

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
MANUAL 13-501**



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**NUCLEAR. SPACE, MISSILE,
COMMAND AND CONTROL**

**NUCLEAR WEAPONS PERSONNEL
RELIABILITY PROGRAM (PRP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This manual implements Air Force Policy Directive 13-5, *Air Force Nuclear Mission* and provides supplemental Department of the Air Force guidance to Department of Defense manual (DoDM) 5210.42 *Nuclear Weapons Personnel Reliability Program (PRP)*. It establishes Department of the Air Force requirements and policy for the implementation of the Personnel Reliability Assurance Program (PRAP) to select and maintain reliable individuals to perform duties associated with nuclear weapons. This publication applies to all civilian employees and uniformed members of the Regular Air Force (RegAF), the Air Force Reserve (AFR), the Air National Guard (ANG), the United States Space Force (USSF), and those with a contractual obligation to abide by the terms of the Department of the Air Force (DAF) publications who possess nuclear weapons or Nuclear Command and Control systems and equipment, and any activity certified by a service inspection activity as “nuclear capable”. The authorities to waive wing, delta, unit level requirements in this DAF Manual (DAFMAN) are identified with a tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFI 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. Submit requests for waivers via DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval* through the chain of command to the appropriate tier waiver approval authority, or alternately, to the publication office of primary responsibility (OPR) for non-tiered compliance items. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF

Forms 847 from the field through the appropriate functional chain of command. The Deputy Chief of Staff for Strategic Deterrence and Nuclear Integration (AF/A10), Policy and Strategy Division (AF/A10P) is the coordination office for any recommended waivers from the DAF to DoDM5210.42.

This supplement requires the collection and or maintenance of information protected by the Privacy Act of 1974 and Health Insurance and Portability Accountability Act (HIPAA) authorized by Title 10 United States Code, Sections 9013, *Secretary of the Air Force*. The applicable SORN F036 AF PC Q available at: <https://dpcl.d.defense.gov/Privacy/SORNs.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

This publication will not be supplemented.

SUMMARY OF CHANGES

This document is substantially revised and must be reviewed in its entirety. This document incorporates the USSF. The intent behind this revision is to simplify and improve processes to allow certifying officials (CO) to make personnel reliability determinations more efficiently according to the nuclear mission. If any part of this instruction impedes a commander's ability to meet mission requirements effectively or efficiently or take care of Airmen and Guardians, contact AF/A10P for timely resolution.



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Incorporating Change 4, May 9, 2022
USD(A&S)

SUBJECT: Nuclear Weapons Personnel Reliability Program References: See Enclosure 1

1. **PURPOSE.** This manual reissues DoD 5210.42-R (Reference (a)) as a DoD manual in accordance with the authority in DoD Directive 5134.08 (Reference (b)). It implements the policy in DoD Instruction 5210.42 (Reference (c)), assigns responsibilities, and prescribes mandatory procedures for the DoD Nuclear Weapons Personnel Reliability Program (PRP) to ensure the safety and security of the U.S. nuclear deterrent mission.

2. **APPLICABILITY.** This manual applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this manual as the “DoD Components”).

3. **POLICY.** In accordance with Reference (c), it is DoD policy that:
 - a. Nuclear weapons require special consideration because of their policy implications, military importance, destructive power, and the political consequences of an accident or an unauthorized act. The safety, security, control, and effectiveness of nuclear weapons are of paramount importance to the security of the United States.

 - b. Only those persons who demonstrate reliability will be certified to perform specified duties associated with U.S. nuclear weapons, nuclear command and control (NC2) systems, material, and equipment, and special nuclear material (SNM). Those persons will be continuously evaluated for adherence to PRP standards in order to maintain PRP status.

 - c. DoD personnel who are assigned to positions or who are in training for assignments to sensitive positions within nuclear capable units will be enrolled in PRP.

4. RESPONSIBILITIES. See Enclosure 2.
5. PROCEDURES. See Enclosure 3.
6. RELEASABILITY. **Cleared for public release.** This manual is available on the DoD Issuances Website at <https://www.esd.whs.mil/DD/>.
7. SUMMARY OF CHANGE 4. The changes to this issuance are administrative and update references and organizational symbols to reflect the reorganization of the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics in accordance with DoD Directive 5135.02 (Reference (d)).
8. EFFECTIVE DATE. This manual is effective January 13, 2015.



Frank Kendall
Under Secretary of Defense for Acquisition, Technology, and Logistics

Enclosures

1. References
2. Responsibilities
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Change 4, 05/09/2022

ENCLOSURE 1REFERENCES

- (a) DoD 5210.42-R, "Nuclear Weapons Personnel Reliability Program (PRP) Regulation," June 30, 2006, as amended (hereby cancelled)
- (b) DoD Directive 5134.08, "Assistant Secretary of Defense for Nuclear, Chemical, and Biological Defense Programs (ASD(NCB))," January 14, 2009, as amended
- (c) DoD Instruction 5210.42, "DoD Nuclear Weapons Personnel Reliability Assurance," April 27, 2016, as amended
- (d) DoD Directive 5135.02, "Under Secretary of Defense for Acquisition and Sustainment (USD(A&S))," July 15, 2020
- (e) Chairman of the Joint Chiefs of Staff Instruction 3263.05, "Nuclear Weapons Technical Inspections," current edition¹
- (f) Chairman of the Joint Chiefs of Staff Instruction 3262.01, "Nuclear Command and Control Staff Assessment Visit Program," current edition²
- (g) Deputy Secretary of Defense Memorandum, "Establishment of the Office of the Under Secretary of Defense for Research and Engineering and the Office of the Under Secretary of Defense for Acquisition and Sustainment," July 13, 2018
- (h) Defense Federal Acquisition Regulation Supplement, current edition
- (i) DoD Instruction 5400.11, "DoD Privacy and Civil Liberties Programs," January 29, 2019, as amended
- (j) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (k) DoD Directive S-5210.81, "U.S. Nuclear Weapons Command and Control, Safety, and Security," April 24, 2017
- (l) DoD Instruction 6495.02, Volume 1, "Sexual Assault Prevention and Response: Program Procedures," March 28, 2013, as amended
- (m) Public Law 104-191, "Health Insurance Portability and Accountability Act of 1996," August 21, 1996
- (n) DoD Manual 6025.18, "Implementation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule in DoD Health Care Programs," March 13, 2019
- (o) DoD Instruction 1010.04, "Problematic Substance Use by DoD Personnel," February 20, 2014, as amended
- (p) DoD Manual 5200.02, "Procedures for the DoD Personnel Security Program (PSP)," April 3, 2017, as amended
- (q) DoD Instruction 5210.91, "Polygraph and Credibility Assessment (PCA) Procedures," August 12, 2010, as amended
- (r) DoD Instruction 1010.01, "Military Personnel Drug Abuse Testing Program (MPDATP)," September 13, 2012, as amended
- (s) DoD Instruction 1010.09, "DoD Civilian Employee Drug-Free Workplace Program," June 22, 2012, as amended

¹ This is a classified document. Available through the Secret Internet Protocol Router Network from the CJCS Electronic Library.

² This is a classified document. Available through the Secret Internet Protocol Router Network from the CJCS Electronic Library.

- (t) DoD Manual 3150.08, “Nuclear Weapon Accident Response Procedures (NARP),” August 22, 2013, as amended
- (u) DoD Directive 5210.41, “Security Policy for Protecting Nuclear Weapons,” January 22, 2015, as amended
- (v) DoD Instruction 1215.06, “Uniform Reserve, Training, and Retirement Categories for the Reserve Components,” March 11, 2014, as amended
- (w) American Psychiatric Association, “Diagnostic and Statistical Manual of Mental Disorders,” current edition³
- (x) DoD Directive 5210.56, “Arming and the Use of Force,” November 18, 2016, as amended
- (y) Section 1091 of Title 10, United States Code
- (z) (ADDED) (DAF) DAFI 91-101, *Air Force Nuclear Weapons Surety Program*, 25 March 2020
- (aa) (ADDED) (DAF) AFPC Personnel Service Delivery Guides – *PRAP, (Administrative Qualification Cell) AQC, Category I and II Discrepancy Reporting*
- (bb) (ADDED) (DAF) DoDMAN5200.02_DAFMAN16-1405_AFGM2023-01, *Air Force Personnel Security Program*, 29 November 2023
- (cc) (ADDED) (DAF) AFPD 13-5, *Air Force Nuclear Mission*, 17 July 2018
- (dd) (ADDED) (DAF) AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021
- (ee) (ADDED) (DAF) DAFI 90-160, *Publications and Forms Management*, 21 June 2023
- (ff) (ADDED) (DAF) DAFMAN 90-161, *Publishing Process And Procedures*, 17 October 2023
- (gg) (ADDED) (DAF) DAFI 31-117, *Arming and Use of Force by Air Force Personnel*, 11 April 2023
- (hh) (ADDED) (DAF) Title 10, United States Code Section 9013, *Secretary of the Air Force*
- (ii) (ADDED) (DAF) DAFMAN 44-197, *Military Drug Demand Reduction Program*, 4 September 2023
- (jj) (ADDED) (DAF) AFMAN 44-198, *Air Force Civilian Drug Demand Reduction Program*, 5 October 2022
- (kk) (ADDED) (DAF) AFI 41-200, *Health Insurance Portability and Accountability Act (HIPAA)*, 10 April 2020
- (ll) (ADDED) (DAF) Title 5, United States Code Section 552A, *The Privacy Act of 1974*
- (mm) (ADDED) (DAF) AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020
- (nn) (ADDED) (DAF) DAFI 90-302_DAFGM2023-01, *The Air Force Inspection System*, 5 October 2023
- (oo) (ADDED) (DAF) DoDI 5200.48, *Controlled Unclassified Information (CUI)*, 6 March 2020
- (pp) (ADDED) (DAF) DoDI 5200.48_DAFI16-1403, *Controlled Unclassified Information (CUI)*, 5 October 2021
- (qq) (ADDED) (DAF) AFI 16-1402, *Insider Threat Program Management*, 17 June 2020
- (rr) (ADDED) (DAF) AFI 91-121, *Nuclear Surety Staff Assistance Visit Program*, 6 January 2023
- (ss) (ADDED) (DAF) DoDM 5220.22V2_AFMAN 16-1406V2, *National Industrial Security Program: Industrial Security Procedures for Government Activities*, 8 May 2020

