

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



AIR FORCE INSTRUCTION 31-501

HOLLOMAN AIR FORCE BASE

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Security

**PERSONNEL SECURITY PROGRAM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 31-501, 27 January 2005, and AFI 31-501_ACCSUP1, 18 November 2005, *Personnel Security Program Management* is supplemented. This supplement applies to all personnel (military, civilians, and contractors) assigned to Holloman Air Force Base (HAFB), New Mexico. It also applies to all units and members that are tenant on HAFB, except for the 46th Test Group, German Air Force and Air Force Office Special Investigations (AFOSI). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.myaf.mil/afrims/afrims/afrims/rim.cfm>. Contact supporting records managers as required. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, to 49th Wing Information Protection (49 WG/IP), Attention: Personnel Security, 490 First Street, HAFB, NM 88330.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Revisions include deleting the use of the fillable Standard Form (SF) 85, *Questionnaire for Non-Sensitive Positions*; SF 85P, *Questionnaire for Public Trust Positions* (SF 85/85P) and adding utilizing the Electronic Questionnaire for Investigation Processing (e-Qip) for all investigation requests;

deleting monthly requirement of verifying and updating Joint Personnel Adjudicative System (JPAS) Person Summaries; deleting JPAS website address; deleting the requirement for receiving a weekly summary of disciplinary actions from the Judge Advocate; deleting the requirement for receiving Notifications of Investigation from Air Force Office of Special Investigations; adding procedures for verifying completed Federal Bureau of Investigation (FBI) fingerprint results in the Central Adjudication Security Personnel Repository (CASPR) for interim Common Access Card (CAC) issuance; adding level of access to classified information indoctrination procedures in JPAS; adding protection and distribution of information retrieved from JPAS.

3. 11. 5. Unit Security Manager (USM) shall maintain the signed SF 86, *Questionnaire for National Security Positions*, with the AF Form 2583, *Request for Personnel Security Action*, in the individual's security folder. The USM shall process the SF 312, *Classified Information Nondisclosure Agreement*, and annotate the information in Joint Clearance and Access Verification System (JCAVS) when an interim security clearance is granted by the commander. The USM shall forward the SF 312 to appropriate agency.

3.11.6.1. USM shall submit a Periodic Reinvestigations (PR), through 49th Wing Information Protection (49 WG/IP), for civilians occupying a critical sensitive position when the Single Scope Background Investigation (SSBI) is 4 years and 10 months old. The USM shall submit a PR, through 49 WG/IP, for civilians occupying non-critical sensitive positions when the Access National Agency with Inquires (ANACI) is 9 years and 10 months old.

3.11.6.2. USM shall maintain a copy of the waiver signed by the unit commander, along with pertinent interim clearance documentation, in the individual's security folder.

3.24.10. Requests for contractor background investigations for restricted area access shall be submitted to 49 WG/IP utilizing the e-Qip Direct Initiation Request (see [Attachment 27](#)). When the completed background investigation results require an employment suitability determination by the sponsoring Air Force activity commander, the sponsoring Air Force activity USM shall immediately annotate, in JPAS, the results of the sponsoring Air Force activity commander's employment suitability determination, as noted on the INV Form 79A, *Report of Agency Adjudication Action*. The INV Form 79A shall be forwarded through 49 WG/IP to the Office of Personnel Management (OPM). The sponsoring Air Force activity USM shall obtain the signed Certification of Investigation from the sponsoring Air Force activity commander and maintain the certification in the member's security folder. Upon termination of the contractor's employment, the sponsoring Air Force activity USM shall input a final determination date in JPAS.

3.27.3.7.2. Requests for contractor background investigations for Automated Information System (AIS) access shall be submitted to 49 WG/IP using the e-Qip Direct Initiation Request. When the completed background investigation results require an employment suitability determination by the sponsoring activity commander, the sponsoring Air Force activity USM shall immediately annotate, in JPAS, the results of the sponsoring Air Force activity commander's employment suitability determinations as noted on the INV Form 79A. The INV Form 79A shall be forwarded through 49 WG/IP to OPM. The sponsoring Air Force activity USM shall obtain the signed Certification of Investigation from the sponsoring Air Force activity commander and maintain the certification in the member's security folder. Upon termination of

the contractor's employment, the sponsoring Air Force activity USM shall input a final determination date in JPAS.

