583, *Request for Personnel Security Action*, must be maintained until no longer needed, or final security clearance is granted.

3.11.4.1. Unit security managers will verify with the authorized requester (96 ABW/IPP) to ensure the PSI has been submitted to the investigative agency prior to the Commander granting interim SECRET security clearance eligibility.

3.11.4.2. Security Managers will maintain a suspense copy of all AF Forms 2583 submitted to 96 ABW/IPP until no longer needed or final security clearance is granted. Verification of case status can be obtained through JPAS.

3.12.1.1. (Added) Send requests for limited access authorization (LAA) and annual recertification to 96 ABW/IP. The 46 TG at Holloman AFB, NM, will send LAA and annual recertification through 96 ABW/IP to HQ AFMC/IP for final approval/disapproval.

3.14.2.1. (Added) On Eglin, the authorized requester is 96 ABW/IPP (Personnel Security Branch).

3.24.10.1. (Added) Unit Security Managers will verify contractor PSIs in JPAS before signing AF Form 2586, *Unescorted Entry Authorization Certificate*. If there is no security record in JPAS, contact the Facility Security Officer (FSO) or contractor security POC for resolution.

3.27.1.1. Sponsoring Air Force organizational security managers submit requests for contractor unclassified IT personnel security investigations to the servicing ISPM (96 ABW/IP).

3.28.1. (Added) An investigation is considered overdue when it reaches the 10th year anniversary for SECRET and the 5th year anniversary for TOP SECRET of the investigation closed date.

3.28.2. (Added) Unit security managers will utilize JPAS to monitor and track status of due and overdue PSIs. Due Periodic Reinvestigations (PRs) are those that fall between the 6 months

prior to the 5th or 10th year anniversary of the investigation date and actual investigation date. Overdue PRs are those that exceed the actual investigation date of the 5th or 10th year anniversary.

5.2.1.1. (Added) Authorized Requesters. The 96 ABW/IPP and 96 FSS/FSMC at Eglin AFB and the 746 TSS/XPP at Holloman AFB are designated authorized requesters for all Air Force security clearance transactions for their activities.

7.2.1.3.1. (Added) Unit security managers will maintain a signed copy of the commander's annual review of position codes in the security manager's handbook. Position code reviews can be documented using a memorandum or any format as long as the commander signs the document acknowledging the review annually by 15 May.

7.2.1.3.2. (Added) On Eglin, 96 FSS/FSMM will provide an annual Position Coding and Unit Manning Document Review for all AFMC units on Eglin AFB. AFRL/RW and 46 TG manpower offices will provide an annual Position Coding and Unit Manning Document Review for their respective units. These reviews will be provided to 96 ABW/IP by 30 May.

7.4.2.8.1. (Added) 96 ABW/IPP is the Eglin AFB JPAS Account Manager. Security managers must be designated in writing by Commanders in order to have a Level 6 JPAS account established. All appointed security managers must have a JPAS account in order to perform their duties. JPAS account applicants must access the DSS web site at <https://www.dss.mil> to complete a System Access Request form (SAR) and scan/e-mail to 96 ABW/IPP (96sfs.s5ic@eglin.af.mil) or FAX to 882-4880. JPAS account applicants must possess the appropriate final investigation, National Agency Check, Local Agency Check and Credit Check (NACLIC) for military personnel and ANACI for civilian personnel. When established, the user name and password will be forwarded to the applicant. Follow the same procedures for personnel performing entry control duties to request a JPAS account with Level 10 access. Security Managers must attend the 96 ABW/IP Security Manager Training course available through A3, course number SF-304. JPAS accounts will be deactivated when training is not completed within a reasonable time (quarterly) or as determined by the Eglin JPAS account manager.

7.4.2.8.2. (Added) The Eglin JPAS Account Manager (96 ABW/IPP) will verify Eglin JPAS accounts quarterly. The account manager will e-mail all JPAS account holders quarterly to request verification of continued JPAS support. Failure to respond to the notification within the allowed time frame will result in deactivation of the account. Security Managers are responsible for monitoring JPAS users within their organizations and keeping the Eglin JPAS Account Manager informed of all changes in status and any misuse of accounts.

8.2.1.2.1. (Added) Commanders will request the establishment of Security Information Files (SIFs) in accordance with AFI 31-501, Chapter 8, as supplemented, and the 96 ABW/IP SIF Handbook, available on the 96 ABW/IP Community of Practice Personnel Security module through the AF Portal.

9.3.1. (Added) Unit security managers will maintain training records (i.e., read receipts, sign in sheets, etc.) of initial and refresher training in the Security Manager's Handbook or electronic records.

11.1.5.4. (Added) Use AF Form 2519, *Personnel Security Self-Inspection Checklist*, to check the health of the unit Personnel Security Program. The checklist is available in electronic format. Use the checklist during the security self-inspection as required by AFI 31-401, *Information Security Program Management*, as supplemented.

11.2. (Added) Forms Adopted.

AF IMT 847, *Recommendation for Change of Publication*,
AF Form 2519, *Personnel Security Self-Inspection Checklist*
AF Form 2583, *Request for Personnel Security Action*
AF Form 2586, *Unescorted Entry Authorization Certificate*
SF 312, *Classified Information Nondisclosure Agreement*.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN33-363, *Management of Records*, 1 March 2008

Attachment 2**REQUEST PROCEDURES**

A2.6.5. (Added) Local Files Check. Security Managers will initiate AF Form 2583 by entering subject data in sections I and II and signing section III as the requester. Security Managers will then forward AF Form 2583 to 96 MDG (not required for civilian employees when medical records are not maintained at Eglin Hospital) who will coordinate and forward to 96 SFS/S5R, who will coordinate and then forward to 96 ABW/IPP for action. When derogatory information or other concerns are present, 96 ABW/IPP will advise the Security Manager on a course of action. AF Form 2583 with dates exceeding 90 calendar days will not be accepted. A new AF Form 2583 must be coordinated when personnel do not log into the Electronic Questionnaire for Investigations Processing (e-QIP) program within the allotted time. See the 96 ABW/IP Community of Practice, Personnel Security module, 2583 Process, through AF Portal for detailed instructions on submitting AF Form 2583.

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Commander