³ Published by the American Psychiatric Association, 1400 K St., NW, Washington, DC 20005.

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR NUCLEAR, CHEMICAL, AND BIOLOGICAL DEFENSE PROGRAMS (ASD(NCB)). Under the authority, direction, and control of the Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)), the ASD(NCB):
 - a. Develops PRP policy and reviews DoD Component implementation guidance for consistency and compliance with policy.
 - b. Serves as the OSD principal point of contact for DoD PRP with the DoD Components.
 - c. Maintains liaison activities with the Department of Energy, National Nuclear Security Administration, and with other departments and agencies on mutual PRP-related matters.
 - d. Ensures that the North Atlantic Treaty Organization Program of Cooperation nations, where personnel of such nations have access to U.S. nuclear weapons (but not to U.S. NC2 systems, material, or equipment), implement a national PRP equivalent to the U.S. PRP.

2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR NUCLEAR MATTERS (DASD(NM)). Under the authority, direction, and control of the USD(A&S) and through the ASD(NCB), the DASD(NM):
 - a. Assists the ASD(NCB) execute assigned responsibilities and functions related to the PRP pursuant to Reference (b).
 - b. Compiles and analyzes DoD Component annual PRP status reports. Provides significant negative decertification trend information to the DoD Components.
 - c. Reviews all DoD Component PRP implementation guidance to ensure consistency with this manual.

3. DIRECTOR, DEFENSE THREAT REDUCTION AGENCY (DTRA). Under the authority, direction, and control of the USD(A&S), the Director, DTRA:
 - a. Conducts Defense Nuclear Surety Inspection Oversight for the Chairman of the Joint Chiefs of Staff and PRP Staff Assessment Visits in accordance with CJCS Instruction (CJCSI) 3263.05 series (Reference (e)), CJCSI 3262.01 (Reference (f)), and Enclosure 3 of this manual.
 - b. Develops and maintains DoD-level PRP training programs.

4. DoD COMPONENT HEADS INVOLVED WITH NUCLEAR WEAPONS, NC2 SYSTEMS, POSITIVE CONTROL MATERIAL (PCM), AND SNM. The DoD Component heads involved with nuclear weapons, NC2 systems, PCM, and SNM: **(ADDED) (DAF) The Deputy Chief of Staff for Strategic Deterrence and Nuclear Integration, Policy and Strategy Division (AF/A10P) is the responsible policy office for the DAF PRAP functions, as described below:**

- a. Incorporate the requirements of this manual into and make these requirements part of contracts for services and resources related to nuclear operations.
- b. Select personnel for PRP who meet the reliability standards in this manual.
- c. Establish procedures for formally designating reviewing and certifying officials.
- d. Develop and implement a continuous oversight plan to help the certifying officials continually evaluate PRP-certified National Guard and Reserve personnel.
- e. Provide initial and refresher training for PRP personnel. Define and establish training requirements in Component guidance, including frequency of refresher training.
- f. Train all appropriate medical personnel in the purpose of PRP and advise them of their responsibilities.
- g. Train all appropriate personnel in the personnel security requirements for assignment to the nuclear weapons PRP and their responsibility to advise the certifying official of personnel security issues that adversely affect the certification of PRP members.
- h. Define roles and responsibilities for PRP individuals, supervisors, and administrators.
- i. Define contractor requirements on procedures for incorporation into contracts when the statement of work under the contract involves activities that are subject to the PRP.
- j. Establish procedures to appoint agency or installation competent medical authorities (CMAs) and procedures for individual health record information review.
- k. Prescribe procedures for conducting PRP inspections and staff assessments as part of the Nuclear Weapons Technical Inspection system in accordance with the July 13, 2018, Deputy Secretary of Defense Memorandum Reference (g). **(ADDED) (DAF) References (cc), (nn) and (rr).**
- l. Establish a drug abuse testing program for all personnel assigned to PRP positions, and for contractor personnel under the terms of applicable contracts and part 223.5 of Defense Federal Acquisition Regulation Supplement (Reference (h)), as appropriate, and determine the criteria and extent to which PRP personnel will be tested. **(ADDED) (DAF) All military PRP certified and military Arming Use of Force (AUoF) personnel will accomplish a drug test every calendar year. (T-0)**
- k. Develop and implement standards and procedures for ensuring due process for

individuals identified for disqualification or decertification in accordance with this manual.

m. Act as the final approval authority for requalification or reinstatement for individuals disqualified or decertified in accordance with this manual.

n. Review and evaluate the PRP during appropriate inspections and staff visits at all levels of command. The results will be reviewed periodically at the highest level in the DoD Component to ensure effective and consistent application of PRP.

o. Submit annual program status reports to the DASD(NM), as described in Appendix 5 to Enclosure 3.

p. Ensure that personally identifiable information (PII) involved in the execution of PRP is collected, maintained, used, and disseminated in accordance with DoD Instruction 5400.11 (Reference (i)) and DoD 5400.11-R (Reference (j)). **(ADDED) (DAF) Reference (mm), (oo) and (pp).**

5. SECRETARIES OF THE MILITARY DEPARTMENTS. In addition to the responsibilities in Section 4 of this enclosure, the Secretaries of the Military Departments are authorized to develop reliability guidance specific to personnel guarding nuclear weapons. If promulgated, that guidance must meet the reliability assurance standards in DoD Directive S-5210.81 (Reference (k)) and the essential elements listed in Reference (c) and will be used in lieu of the PRP requirements listed in the issuance.

a. **(ADDED) (DAF) The DAF executes this manual using a PRAP comprised of two elements. The PRAP is the overarching designation for the Service's two nuclear reliability programs, the PRP and AUoF. Programs are functionally the same regarding the nine essential elements, but administratively different. AF/A10 is the OPR for DAF PRAP elements.**

(1) (ADDED) (DAF) The AUoF program applies to Security Forces personnel holding the duty AF Specialty Codes X31PX and X3P0XX only. Security Forces personnel will meet the requirements of the DoD Instruction 5210.42, *DoD Nuclear Weapons Personnel Reliability Program*, and this DoD Manual by following the reliability requirements in DAF Instruction (DAFI) 31-117, *Arming and Use of Force by Air Force Personnel*, Chapter 4. (T-0)

(2) (ADDED) (DAF) All other personnel are subject to the PRP in accordance with this DoD Manual.

6. COMMANDER, UNITED STATES STRATEGIC COMMAND (CDRUSSTRATCOM). In addition to the responsibilities in section 4 of this enclosure, the CDRUSSTRATCOM acts as the reviewing official for USSTRATCOM and certifying official for all general and flag officers who perform Airborne Emergency Action Officer duties as part of the Airborne Launch Control System mission:

a. If their current duties do not require PRP certification; or

b. They are currently assigned to commands without an existing program.

c. **(ADDED) (DAF) AIRBORNE EMERGENCY ACTION OFFICER (AEAO).** General Officers (GO) who perform AEAO duties must be PRP certified at a critical level as defined in this manual. When a GO has reported for AEAO duties, their PRP recommendations and notifications will be made to the USSTRATCOM, Deputy Director, Nuclear Operations (USSTRATCOM/J3N) in addition to the appropriate CO. (T-1)

(1) (ADDED) (DAF) If not assigned to a PRP position number, additional duty certification (PRP status F code) MilPDS update is required. (T-1)

(2) (ADDED) (DAF) When an AF AEAO transfers or is reassigned to a non-PRP position number and no longer performs PRP or AEAO duties, individual must be a PRP status J code in the MilPDS. (T-1)

7. **(ADDED) (DAF) DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY (DCSA) CONSOLIDATED ADJUDICATION SERVICES (CAS).** The adjudicative authority to grant, suspend, deny, or revoke security clearance eligibility of DAF personnel occupying sensitive positions and/or requiring access to classified material including Sensitive Compartment Information. Issues security clearance eligibility and enters the determination into the Defense Information System for Security (DISS) or system successor.