3.27.3.7.3. **(Added)** When processing for an interim CAC for contractor personnel, the sponsoring Air Force activity USM shall contact 49 WG/IP to confirm results of the FBI fingerprint check. The sponsoring Air Force activity USM will maintain a copy of the results in the individual's security folder until the results of the National Agency Check with Written Inquiries (NACI) is complete.

5.1.1.1.1. **(Added)** USM shall maintain a separate security folder for each individual assigned to the unit if the individual requires a security clearance eligibility and/or background investigation for employment and/or volunteer work. The USM shall maintain all security documentation, (i.e., advanced fingerprint results for CAC issuance, JPAS Person Summary, interim clearance documentation, certification of employment suitability determinations for civilian and/or contractor employees in non sensitive positions, etc.) in the folder.

5.1.1.1.2. **(Added)** USM shall process all investigation requests, SF 85 or SF 86, utilizing e-Qip.

5.1.1.1.3. **(Added)** Requests for e-Qip accounts will be accomplished utilizing the e-Qip Direct Initiation Request. USM shall report the unit's PRs to 49 WG/IP by the first duty day of the month in which the last investigation will be sixty days from the out-of-scope date. USM shall identify and annotate availability of individuals on the request. USM, Appropriated Funds (APF) and Non-appropriated Funds (NAF) personnel shall ensure all items on the e-Qip Direct Initiation Request and required supporting documents (i.e. AF Form 2583, Optional Form 306, *Declaration for Federal Employment*, and resume) are completed prior to submitting the request. Local Files Check (LFC) will be completed through the unit and 49th Medical Group. AF Forms 2583 shall be hand carried by the USM to and from the 49th Medical Group and 49 WG/IP. The AF Form 2583 must be typed. AF Forms 2583 are not required for newly hired APF or NAF employees. Individuals will have five calendar days to initiate the e-Qip account (simply typing in the individual's name and personal information does not constitute initiation; data beyond personal information must be input into e-Qip). The individual will have a total of 14 calendar days (this includes the five calendar days to initiate) to complete and transmit to 49 WG/IP. The USM shall review all e-Qip questionnaires for errors prior to releasing to 49 WG/IP. Individuals will have seven calendar days to make corrections identified by 49 WG/IP and retransmit. USM shall ensure signature pages forwarded for processing are completed and forwarded back to 49 WG/IP within two duty days. E-Qip accounts not submitted within the above established timelines will be terminated. USM will provide a completed e-Qip Reactivation memorandum (see [Attachment 28](#)), signed by the commander, to 49 WG/IP for reactivation of the individual's e-Qip account. The request shall include a valid reason why the individual failed to meet the established timelines (please note e-Qip is accessible from any computer; therefore, snow days, down days, or exercises are not a valid reason). E-Qip accounts terminated for the second time will be reviewed by the Chief, 49 WG/IP, to determine the validity of the reason and will recommend to the unit commander, in writing, a Security Information File (SIF) be established when the reason is not valid. Upon receipt of the unit commander's SIF response and e-Qip Reactivation memorandum, the e-Qip account will be reactivated.

5.1.1.1.4. **(Added)** 49 WG/IP provides fingerprinting services to HAFB-assigned contractor personnel for clearance submissions. Fingerprinting is by appointment only and will be

scheduled by the AF Activity USM.

5.7.4.1. USM shall use the Naturalization Memorandum (see [Attachment 29](#)) when processing renouncements of foreign citizenship. USM shall ensure that upgrade requests from "favorable" determinations to security clearance eligibility are processed upon citizenship change. Passports may only be destroyed by the USM and must be witnessed by an individual other than the USM.

