

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**

**AIR FORCE INSTRUCTION 31-501 AETC
Supplement**



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**PERSONNEL SECURITY PROGRAM
MANAGEMENT**

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(Mr. Jerry N. Russell)

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AFI 31-501 and AFI 31-501_AETSUP are supplemented as follows: This supplement defines the Personnel Security Program at Maxwell-Gunter AFB. Users must read this supplement in conjunction with implemented publications. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://my.af.mil/afrims/afrims/afrims/rims.cfm>. This supplement applies to AFRC or ANG units located on Maxwell-Gunter AFB, AL.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision: Changes the responsibilities for the implementation and management of the Personnel Security Program from the 42d Security Forces to the 42d Air Base Wing Information Protection Office; unit/office designations from 42 SFS/S5I to 42 ABW/IP:

2.4. (Added) The *Electronic Questionnaire for Investigation Processing* (eQip) is used at Maxwell AFB and Gunter Annex by all units supported by 42d Air Base Wing Information Protection Office. When an individual reaches the 6 month window, or needs to upscope their security clearance, the unit security manager will submit an AF Form 2583, *Request for Personnel Security Action*, to 42 ABW/IP through the 42 SFS/S5R and 42 MDG, if a military member. This notifies the authorized requestor to establish a shell through eQip. Individual is then notified by security manager and proceeds to complete form. Once the eQip form is completed, unit security manager will review it for errors. If correct, individual will print out Archival Copy and Signature pages. Individual will release package and then sign forms in front of unit security manager. The unit security manager will maintain this eQip package until they are notified by 42 ABW/IP. The unit security manager will then bring entire package to 42 ABW/IP for submission.

3.11.1.4. The unit security manager must make a copy of an initial eQip package and retain in a personnel file until investigation is complete. 42 ABW/IP will return the completed AF Form 2583 to the security manager to be retained in the individual's personnel file until investigation is completed.

5.6. The individual being investigated has 30 days from initial notification to submit completed paperwork to 42 ABW/IP.

7.2.1.3. Submit a copy of this review to 42 ABW/IP in May of each year.

7.9.5.5.1. (Added) The unit security manager is responsible for reviewing and printing their unit's Joint Personnel Adjudication System (JPAS) roster, on a monthly basis to check for personnel requiring periodic reinvestigations (PR). When personnel are improperly matched to a security access coded position (for example, individual has a Secret clearance and is in a top secret coded position) or personnel whose clearance eligibility shows as either unknown or invalid, the security manager is responsible for correcting these problems within their unit as quickly as possible.

8.2.1.1.3. (Added) Commanders/Staff Agency Chiefs/1st Sergeants are responsible for notifying 42 ABW/IP prior to an individual being discharged "for cause" or for an unfavorable administrative action. The 42 ABW/JA will notify 42 ABW/IP with the name and social security number of any individual that is discharged "for cause."

11.1.4. On Maxwell-Gunter AFB, the Information Security Program Manager (ISPM) is the 42d Air Base Wing Chief, Information Protection. The 42d Information Protection (IP) Office implements and manages the installation Personnel Security Programs on Maxwell-Gunter AFB.

11.3. AF Form 847, *Recommendation for Change of Publication*.

A.2.1.4.1. (Added) Unit security managers will utilize the 42 ABW/IP Personnel Security In/Out Processing Checklist, identified in Attachment 30, to in/out process unit personnel in JPAS.

A.2.1.4.6. (Added) Unit security manager will maintain a Personnel Security Handbook with the documents identified in Attachment 29.

BRIAN M. KILLOUGH, Colonel, USAF
Commander

Attachment 29 (Added)**PERSONNEL SECURITY HANDBOOK**

1. Copy of ARF & Training Certificate
2. Copy of UMD
3. Letter from unit commander stating UMD has been reviewed
4. Copy of your unit's Personnel by Eligibility and Access Report
5. Monthly copy of the unit PR Report
6. YOUR tracking schedule
7. A section for copies of AF Forms 2587
8. A section for copies of AF Forms 2586 – if applicable
9. A section for copies of SFs 312
10. Misc Section – For Visitor Request List
11. AF Forms 2583 for Summer Hires
12. Copies of Personnel Security In/Out Processing Checklist

You will have to maintain a locking filing cabinet for any **initial** clearance that you submit – When 42 ABW/IP returns the AF Form 2583 back to you, you will then put it in the individual's folder.

Attachment 30 (Added)

UNIT SECURITY MANAGER PERSONNEL SECURITY IN/OUT PROCESSING CHECKLIST

ALL PURPOSE CHECKLIST		PAGE	OF	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA Unit Security Manager Personnel Security In/Out Processing Checklist		OPR 42 ABW/IP	DATE 20161110	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>			
	Use this checklist to In/Out process assigned unit personnel In/Out of the Joint Personnel Adjudication System (JPAS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	In-Processing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Did you obtain the individual's SSN?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Did you entered the individual's SSN into JPAS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Have you in-processed individual by "Owning" them? No? Are you "Servicing" them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Does the individual have a current security clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. When are they due for a PR?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. If "New-Hire" civilian, is civilian personnel doing an initial clearance? Do you have a AF Fm 2583?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g. Have they signed a NdA (SF 312)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h. If they have a Top Secret, have they signed an SF 312 Attestation? No? Complete a SF 312 Attestation and enter the date in JPAS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	i. Have you indoctrinated the individual?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	j. Do you provide the individual "Initial Security Indoctrination Training"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	k. Have you sent the individual's SSN to 42 ABW/IP for in-processing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Out-Processing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Have you out-processed individual in JPAS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Did you remove the individual's access to classified information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Did you remove the individual's access to special access programs; i.e. NATO, SCI, CNWDI?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Have you sent the individual's SSN to 42 ABW/IP for out-processing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>