8. **(ADDED) (DAF) AIR FORCE MEDICAL COMMAND (AFMED).** Aerospace Medicine Division/Chief of Aerospace Medicine (AFMED/SGP):

a. (ADDED) (DAF) Appoints competent medical authority (CMA) and/or medical managers to the DAF's direct reporting units and forward operating agencies, as needed to administer the PRP.

b. (ADDED) (DAF) Consults with AF/A10 on health-related issues that may impact the PRAP.

9. **(ADDED) (DAF) AIR FORCE PERSONNEL CENTER (AFPC).**

a. (ADDED) (DAF) Serves as subject matter expert for MilPDS and DCPDS updates.

b. (ADDED) (DAF) Monitors filing of PRP documentation in the individuals Official Military Personnel File (OMPF).

c. (ADDED) (DAF) Coordinates with AF/A10P on personnel programs that may affect PRAP. Assists AF/A10P with providing guidance and procedural information to the field.

d. (ADDED) (DAF) Monitors Category I (CAT I) processing discrepancies in accordance with (Reference (aa)).

e. (ADDED) (DAF) Operates the Administrative Qualification Cell (AQC) in accordance with (Reference (aa)).

10. (ADDED) (DAF) AIR FORCE OFFICE OF SPECIAL INVESTIGATIONS (AFOSI).

Notifies the CO, or equivalent, of suitability factors that may affect an individual's reliability for PRAP discovered during an AFOSI investigation (reference Appendix to Enclosure 3 for DoD suitability factors).

11. (ADDED) (DAF) MAJCOM AND FLDCOM PRAP MANAGER. Administers the PRAP for the command, serves as the command focal point for all applicable PRAP functional areas and acts as liaison on PRAP matters within the command staff. Training requirements and responsibilities are located at Appendix 1 to Enclosure 3, paragraph 3.

a. (ADDED) (DAF) Each MAJCOM/FLDCOM will appoint a lead directorate. Lead directorate will appoint, in writing, MAJCOM/FLDCOM PRAP manager(s). These individuals will be aligned under a single organizational authority (directorate) and will administer both PRP and AUoF reliability programs simultaneously. (T-1)

b. (ADDED) (DAF) Ensures any procedures within their command are consistent with this manual and DAFI 31-117, chapter 4.

c. (ADDED) (DAF) Reviews and coordinates all PRAP issues prior to forwarding to AF/A10P.

d. (ADDED) (DAF) Identifies high risk trends to MAJCOM/FLDCOM leadership and AF/A10P. Provides support and guidance to MAJCOM/FLDCOM evaluators, inspectors and installation PRAP monitors within their command.

e. (ADDED) (DAF) Identifies, in writing, all installation support agencies that require PRAP training within their command.

f. (ADDED) (DAF) Reviews and evaluates the PRAP within their command.

g. (ADDED) (DAF) Reviews the personnel processing code (PPC) table at least twice a year to validate PPCs applicable to their MAJCOM/FLDCOM.

h. (ADDED) (DAF) Ensures the AQC has current installation PRAP monitors' information within their command.

12. (ADDED) (DAF) MAJCOM AND FLDCOM INFORMATION PROTECTION OFFICE (IPO). Responsible for ensuring the MAJCOM/FLDCOM PRAP manager(s) have access to the DoD enterprise-wide personnel security systems of record and provide training. The MAJCOM/FLDCOM IPO will review classified contracts for security requirements.

13. (ADDED) (DAF) INSTALLATION CONTRACTING OFFICER. Prepares PRAP contracts as necessary. The government entity requiring contract support is responsible to work with a contracting officer and the installation IPO to prepare the draft performance work statement (PWS) or statement of work (SOW), and Department of Defense (DD) Form 254, *Department of Defense Contract Security Classification Specification*, ensuring that the resulting contract includes the necessary standards, procedures, security requirements, and other requirements prescribed in this manual and (Reference (b)).

14. (ADDED) (DAF) INSTALLATION IPO.

a. (ADDED) (DAF) Ensures installation PRAP monitor(s) are notified when PRAP individuals have a change in access to classified information.

b. (ADDED) (DAF) Ensures installation PRAP monitor(s) have access to the DoD enterprise-wide personnel security systems of record and provide training.

c. (ADDED) (DAF) Processes requests for clearance upgrades.

d. (ADDED) (DAF) Reviews and approves security requirements for PRAP classified contracts, DD Form 254.

15. (ADDED) (DAF) FORCE SUPPORT SQUADRON (FSS) COMMANDER OR DIRECTOR.

a. (ADDED) (DAF) Assists with the administrative qualification process to ensure timely actions from the units and the medical treatment facility (MTF), to include installation monitor responsibilities, when needed.

b. (ADDED) (DAF) Ensures PRAP individuals are not authorized to depart until all out-processing actions are complete, to include the required/assigned PPC and administrative qualification.

16. (ADDED) (DAF) MEDICAL TREATMENT FACILITY (RegAF)/RESERVE MEDICAL UNIT (RMU)/GUARD MEDICAL UNIT (GMU) COMMANDER OR DIRECTOR.

a. (ADDED) (DAF) Oversees the PRAP within the MTF and its geographically separated units (GSU).

b. (ADDED) (DAF) Aligns the management of the MTF PRP under the lead CMA.

c. (ADDED) (DAF) Ensures PRAP medical screenings and evaluations are accomplished in a timely and accurate manner. Any applicable notifications will be made immediately and must occur before the individual performs PRAP duties. (T-0) Conventional units will ensure that applicable notifications for PRP administratively qualified individuals will be accomplished immediately. (T-0) Note: Immediate notifications eliminate the opportunity for an individual with suitability factors to perform PRAP duties.

d. (ADDED) (DAF) Appoints, in writing, the medical treatment facility Chief of Aerospace Medicine (MTF/SGP) or another qualified provider as the lead CMA to act as the primary MTF liaison to the CO for all health related PRP notifications. (T-1) The MTF commander/director may also appoint, in writing, an alternate lead CMA and additional providers qualified to serve as CMAs.

e. (ADDED) (DAF) Appoints, in writing, MTF PRAP monitor(s).

f. (ADDED) (DAF) Ensures the AFPC AQC has access to all available health records for individuals being considered for/or performing PRP duties, including previous in-service or pre-employment health records.

17. (ADDED) (DAF) SUPERVISORS/FIRST SERGEANTS/SENIOR ENLISTED LEADERS. Monitors and evaluates the reliability of subordinates and notifies the CO/commander/director of any information which may impact consideration of suitability factors, security clearance continuous vetting (CV) or counter-insider threat program.

18. (ADDED) (DAF) INDIVIDUALS.

a. (ADDED) (DAF) Monitor personal adherence to PRAP requirements.

b. (ADDED) (DAF) Informs supervisors, the unit PRAP monitor and/or the CO, or equivalent, of any factors that could have an adverse impact on their reliability, performance or safety while performing PRAP duties. (T-0) This also applies to personnel under administrative qualification (B code status).

c. (ADDED) (DAF) Informs support agencies (as determined by MAJCOM/FLDCOM) and medical agencies of his/her active PRAP status before treatment or consultation. (T-1)

d. (ADDED) (DAF) Informs supervisors, the unit PRAP monitor and/or the CO, or equivalent, when another individual in the PRAP appears to be involved in behavior or circumstances that may affect their reliability. (T-0)

e. (ADDED) (DAF) Informs unit PRAP monitor and/or the CO, or equivalent, of on-or-off installation medical and mental health treatment that may affect or impact their own reliability, to include telehealth. (T-0)

f. (ADDED) (DAF) If applicable and necessary, submit documentation to the MTF or independent duty medical technician (IDMT) (Munitions Support Squadron (MUNSS) only), as early as possible for review and CO, or equivalent, advisement. (T-0)

g. (ADDED) (DAF) Completes and submits their security questionnaire when notified by the servicing IPO using Reference (bb). Failure to complete this action can result in termination of access to classified information and removal from PRAP, as determined by the CO or equivalent.

h. (ADDED) (DAF) Failure to discharge these responsibilities may cast doubt on the individual's own reliability and may result in administrative actions, as determined by the CO or equivalent.