7.4.2.2. USM shall indoctrinate all unit personnel in JPAS, with the exception of contractor personnel, to reflect the level of access authorized by the commander as indicated by the position's Security Access Requirement (SAR) Code on the Unit Manning Document (UMD). USM shall verify the individual's security clearance eligibility is equivalent to the position SAR Code and position sensitivity prior to indoctrination. Individuals shall not have access to classified information when their JPAS record does not reflect indoctrination to the level of access authorized by the commander on the UMD. USM shall remove the access when the individual's access has been suspended by the commander or in conjunction with a suitability or Statement of Reason package from the Air Force Central Adjudication Facility (AFCAF).

7.9.1. USM are responsible for protecting information retrieved from JPAS. USM shall ensure JPAS Person Summaries and the JCAVS Eligibility and Access Report are protected with a Privacy Act (PA) cover sheet and are secured at the end of the duty day. USM shall not make copies of and/or distribute JPAS Person Summaries to outside agencies. USM may provide an individual with their JPAS Person Summary. However, a PA cover sheet shall be used.

7.9.3.1. Upon completion of training, USM shall complete and provide a JPAS Access Request to 49 WG/IP.

7.9.6.5. USM shall check their notifications in JPAS on a daily basis. USM shall print out new Person Summaries when updated information is identified and replace the old printout with the updated printout in the individual's security folder. USM shall notify the unit commander when an eligibility change results in an "Action Pending" or "No Determination Made" notification.

7.9.6.6.1. **(Added)** USM shall use the JCAVS Eligibility and Access Report and Person Summaries to identify personnel requiring a Periodic Reinvestigation (PR).

8.2.1.3. **(Added)** Should the unit commander and Chief, 49 WG/IP, disagree on SIF establishment, Chief, 49 WG/IP, will elevate the issue to the installation commander (49 WG/CC) for resolution.

8.2.1.7. USM shall contact 49 WG/IP to schedule a courtesy review of documentation associated with a SIF. The unit is responsible to ensure any and all memorandums and supporting documentation are complete and accurate. Results of the review shall be annotated in the 49 WG/IP and USM Review Log and initialed by the USM and 49 WG/IP representatives. The unit is responsible for correcting any discrepancies identified during the review.

8.2.1.8. Requests for SIF closure shall be sent to the AFCAF through 49 WG/IP. USM shall contact 49 WG/IP for review of the documentation. The unit is responsible to ensure any and all memorandums and supporting documentation are complete and accurate. Results of the review shall be annotated in the 49 WG/IP and USM Review Log and initialed by the USM and 49 WG/IP. The unit is responsible for correcting any discrepancies identified during the review.

8.2.2.2.1. **(Added)** The installation custodian for SIFs is 49 WG/IP.

8.2.2.2.2. **(Added)** Commander's SIF updates shall be provided through the USM to 49 WG/IP

by the last duty day of each month.

8.2.2.11. Individuals delegated to access the unit's SIF files shall be authorized, in writing, by the unit commander and forwarded to 49 WG/IP. Memorandums shall be updated when there is a change in personnel authorized to access the unit's SIF.

8.5.1. General. USM and commanders will be notified, via e-mail, to schedule an appointment for 49 WG/IP to brief the suitability package. The unit commander (or his/her designee on G-Series orders), the individual's immediate supervisor, and USM shall be present during the briefing. USM shall initial the Suitability/SOR/LOD/Conditional briefing checklist. When the AFCAF has suspended the individual's access to classified information, the USM shall immediately remove the U.S. Access in JPAS to provide a record of the suspension. USM shall contact 49 WG/IP to schedule a courtesy review of the response documentation. The unit is responsible to ensure any and all memorandums and supporting documentation are complete and accurate.

8.6.1. Denial Authority. USM and commanders will be notified, via e-mail, to schedule an appointment to brief the package (i.e. SOR, LOD, conditional). The unit commander (or his/her designee on G-Series orders) on orders), the individual's immediate supervisor, and USM shall be present during the briefing. USM shall initial the Suitability/SOR/LOD/Conditional briefing checklist. When the AFCAF has suspended the individual's access to classified information, the USM shall immediately remove the U.S. Access in JPAS to provide a record of the suspension. USM shall contact 49 WG/IP to schedule a courtesy review of the response documentation. The unit is responsible to ensure any and all memorandums and supporting documentation are complete and accurate.

8.7. **Security Clearance Reinstatement.** Requests to reinstate an individual's security clearance eligibility shall be submitted to the AFCAF through 49 WG/IP. USM shall schedule an appointment with 49 WG/IP for review of the documentation. The results of the review shall be annotated in the 49 WG/IP and USM Review Log and initialed by the USM and 49 WG/IP representatives. The unit is responsible to ensure any and all memorandums and supporting documentation are completed and accurate. The unit is responsible for correcting any discrepancies identified during the review.

9.1.1.1. USM shall ensure that initial and annual Continuous Evaluation Program (CEP) training is provided to all unit personnel. Annual training shall not exceed 12 calendar months. The unit shall utilize the CEP slides provided by 49 WG/IP to conduct the training. Training shall be documented and maintained on file.

DAVID A. KRUMM, Colonel, USAF
Commander

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

AFI31-501_ACCSUP, *Personnel Security Program Management*, 18 November 2005

AFMAN 33-363, *Management of Records*, 1 March 2008

Abbreviations and Acronyms

49 WG/IP—49th Wing Information Protection

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

APF—Appropriated Funds

CaC—Common Access Card

CASPR—Central Adjudication Security Personnel Repository

CEP—Continuous Evaluation Program

e-QIP—Electronic Questionnaire for Investigations Processing

HAFB—Holloman Air Force Base

LOD—Letter of Denial

NAF—Non-appropriated Funds

NDA—Nondisclosure Agreement

PA—Privacy Act

SF—Standard Form

SOR—Statement of Reason

USM—Unit Security Manager

(ADDED) ATTACHMENT 27

**49 WG/IP e-QIP DIRECT INITIATION REQUEST
(E-QIP ACCOUNTS ACTIVATED M-F 0700-1000)**

<i>When filled in, this Checklist contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Privacy Act and AFI 33-332"</i>	
<u>SUBJECT INFORMATION</u>	<u>COMMANDER/USM/APF/NAF ACTIONS</u>
FULL NAME (LAST/FIRST/MIDDLE):	Unit of assignment Unit Commander Name:
SSAN:	USM/APF/NAF Representative Name and Duty Phone:
Rank/Grade/Status (circle one provide rank or grade): AD/Res/Guard & Rank: APF/Grade: NAF Volunteer ***Contractor ***If contractor employee, provide name of contractor employed with:	Type of Investigation Being Requested (circle one): SSBI SBI/PR PPR NACLCL ANACI NACLCL/PR NACI
DATE OF BIRTH (MONTH/DAY/YEAR): PLACE OF BIRTH (CITY/STATE/COUNTRY):	Justification for TS Request (circle one): Mandatory AFSC PCS Retraining Position Change : Supporting Document(s) Attached (circle one): UMD PCS RIP Retraining RIP Other (list below)
SAR Code/Position Sensitivity (circle one): 5 5/Critical Sensitive 6 7/Noncritical Sensitive 8/Nonsensitive N/A	Special Instructions: Y or N (i.e. Circle B, PRP, SCI, Yankee White, etc)
Is this a re-investigation: Y or N	E-QIP APF/NAF/Contractor Attachments (circle attachment(s)): Resume OF 306
Current Investigation Type/Closure Date:	AF Form 2583 (Completed through MDG) Attached: Y or N (Not required for newly hired APF, NAF and Volunteers)
Separation Date or Deros/Pending TDY or Leave Dates (if applicable): *** Requested Initiation Date ***Must have 12 months Retainability***	e-Qip Timelines: 5 calendar days to initiate e-Qip (from date e-Qip created) 14 calendar days to complete (includes 5 initiation days) 7 calendar days to complete WG/IP corrections