ENCLOSURE 3

PROCEDURES

1. PRP KEY ELEMENTS. PRP is the commander's program. The commander is exclusively accountable for determining the fitness for duty of individuals subject to PRP. DoD Components and subordinate organizations may establish procedures for implementation of this manual but will not establish additional PRP requirements.

a. PRP is a critical link in nuclear surety. PRP-required screening programs, personnel security investigations (PSIs), and the PRP continuous evaluation requirement are designed to mitigate risks and protect the nuclear deterrent from insider threats. As such, PRP-supporting DoD Component heads and supervisors must aid reviewing and certifying officials in their initial and continuing evaluation duties by ensuring they are provided all relevant information on those trusted with PRP duties.

b. Only those individuals who demonstrate the highest levels of integrity and dependability will be chosen for PRP duties. PRP ensures that each person trusted with U.S. nuclear weapons, NC2 systems and equipment, PCM, and SNM, in accordance with Reference (k), meets the highest levels of reliability. Those trusted with PRP duties have an obligation to report any behavior or circumstance about themselves or others in PRP that may affect reliability or result in an unsafe or insecure condition.

c. Only certified personnel will be assigned to designated PRP positions. All PRP positions will be formally designated as either critical or controlled and restricted to the minimum number required to accomplish the mission. Unless required by other PRP duties, the reviewing official need not be designated as a PRP position. Examples of typical PRP positions are shown in Appendix 3 to this enclosure. **(ADDED) (DAF) Administratively qualified individuals (PRP status B code) will be assigned to a designated PRP coded position number (at gaining assignment only). (T-3) This is administrative in nature and is not directly related to nuclear surety.**

2. EVALUATION GUIDELINES. Certifying officials are responsible for ensuring that all military, civilian, and contractor personnel under the terms of their contracts assigned to PRP positions meet all of the requirements of the continuing evaluation process. Certifying officials must observe the behavior and performance of members certified under PRP on a frequent and consistent basis. The primary consideration for certifying officials should be that the sum of all observations, including personal and peer observation and reporting, is sufficiently detailed to allow for thorough evaluation of the individual. **(ADDED) (DAF) The PRP is not intended to act as a quality control tool to decertify, disqualify or permanently disqualify individuals solely for assignment or risk avoidance. The denial of eligibility or the revocation of certification for assignment to PRP positions is neither a punitive measure nor the basis for disciplinary action (Reference (c)). The failure of an individual to be certified for assignment to PRP duties does not necessarily reflect unfavorably on the individual's suitability for assignment to other duties (Reference (c)).**

a. Personnel Not Under Routine Observation. Certifying officials must maintain an equivalent level of confidence in the reliability of personnel whose normal duties do not provide for routine observation, excluding periods of administrative absence (leave, pass, temporary duty, or temporary additional duty). Individuals certified under PRP must agree that certifying officials and CMAs can review certain information and materials concerning their on- and off-duty activities (medical, mental health, police, employment records, credit reports, etc.).

(1) DoD Components will develop procedures and approval authority for personnel not under routine observation. The approval authority may be delegated in writing to a single official of at least O-7 military grade/Senior Executive Service member on the staff. All exceptions to routine observation will be submitted for review on an annual basis to the DASD(NM). The certifying official will submit a specific plan outlining the application of the tools outlined in paragraph 2a(2) of this enclosure, tailored to the circumstances of the individual being considered, that provides for the equivalent level of confidence mentioned in paragraphs 1a, b, and c of this enclosure. **(ADDED) (DAF) The Secretary of the Air Force has appointed AF/A10 as approval authority.**

(2) For periods in which a PRP-certified individual was not subject to continuing evaluation, the certifying official must ensure that the individual's reliability during these times meets PRP requirements. The certifying official will employ additional means and methods sufficient to assist in that determination (e.g., an additional personal interview, periodic medical records review, additional drug screening, contact with civilian employer of Reserve and National Guard personnel or previous supervisor, service or personnel records review, periodic criminal records and history checks, and credit checks).

(a) (ADDED) (DAF) Air Reserve Component (ARC) individuals (except for AF AEAOs) who exceed 75 calendar days without performing official nuclear duty/training will be removed from PRP duties (PRP status G code) and entry control authorities will be notified. (T-1) Upon return, the individual's personnel and health records will be screened for suitability factors for PRP (back to the date of the G code). (T-1) CO will conduct an interview; this screening and interview will be documented prior to returning individual to active PRP status. (T-1) Recertification is not required.

(b) (ADDED) (DAF) PRP certified individuals who exceed 60 calendar days with no ability for continuing evaluation for purposes of deployment/temporary duty (TDY)/all leave types are not required to contact their CO prior to medical care (PRP status K code). (T-1) Upon return, the individual's personnel and health records will be screened for suitability factors for PRP (back to date of K code). CO will conduct an interview. (T-1) This screening and interview will be documented prior to returning individual to an active PRP status. (T-1) Recertification is not required.

b. Medical Care. When an individual's performance may be impaired by medical care or the use of prescribed medication or short-term stress, the certifying official will be notified to decide if the individual needs to be removed from PRP duties for the period of medical care, stress, or use of medication, as determined by the CMA. **(ADDED) (DAF) Immediate notification will be made to a CO or designee if a psychoactive medication, narcotic or sedating drugs are prescribed that could adversely affect the individual's cognitive ability**

to make critical decisions, as determined by the CMA. (T-1)

(1) The CMA is responsible for determining what information qualifies as medical factors that may affect an individual's suitability for PRP and will convey these factors to the certifying official. **(ADDED) (DAF) Web questionnaires, completed by PRP individuals, will be reviewed within five MTF duty days. (T-1)** Components may establish protocols that may be applied by independent duty medical technicians (IDMTs) at munitions support squadrons and independent duty corpsmen (IDCs) not designated as CMAs. **(ADDED) (DAF) IDMTs will not be CMAs. (T-1) At GSUs without a CMA, the IDMT will consult with the CMA at the servicing MTF to discuss suitability factors that could impact PRP. (T-1) The CMA will determine what factors are impacting PRP and the IDMT will convey those factors to the CO prior to the individual performing PRP duties. (T-1) The IDMT will document the name of the CMA contacted in the health record. (T-1) MUNSS' IDMTs formally trained by the lead or alt lead CMA and designated by the MTF commander, in writing, may convey potential suitability factors that could impact PRAP duties to the MUNSS CO prior to consultation with CMA to preserve immediate notification requirements. (T-1) In such incidents, the servicing MTF CMA will review the encounter within one MTF duty day and determine medical suitability factors, if any additional factors impacting PRAP duties are identified by the CMA, the CO will be notified. (T-1)**

(2) A sexual assault victim certified under PRP is eligible for both the Restricted and Unrestricted reporting options in accordance with Volume 1 of DoD Instruction 6495.02 (Reference (1)). If electing restricted reporting, the victim is required to advise the CMA of any factors that could have an adverse impact on the victim's performance, reliability, or safety while performing PRP duties. If necessary, the CMA will inform the certifying official that the person in question should be suspended from PRP status, without revealing the individual is a victim of sexual assault, thus preserving the Restricted Report.

c. Contractor PRP Continuing Evaluation. Contractor employees who, under the terms of the contracts, have been determined eligible by the contract monitor and have been assigned to PRP positions will be annotated in the DoD designated personnel security information system of record (currently Joint Personnel Adjudication System (JPAS)) **(ADDED) (DAF) Defense Information System for Security (DISS) or successor system. The contractor company's facility security officer (FSO) will manage clearance records for their cleared employees.** Any file documentation that can't be submitted through JPAS **(ADDED) (DAF) DISS or successor system** should be submitted to the DoD Consolidated Adjudications Facility (CAF) **(ADDED) (DAF) Consolidated Adjudication Services (CAS)** Division A, 600 10th Street, Suite 160, Ft. Meade, MD 20755, or the Defense Counterintelligence and Security Agency, Personnel Security Management Office for Industry (PSMO-I), 7556 Teague Road, Suite 500, Hanover, MD 21076, whichever holds the clearance or reviews and triages continuous evaluation information. **(ADDED) (DAF) Contact the servicing IPO regarding security requirements for contractors and for required documentation.** On receipt of any information that may affect the reliability of a contractor employee under the PRP, the DoD CAF or PSMO-I will forward that information to the appropriate certifying official.

3. REMOVAL AND REINSTATEMENT

a. Suspension. Suspension is used to remove a member from PRP duties without starting decertification action. Although a recommendation to suspend may come from many sources, only the certifying official is authorized to determine whether suspension is appropriate.

b. Decertification (ADDED) (DAF) or permanent disqualification. Any individual who fails to meet the reliability standards specified in this manual will not be assigned to, or continued in, duties of a PRP position. PRP certification will be revoked on a certifying official's determination and reviewing official approval that an individual no longer meets PRP standards.

c. Requalification or Reinstatement. A certifying official or reviewing official may request requalification consideration or reinstatement of an individual's PRP certification for individuals who were disqualified or decertified, provided the reason or condition of the disqualification or decertification or ineligibility no longer exists. Requalification and reinstatement procedures are in Appendix 1 to this enclosure.