49 WG/IP CHECKLIST:

Date Request/AF Form 2583 Received: _____
 Contractor NACI Requests coordinated with Mr. Korbakes on _____
 Finger Prints Required: Y or N

PERSONNEL SECURITY REPRESENTATIVE

(ADDED) ATTACHMENT 28

SAMPLE MEMORANDUM TO REACTIVE e-QIP ACCOUNT



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 48TH WING (ACC)
HOLLOMAN AIR FORCE BASE, NEW MEXICO

MEMORANDUM FOR 49 WG/IP

FROM: /CC

SUBJECT: Request to Reactivate e-Qip Account RE: ((RANK) JOHN M. DOE, SSN, SAR CODE)

1. Request for reactivation of the Electronic Questionnaire for Investigation Processing (e-Qip) account for the above named individual. The e-Qip was not completed within the established timeframe based on: **(PROVIDE CIRCUMSTANCES SURROUNDING THE INDIVIDUAL'S INABILITY TO COMPLETE WITHIN THE ESTABLISHED TIMEFRAME).**
2. Please re-activate the individual's account. I understand that the individual will have 5 calendar days to complete the process upon re-initiation of the account. I ensure the individual will complete the process within the established timeframe **(INSERT 5 CALENDAR DAY WINDOW INDIVIDUAL WILL BE AVAILABLE; START DATE MUST BE AT LEAST ONE DAY AFTER RECEIPT OF REQUEST).**
3. My POC for the above action is (UNIT USM).

Commander Signature Block

*****FOR 49 WG/IP OFFICE USE ONLY*****

Date reactivation request received by 49 WG/IP _____

Date account reactivated by 49 WG/IP _____

Date e-Qip questionnaire due to 49 WG/IP _____

This information is subject to the Privacy Act of 1974 and is For Official Use Only

(ADDED) ATTACHMENT 29

SAMPLE NATURALIZATION MEMOMORANDUM



DEPARTMENT OF THE AIR FORCE
 HEADQUARTERS 49TH WING (ACC)
 HOLLOMAN AIR FORCE BASE, NEW MEXICO

MEMORANDUM FOR 49 WG/IP

FROM: SrA Rishi NMN Boodoo

SUBJECT: Security Clearance Information

I recently surrendered my passport to my unit security manager, MSgt David C. Doe, where upon it was destroyed by shredding, and witnessed by 2Lt John Public. My naturalization was completed through the US District Court of South Dakota, in Rapid City, South Dakota, on 25 Sep 2004, Naturalization Certificate # XXXXXXXXX, INS Registration # XXXXXXXXXX, I further state IAW DoD 5200.2-R, I, Rishi Boodoo, XXX-XX-XXXX, a citizen of the United States and a member of the United States Air Force do hereby state:

1. I have **NO INTENT** to exercise dual citizenship.
2. I **NO LONGER/NEVER** possess (ED) and/or use a foreign passport.
3. I have **NO INTENT** to perform military service or a willingness to bear arms for a foreign country
4. I have **NO INTENT** to accept educational, medical, or other benefits, such as retirement and social welfare, from a foreign country;
5. I have **NO INTENT** to reside in a foreign country to meet citizenship requirements.
6. I have **NO INTENT** to use foreign citizenship to protect financial or business interests in another country.
7. I have **NO INTENT** to seek or hold political office in the foreign country;
8. I have **NO INTENT** to vote in foreign elections; and
9. I have **NO INTENT** to perform or attempt to perform duties, or otherwise acting, so as to serve the interests of another government in preference to the interests of the United States.
10. My previous dual citizenship was based solely on my parents' citizenship of birth in a foreign country.
11. I hereby renounce my citizenship and allegiance to **Trinidad** as it now lies solely with the United States of America.

RISHI NMN BOODOO, SRA, USAF
49th Civil Engineer Squadron

1st Ind, USM

CONCUR/NONCONCUR

USM SIGNATURE BLOCK/SIGNATURE

Global Power for America