APPENDIX 1 TO ENCLOSURE 3

PRP ADMINISTRATION

1. ROLES

a. Reviewing and Certifying Officials

(1) The reviewing official is responsible for the management of PRP. That official ensures that the requirements of PRP are implemented, and all personnel comply with applicable standards. The reviewing official will review individual personnel and health records, as necessary. Before assuming PRP certifying official duties, the reviewing official must screen and certify the certifying official. Commanders and reviewing officials who are not in a PRP position may certify their designated certifying official and subordinate commanders.

(a) (ADDED) (DAF) Reviewing official (RO)/CO may have access to portions of the health records where the CMA has identified suitability factors for PRP. Review of the health records must be under the guidance of the CMA.

(b) (ADDED) (DAF) Reviews all decertification and permanent disqualifications. (T-1)

(2) The certifying officials will be designated as critical or controlled PRP positions commensurate with the highest category of any nuclear duty position in the unit or activity concerned. The certifying official makes a judgment on the reliability of each individual identified for PRP duties.

(a) (ADDED) (DAF) RO. The commander or designated military/civilian at a level above the CO, who is responsible for nuclear operations. The RO cannot be the CO for the same unit. For example, the CO at a group could be the RO for subordinate units but not for the group staff personnel, the RO would be the next level of command in the PRP operational chain for the group staff personnel.

(b) (ADDED) (DAF) CO. At wing/delta-level or below, the commander or director. If required to serve in a PRP position will be certified by the RO. (T-1) Commanders and directors above the wing/delta-level may perform the duties of a CO and do not require PRP certification, unless they serve in a PRP coded position. (T-1) If a CO is the wing/delta commander/director equivalent, the next level of command in the PRP operational chain will assume RO responsibilities. (T-1)

(c) (ADDED) (DAF) COs for MAJCOM commanders will be the Vice Chief of Staff of the Air Force.

(d) (ADDED) (DAF) COs for FLDCOM commanders will be the Vice Chief of

Space Operations.

(e) **(ADDED) (DAF)** The installation commander or director may designate the Chief of the Command Post as the CO for command post personnel.

(f) **(ADDED) (DAF)** Limited delegation at nuclear capable installations / units. Delegation of duties should be limited to instances of TDY/extended absence and not utilized on a routine basis. ROs and COs may delegate authority, in writing, to their deputy/vice or equivalent (this may include director of operations, operations officer and maintenance operations officer at the unit level). At or below wing/delta-level delegated COs must be in a PRP position certified (critical or controlled) equal to, or higher than the personnel they are certifying and appropriately trained. (T-0) If no designation exists, then the next higher echelon in the operational chain of command will assume CO duties. (T-1) If the CO is decertified or otherwise removed from duties, the RO will appoint a replacement to perform CO duties, as appropriate. (T-1)

(g) **(ADDED) (DAF)** Limited delegation at conventional installations: Commanders, directors or AQC who perform administrative qualifications duties are not required to be PRP certified. Commanders/directors may delegate administrative qualification authority, in writing, to their deputy/vice (or equivalent) in their operational chain of command. If there is no deputy/vice (or equivalent), delegation can be designated to the section commander (if any). If no designation exists, then the next higher echelon in the operational chain of command will assume administrative qualification duties. (T-1) Delegation of duties will be limited and not used on a routine basis, except for the AQC. (T-1)

b. CMA. The CMA will act as a PRP medical consultant to provide recommendations to reviewing and certifying officials on individuals' suitability to perform PRP duties. **(ADDED) (DAF)** The CMA will provide enough information to the CO, or equivalent, to enable informed decisions. (T-1) CMAs may generalize communication to protect sensitive health related information, but still must provide the CO, or equivalent, with all relevant factors that could negatively impact an individual's suitability for PRP duties. (T-1) This can be done through the installation PRAP or unit PRP monitor, as long as the CO, or equivalent, gets the information.

(1) **(ADDED) (DAF)** The lead/alt lead CMA may train and designate, in writing, other medical personnel to aid in screening the individual's health records for suitability factors.

c. DoD Component and Installation PRP Monitor. The DoD Component or installation PRP monitor:

(1) Coordinates and distributes PRP information to the reviewing and certifying officials, unit commanders, PRP monitors, and supporting staff agencies.

(2) Indoctrinates and trains unit PRP personnel and administrators on program objectives and procedures; maintains the installation PRP roster.

(3) Conducts staff assistance visits to all subordinate units with a PRP. (ADDED) (DAF) MAJCOM/FLDCOM PRAP managers will conduct staff assistance visits for subordinate units with a PRAP within their respective MAJCOM/FLDCOMs. (T-1) The Air Force nuclear surety staff assistance visit program meets this requirement for nuclear capable units.

d. (ADDED) (DAF) INSTALLATION PRAP MONITOR. The installation PRAP monitor manages all administration aspects of the PRAP operations on behalf of the installation commander/director. These individuals will administer both PRP and AUoF programs simultaneously. (T-1) Installation PRAP monitor(s) are identified positions within the Air Force Manpower Determinant (AFMD) 45B100 – Military Personnel Flight (MPF). Installation PRAP monitor(s) assigned to installations with an active nuclear mission or high volume PRAP workload are not to be assigned additional duties outside of their PRAP responsibilities. (T-3) Training requirements and responsibilities are located at Appendix 1 to Enclosure 3, paragraph 3.

(1) (ADDED) (DAF) For units with a nuclear mission, the Installation commander/director/RO will appoint, in writing, an installation PRAP monitor(s). (T-1)

(2) (ADDED) (DAF) For units without a nuclear mission, the Installation commander/director can delegate the appointment authority, in writing, to the FSS commander or director. The installation PRAP monitor(s) may act as both the installation PRAP monitor and the unit PRP monitor. The appointment letter will identify the individual(s) as both the installation and the unit monitors. (T-1) If the installation monitor is performing as the unit PRP monitor as well, see unit PRP monitor for further applicable responsibilities.

(3) (ADDED) (DAF) Installation PRAP monitor(s) will:

(a) (ADDED) (DAF) Be an E-5 (or government schedule (GS) equivalent) or above in rank. (T-0)

(b) (ADDED) (DAF) RegAF and USSF AD only: Remain appointed for no less than 18 months, or short tour length, as the installation PRAP monitor, regardless of nuclear mission. (T-3) Assignment Availability Code 39 applies with availability date of 18 months from appointment date, or the 1st day of the date estimated return from overseas (DEROS) month for short tour. (T-3)

(c) (ADDED) (DAF) Provide appointment memorandum to the MAJCOM/FLDCOM PRAP manager(s). Additionally, the installation monitor(s) should provide appointment memorandum to the unit PRP monitors, if applicable, and the MTF PRAP monitor(s).

(d) (ADDED) (DAF) Report all PRAP related matters directly to the installation commander/director. (T-1)

(e) (ADDED) (DAF) Coordinate and disseminate information, provide guidance to the wing/delta staff agencies on A10P policy, and procedural issues. (T-1)

(f) (ADDED) (DAF) Establish installation processes to ensure subordinate units are following this manual and DAFI 31-117, to include administrative qualifications occur within the required timeline (Appendix 2 to Enclosure 3 paragraph 5.a.).

(g) (ADDED) (DAF) Ensure the personnel systems reflect the correct data from Tables 2 and 3, *PRP Status Codes*, and are updated in a timely and accurate manner.

(h) (ADDED) (DAF) Produce military PRP rosters from MilPDS and distribute to unit PRP monitors monthly, at a minimum. (T-3)

(i) (ADDED) (DAF) Request DCPDS rosters from Civilian Personnel Flight (CPF) and obtain PRP contract rosters from the contracting officer representatives (COR), as needed. Disseminate to unit PRP monitors. (T-3)

(j) (ADDED) (DAF) Liaise for inbound administrative qualified personnel (PRP status B code) between gaining unit PRP monitor/CO and losing unit PRP monitor/CO or equivalent. (T-1)

(k) (ADDED) (DAF) Coordinate decertification, disqualification, permanent disqualification, reinstatement and requalification packages through the installation to appropriate agencies for final disposition. (T-1)

(l) (ADDED) (DAF) Have oversight of unit PRAP monitors. Ensure suspension actions are being tracked in accordance with this manual and all PRP certification documents are properly completed and filed within the individual's OMPF. (T-1)

(m) (ADDED) (DAF) Provide support to the AFPC PRP AQC. (T-1)

(n) (ADDED) (DAF) Ensure the installation commander/RO and the MAJCOM/FLDCOM identified support agencies are trained on their PRAP roles and responsibilities. (T-1)

(o) (ADDED) (DAF) Conduct SAVs on subordinate units with a PRAP mission and/or a PRAP support function at a frequency determined by the installation commander/RO. (T-3) This includes units with security forces personnel, the MPF, CPF (if installation has PRP civilian positions) and the MTF. (T-3)

(4) **(ADDED) (DAF) UNIT PRP MONITOR.** Appointed by the CO, or RO for conventional units, in writing. Appointment will be from an individual(s) assigned to a position within the AFMD 10S100 – Commander's Support Staff, exception is for sources of commissioning and MUNSS' monitors, which will follow their own AFMD. The lead contractor may appoint an individual unit contract PRP monitor and must coordinate with the unit CO or equivalent. Training requirements and responsibilities are located at Appendix 1 to Enclosure 3, paragraph 3.

(a) (ADDED) (DAF) The unit PRP monitor(s) administer the PRP day-

to-day administrative functions for their respective unit and ensures the unit procedures follow this manual. (T-1) The unit PRP monitor(s) will:

1. (ADDED) (DAF) Coordinate and disseminate information, provide guidance to the unit CO, or equivalent, and unit personnel on policy or procedural issues.
2. (ADDED) (DAF) Provide appointment memorandum to the installation PRAP monitor(s) and MTF.
3. (ADDED) (DAF) Receive notifications for the CO or equivalent.
4. (ADDED) (DAF) Provide notifications immediately to the CO, or equivalent, which must occur before the individual performs PRAP duties. The CO, or equivalent, will consider and make determination of an individual's reliability or certification status. (T-0) Conventional units will ensure that applicable notifications for PRP administratively qualified individuals (PRP status B code) will be accomplished immediately. (T-0) Note: Immediate notifications eliminate the opportunity for an individual with potential suitability factors to perform PRAP duties.
5. (ADDED) (DAF) Receive and review required PRP rosters from the installation PRAP monitor, monthly at a minimum. (T-3) Ensure the personnel human resource systems reflect the correct data from Tables 2 and 3, *PRP Status Codes*, and are updated in a timely and accurate manner. (T-1) Distribute to the MTF PRAP monitor(s). (T-3)
6. (ADDED) (DAF) Validate security clearance requirements are met and coordinates with the unit security assistant for all security clearance issues, status inquiries, and upgrade requirements.
7. (ADDED) (DAF) Collaborate with the unit security assistant on any information that may impact security clearance or require reporting to the counter-insider threat program.
8. (ADDED) (DAF) Collaborate with the unit drug demand and reduction monitor.
9. (ADDED) (DAF) Ensure unit personnel meet administrative requirements to be certified in the PRP as identified in this manual.
10. (ADDED) (DAF) Initiate or complete all required paperwork for PRP certification, disqualification, decertification and permanent disqualification, to include administrative qualification actions that are not required for the AFPC AQC to complete. Track all actions to completion.
11. (ADDED) (DAF) Track PRP personnel suspension actions in accordance with this manual and AFRIMS disposition.
12. (ADDED) (DAF) Aid CO or equivalent and/or individual(s) with requests

for reinstatement or requalification actions in accordance with this manual.

e. **(ADDED) (DAF) MTF PRAP MONITOR (RegAF/RMU/GMU)**. Provides support to the MTF Commander/Director, MTF/SGP, AQC and CMA(s) in administering the PRAP. (T-1) Training requirements and responsibilities are located at Appendix 1 to Enclosure 3, paragraph 3. The lead or alt lead, if appointed, MTF PRAP monitor(s) will:

(1) **(ADDED) (DAF) RegAF AD and USSF only: Remain appointed for no less than 18 months, or short tour length, as the MTF PRAP monitor, regardless of nuclear mission. (T-3) Assignment Availability Code 39 applies with availability date of 18 months from appointment date, or the 1st day of the DEROs month for short tour. (T-3)**

(2) **(ADDED) (DAF) Validate accountability of MTF's responsible electronic health records and physical health records, if any, are compared to the installation PRP rosters which are obtained from the unit PRP monitors.**

(3) **(ADDED) (DAF) Assist CMA(s) in making PRP health notifications to the CO or equivalent. CO or equivalent may use their PRP monitors to assist in this process.**

(4) **(ADDED) (DAF) Assist CMA(s) with health records screening for suitability factors, as trained by the CMA(s). (T-3)**

2. **JOINT BASING AND MULTI-AGENCY PRP**. Joint basing and multi-agency PRP will create a collaborative environment with open lines of communication. Support DoD Components will provide priority consideration and support to PRP certifying officials regardless of Military Service or DoD Component affiliation. This applies to every PRP command located on another Military Service installation.

a. Program authority and direction will reside with the PRP-certified command.

b. Joint installations and installations with tenant Combatant Commands or other non-traditional organizations will comply with this manual to determine the best way to implement PRP at the installation.

c. **(ADDED) (DAF) On Joint Base Installations, the senior DAF officer in the PRAP unit's chain of command appoints, in writing, the installation PRAP monitor(s) to administer the day-to-day administrative PRAP functions or can delegate the appointment authority to the FSS commander or director. The installation monitor(s) will report PRAP matters directly to the Installation Commander, regardless of Military Service or DoD Component affiliation. (T-1)**

3. **TRAINING**. Reviewing officials, certifying officials, PRP monitors, CMAs, and other medical personnel (e.g., IDMTs and IDCs that are not CMAs who review PRP medical issues), and individuals assigned to PRP duties will receive initial training, refresher PRP training, and be thoroughly briefed on their PRP management and oversight responsibilities. Initial training will include, at a minimum:

- a. PRP purpose and applicability.
- b. PRP roles and responsibilities.
- c. PRP certification.
- d. Continuing evaluation.
- e. Disqualification, removal, and reinstatement.
- f. Requirements of Public Law 104-191 (Reference (m)) and DoD Manual 6025.18 (Reference (n)).
- g. (ADDED) (DAF) All required training is located on the *Non-Medical PRAP Training Matrix* and the *Medical PRAP Training Matrix* located on the DAF PRAP Website. (T-1)**
- h. (ADDED) (DAF) All training will include the applicable DAF standardized PRAP training found on the DAF PRAP website. (T-1)**
- i. (ADDED) (DAF) Training will be tracked and documented (i.e., initial or refresher). Individuals must complete initial training in PRAP before performing RO, CO, any PRAP monitor, CMA, administrative qualification, or any duty references in Enclosure 3 paragraph 1.b. (T-1) Refresher training will be conducted in a period not to exceed 15 months. (T-1) Nuclear surety training is conducted in accordance with (Reference (z)) and is not required to be conducted in conjunction with any PRAP training.**
- j. (ADDED) (DAF) AF/A10P will provide training tools and aids for MAJCOM/FLDCOM PRAP managers on the DAF PRAP website.**
- k. (ADDED) (DAF) MAJCOM/FLDCOM PRAP managers will ensure installation PRAP monitors, MAJCOM/FLDCOM PRAP inspectors and RO (MAJCOM/FLDCOM level) are properly trained, and that training is current. (T-1)**
- l. (ADDED) (DAF) Installation PRAP monitors will ensure the RO (only if RO is wing/delta or Numbered Air Force level), CPF and MPF personnel, unit PRAP monitors (to include GSUs) and the MAJCOM/FLDCOM identified support agencies are trained on their PRAP roles and responsibilities. (T-1)**
- m. (ADDED) (DAF) Unit PRAP monitors will ensure the RO (at group and below level), CO or equivalent and all unit personnel are trained on the PRAP. (T-1)**
- n. (ADDED) (DAF) The lead CMA or alternate lead CMA will train all other CMAs on roles and responsibilities. (T-1)**
- o. (ADDED) (DAF) The lead CMA or alternate lead CMA and/or lead MTF PRAP monitor will train all other MTF PRAP monitors and all other medical personnel on roles and responsibilities. (T-1)**

p. **(ADDED) (DAF) The lead and alternate lead CMA, lead and alternate lead MTF PRAP monitor, MUNSS IDMTs and medical PRAP inspectors above the wing/delta level will attend the United States Air Force School of Aerospace Medicine (USAFSAM) medical PRAP course for certification within six months of assignment to duty supporting PRAP. (T-1) If there has been a five-year or more gap since last performing lead CMA, alternate lead CMA, lead MTF PRAP monitor, alternate lead MTF PRAP monitor or MUNSS IDMT then these individuals will be required to attend the USAFSAM medical PRAP course. Exception: Lead CMA, alternate lead CMA, lead MTF PRAP monitor, alternate lead MTF PRAP monitor or MUNSS IDMT transferring from nuclear capable unit to another nuclear capable unit. (T-1)**

4. PRP REVIEW AND EVALUATION

a. DoD Components will ensure that PRP is reviewed and evaluated for effectiveness during appropriate inspections and staff visits at all levels of command.

b. PII collected, maintained, used, or disseminated in PRP execution must be safeguarded to prevent any unauthorized use. The DoD Components will ensure the collection, use, and dissemination of PII complies with the requirements of References (i) and (j).

5. PERSONNEL TRANSFER. When a PRP-certified individual is transferred to another PRP position, he or she must be interviewed by the new certifying official. If this transfer does not involve a change in the reviewing official, the individual's medical and personnel records do not need to be re-screened. **(ADDED) (DAF) A new DAF Form 286, *Personnel Reliability Program (PRP) Qualification/Certification Action*, is not required. MilPDS will reflect the original certification date on the most current DAF Form 286.**

a. **(ADDED) (DAF) PRP to PRP Transfer. Administrative qualification does not apply. When a PRP certified individual transfers to another PRP position resulting in the change of RO and CO, the losing installation/unit will update the MilPDS with PRP status B code effective the date individual last performed PRP duties. (T-1) Individual will be under continuous monitoring until rescreened. Gaining installation/unit rescreens from the PRP status B code to present (to include a new PRP Questionnaire) and completes a new DAF Form 286. Forward the DAF Form 286 to AFPC utilizing Case Management System (CMS) or successor system. Individuals separating under PALACE CHASE/Front programs and transferring PRP to PRP will be J coded versus B coded for that transfer.**

b. **(ADDED) (DAF) If a certified PRP individual transfers to a PRP position on the wing/delta staff, the wing/delta commander becomes the CO and the next highest commander/director will become the RO, requiring a new interview to be conducted via a new DAF Form 286 prior to individual continuing PRP duties. The new form will need to reflect all previous screening dates except for the Personnel Security Investigation (PSI) and the form will reflect a new certification date. (T-1)**

c. **(ADDED) (DAF)** When a PRP certified (includes interim and additional duty) individual is transferred to a non-PRP position, the certification will administratively terminate. The installation/unit monitor will update MilPDS (PRP status J code) with the date last performed PRP duties.

d. **(ADDED) (DAF) Local Non-PRP to PRP Transfer (In Place Certification).** A PRP certification process for personnel transferring from a non-PRP position to a PRP position at their current installation of assignment (PRP Status L code). This could be due to changes in mission requirements or a Permanent Change of Assignment (PCA). This process must have equivalent record access for a RO and CO. This does not require administrative qualification, nor does this apply to administratively qualified personnel (PRP status B code). (T-1) If required, PRP status K code may be used if it is not possible to complete certification prior to deployment/TDY/leave.

e. **(ADDED) (DAF)** All PRP certified individuals who change from critical to controlled PRP position or controlled to critical PRP position with the same RO will require a new DAF Form 286 using the original screening and PRP certification dates but a new PRP status. (T-1)

6. **SUSPENSION.** When suspending an individual and removing them from PRP duties, the certifying official will notify the individual and their supervisor of the nature and circumstances of the suspension. **(ADDED) (DAF)** The servicing IPO will be notified to determine if it must be reported to the counter-insider threat program and whether the nature and circumstances of the suspension overlap the CV and vice versa, the servicing IPO will notify the PRAP monitor of DISS incidents that may require immediate notification to the CO or equivalent for suspension determination. A suspension can initially last up to 3 months. The certifying official may extend the period of suspension to 1 year in 3-month increments. **(ADDED) (DAF)** If the reason or conditions for suspension still exist and impact's reliability, the individual will be decertified. All actions to decertify the individual must be complete by the 1-year expiration and not after. (T-0) A CO may return individual to PRP duties at any point during the suspension timeframe if the reason or conditions for suspension no longer exist or impacts to reliability are mitigated. An RO or CO who is suspended from PRP (not able to perform their operational duties) may perform PRP administrative functions.

7. **DECERTIFICATION.** Individuals who have been determined by the certifying official to no longer meet PRP standards will be decertified. Within 15 workdays of the determination, the certifying official will advise the individual, in writing, of the reasons for decertification and of the requirement for review by the reviewing official. **(ADDED) (DAF)** Documentation for decertification or permanent disqualification is accomplished on DAF Form 286A, *PRP Permanent Disqualification or Decertification Action*, using the form's instructions.

a. To ensure uniform application of the PRP standards specified by this manual, the reviewing official will review each case involving a decertification decision. The reviewing official may seek additional information or explanations of extenuating circumstances from the certifying official, the CMA, personnel officials, and the individual concerned, if appropriate.

b. After reviewing the decertification action, the reviewing official will notify the individual and the certifying official of the findings and conclusion within 15 workdays. In the case of a DoD contractor employee, the contractor will be told that the employee has been decertified and may no longer be assigned to or continue performing PRP duties in compliance with contractual requirements. **(ADDED) (DAF) The contracting officer or their representative is responsible for communicating this to the contractor.**

c. If the reviewing official approves the decertification, the individual will be removed from positions requiring PRP certification, and the action will be made a matter of permanent record. **(ADDED) (DAF) To decertify or permanent disqualify an individual, the RO will:**

(1) (ADDED) (DAF) Receive CO recommendation for decertification or permanent disqualification documented on the DAF Form 286A.

(2) (ADDED) (DAF) Document the decertification or permanent disqualification decision using the DAF Form 286A. Installation PRAP or unit PRP monitor will assist with this.

(3) (ADDED) (DAF) Ensure the installation PRAP monitor forwards the DAF Form 286A to AFPC utilizing CMS or successor system.

(4) (ADDED) (DAF) Ensure the installation PRAP monitor maintains an electronic copy on file until the original is verified and filed in the individual's OMPF.

(5) (ADDED) (DAF) Ensure that the installation/unit monitor updates MilPDS with the applicable PRP status code effective the date RO signed the DAF Form 286A. For civilian employees, ensure the CPF updates DCPDS with applicable PRP status code effective the date RO signed the DAF Form 286A.

(6) (ADDED) (DAF) Ensure the servicing IPO is notified if the nature and circumstances of the decertification or permanent disqualification overlap the CV or counter-insider threat program.

(7) (ADDED) (DAF) If the RO disapproves, the case file and DAF Form 286A are destroyed.

8. REQUALIFICATION AND REINSTATEMENT

a. DoD Component heads are the approval authority for requalification or reinstatement. Requests for requalification or reinstatement must be in writing and include justification. If requalification or reinstatement is approved, initial qualification and screening will be completed, as described in Appendix 2 to this enclosure.

b. Individuals disqualified or decertified for alcohol use disorder may be requalified or reinstated for PRP duties if the individual, before requesting reinstatement, successfully completed:

(1) An initial intensive outpatient-level treatment or higher-level treatment in accordance with DoD Instruction 1010.04 (Reference (o)).

(2) A 1-year period of strict compliance with aftercare program requirements in accordance with Reference (o).

(3) A PRP qualification screening and psychological evaluation with a favorable prognosis by the CMA.

c. (ADDED) (DAF) Forward requests to reinstate PRP eligibility (PRP status P/R codes only) to AF/A10P for approval. All requests submitted to AF/A10P for approval authority decision will route through the chain of command and are required to include recommendations from the RO, CO and the MAJCOM/FLDCOM PRAP manager. Additionally, for health-related reasons, request will also include MAJCOM/FLDCOM Chief of Aerospace Medicine (SGP) or CMA and any specialist consultations that supports that the condition or reason for decertification or permanent disqualification has been mitigated or no longer exists. Requests are required to follow PII, CUI and PHI/HIPAA.

d. (ADDED) (DAF) INDIVIDUAL'S REQUEST. An individual may request a reconsideration of a PRP decertification or permanent disqualification. Individuals must provide a written request with rationale and supporting evidence. All requests submitted to AF/A10P for approval authority decision will route through the chain of command and are required to include recommendations from the RO, CO and the MAJCOM/FLDCOM PRAP manager. Additionally, for health-related reasons, requests will also include MAJCOM/FLDCOM SGP or CMA and any specialist consultations that supports that the condition or reason for decertification or permanent disqualification has been mitigated or no longer exists. Requests are required to follow PII, CUI and PHI/HIPAA.

e. (ADDED) (DAF) INFORMATION COLLECTIONS, RECORDS, AND FORMS.

(1) (ADDED) (DAF) Information collections. This publication creates information collection.

(2) (ADDED) (DAF) Records. This publication creates records.

(3) (ADDED) (DAF) Adopted Forms. AF Form 35, *Request and Authorization For Assumption of/Appointment to Commander*, DAF Form 847, *Recommendation for Change of Publication*, Standard Form 86, *Questionnaire for National Security Positions* and DD Form 254, *Contract Security Classification Specifications*.

(4) (ADDED) (DAF) Prescribed Forms.

(a) (ADDED) (DAF) DAF Form 286, *Nuclear Weapons Personnel Reliability Program (PRP) Qualification/Certification Action*. Form is used to document administrative qualification, disqualification, interim certification, or certifications for the PRP.

(b) (ADDED) (DAF) DAF Form 286A, *Personnel Reliability Program (PRP)*

Permanent Disqualification or Decertification Action. Form is used to document permanent disqualification and decertification from the PRP.

APPENDIX 2 TO ENCLOSURE 3

CERTIFICATION

1. CERTIFICATION REQUIREMENTS. The certifying official will judge the reliability of each individual identified for PRP duties. This will be based on the appropriate PSI, review of personnel and health records, position qualification requirements, and a personal interview. Certification will be formally documented and maintained while the individual is performing PRP duties. The certification will terminate administratively when an individual transfers to a position not requiring PRP certification.

a. Qualifying Criteria. Due to the special trust placed in them, personnel assigned to PRP duties must:

(1) Be dependable, mentally alert, and technically proficient commensurate with their respective duty requirements.

(2) Be flexible in adjusting to changes in the working environment, including ability to work in adverse or emergency situations.

(3) Have good social adjustment, emotional stability, personal integrity, sound judgment, and allegiance to the United States.

(4) Have a positive attitude toward nuclear weapons duty.

(5) (ADDED) (DAF) Document certifications on the DAF Form 286 using the form's instructions. Update MilPDS or DCPDS with the applicable PRP status code (see Tables 2 and 3) effective the date CO signed the DAF Form 286 unless otherwise stated within this manual. (T-1)

b. PSI. The primary purpose of a PSI and national security adjudication is to ensure a trusted workforce. Standards for access to classified information or assignment to sensitive duties are outlined in DoD Manual 5200.02 (Reference (p)). Personnel selected for designated NC2 PRP positions in accordance with Reference (k) will be subject to random counterintelligence-scope polygraph examinations administered in accordance with DoD Instruction 5210.91 (Reference (q)). All civilian, active duty military, Reserve and National Guard personnel, and contractor personnel under the terms of contracts assigned to PRP positions will be subject to a periodic reinvestigation every 5 years, in accordance with Reference (p). **(ADDED) (DAF) Individuals are enrolled in the CV program, which requires collecting an updated standard form (SF)-86 at a five-year periodicity. The five-year periodicity is determined by one of the following activities: continuous enrollment (CE) enrollment date, latest background investigation closed date or SF-86 signature date, whichever activity is most recent. SF-86 with a signed date within five years and two months of the anniversary of last background investigation closed date or within five years of the date of signature on the last SF-86 are considered current. Individuals will**

remain valid until removed from CV by eligibility revocation, suspension or no longer have any DoD affiliation. (T-0) Additionally:

(1) A PSI will be requested for personnel that have a break in active service or government employment exceeding 24 months, and for contractor employees, a break in status exceeding 24 months.

(2) The certifying official may request a new PSI based on newly discovered significant derogatory information or allegations. **(ADDED) (DAF) The CO will not request a new PSI if the newly discovered significant derogatory information or allegations were reporting under CV and adjudicated by DoD CAS. (T-0)**

(3) **(ADDED) (DAF) Controlled positions require moderate tier (formerly T3) initial investigation and Secret eligibility. (T-0)**

(4) **(ADDED) (DAF) Critical positions require high tier (formerly T5) initial investigation and Top Secret eligibility. (T-0)**

c. Medical Evaluation. For the purposes of PRP, Reference (n) authorizes disclosure of protected health information of military personnel without authorization and of civilians and contractor employees pursuant to valid authorization. A CMA or other medical personnel specifically trained and formally designated to perform that function will screen the individual's health records.

(1) Added) (AF) The gaining installation will accomplish a health records evaluation for:

(a) (ADDED) (DAF) Individuals previously on PRP status from the date last performed PRP duties (PRP status J code) to present. (T-1)

(b) (ADDED) (DAF) Individuals administratively qualified by the AQC and are under continuous monitoring from the PRP status B code date to present. (T-1)

(c) (ADDED) (DAF) Individuals administratively qualified by other than the AQC, have never performed PRP duties previously and are under continuous monitoring will receive a cover-to-cover health record review. Example: Sources of commissioning. (T-1)

(d) (ADDED) (DAF) PRP-PRP transfer from the date last performed PRP duties indicated by the PRP status B code date to present. (T-1)

(e) (ADDED) (DAF) Individuals not administratively qualified and local non-PRP-PRP transfer (PRP status L code) from the date last performed PRP duties (PRP status J code) to present or cover-to-cover health record review if never performed PRP duties. Initiate a review of the individual's records upon application of the PRP status L code. (T-1)

d. Personnel File Review. The certifying official will review in detail the individual's personnel file, other official records, and information locally available on their behavior, conduct, and reliability. Personnel records will reflect assignment of an individual to a PRP position.

(1) (Added) (DAF) The gaining installation/unit PRP monitor will accomplish a personnel file review for:

(a) (ADDED) (DAF) Individuals previously on PRP status from the date last performed PRP duties (PRP status J code) to present. (T-1)

(b) (ADDED) (DAF) Individuals administratively qualified by the AQC and are under continuous monitoring from the PRP status B code date to present. (T-1)

(c) (ADDED) (DAF) Individuals administratively qualified by other than the AQC, have never performed PRP duties previously and are under continuous monitoring will receive a cover-to-cover personnel file review. For example: Sources of commissioning. (T-1)

(d) (ADDED) (DAF) PRP-PRP transfer from the date last performed PRP duties indicated by the PRP status B code date to present. (T-1)

(e) (ADDED) (DAF) Individuals not administratively qualified and local non-PRP-PRP transfer (PRP status L code) from the date last performed PRP duties (PRP status J code) to present or cover-to-cover personnel file review if never performed PRP duties. Initiate a review of the individual's records upon application of the PRP status L Code. (T-1)

e. Personal Interview. The certifying official will personally interview each candidate for PRP duties. The personal interview will not be conducted as a part of a routine orientation briefing for new personnel.

f. Position Qualification. The individual must demonstrate potential for technical proficiency commensurate with nuclear weapon or NC2 duty position requirements prior to PRP certification.

2. INITIAL CERTIFICATION

a. Security Clearance Eligibility Requirements. As part of the required screening process, the certifying official will verify personnel security clearance eligibility. If appropriate, the certifying official will review the results of the investigation. The DoD Components may establish procedures to facilitate timely screening of individuals required to support wartime missions. **(ADDED) (DAF) Reference Appendix 2 to Enclosure 3 paragraph 1.b. (T-0)**

(1) Critical Position. (ADDED) (DAF) High tier (formerly T5) initial investigation and Top Secret eligibility, a security clearance to have been completed ((ADD) (DAF) background investigation closed (ADDED) (DAF), CE enrollment date or SF-86 signature date, whichever activity is the most recent) within the last 5 years and favorably adjudicated in accordance with Reference (p) is required. If it becomes necessary to consider an individual for a critical position and the required investigation has not been completed, the certifying official may grant interim certification (see section 3 of this appendix for interim certification conditions). However,

individuals with current Top Secret PSI may be PRP certified if:

(a) The periodic reinvestigation was submitted to the Office of Personnel Management **(ADDED) (DAF) SF-86 will be submitted to DCSA** prior to the 5-year anniversary of the last **(ADDED) (DAF) background investigation closed date, CE enrollment date or SF-86 and authorization signature date, whichever activity is the most recent.**

(b) The certifying official has documented a review of the completed security questionnaire and is satisfied there are no known risks.

(2) Controlled Position. **(ADDED) (DAF) Moderate tier (formerly T3) initial investigation and Secret eligibility or higher level investigation, a security clearance to have been completed ((ADDED) (DAF) background investigation closed (ADDED) (DAF), CE enrollment date or SF-86 signature date, whichever activity is the most recent)** within the last 5 years, and favorably adjudicated in accordance with Reference (p) is required. If it becomes necessary to consider an individual for a controlled position and the required investigation has not been completed, the certifying official may grant interim certification (see section 3 of this appendix for interim certification conditions). **(ADDED) (DAF) There is no interim certification for controlled positions. (T-0)**

b. Medical Evaluation. As part of the required screening process, the CMA or other medical personnel specifically trained and designated will evaluate health history and records to determine the candidate's medical qualifications under PRP standards. **(ADDED) (DAF) All available health and dental records (electronic/hard copy and defined by this manual) will be reviewed during the initial certification process. (T-1)**

(1) The CMA is the sole authority in determining what information qualifies as medical factors that may affect an individual's suitability for PRP and will convey these factors to the certifying official. If the health records review is conducted by medical personnel other than the CMA, and questionable information about an individual's medical suitability for assignment to a PRP position is identified, the records will be referred to the CMA for further evaluation. The results of the CMA's review will be provided to the certifying official, who will make the determination on the individual's suitability to perform PRP duties. **(ADDED) (DAF) See Appendix 2 to Enclosure 3 paragraphs 1.c.(1).(a) – (e).**

(2) If available medical records are inadequate, the CMA will conduct an evaluation to determine medical qualification under PRP standards. That medical evaluation will include a mental health consultation when indicated.

c. Personnel File Review. The certifying official will review in detail the individual's personnel file, other official records, and information locally available about the individual's reliability. **(ADDED) (DAF) See Appendix 2 to Enclosure 3 paragraphs 1.d.(1).(a) – (e).**

d. Personal Interview. During a personal interview, the certifying official will inform the individual of their significance to national security and nuclear surety, PRP standards, the need for reliable performance, the individual's responsibility for self-reporting, and peer review of

factors and situations that could adversely affect job performance or reliability. The certifying official will determine suitability using Appendix 4 to this enclosure as a guide.

e. Drug Testing. Mandatory drug testing for illegal or unauthorized substances of all military and civilian personnel assigned to PRP duties will be conducted in accordance with DoD Instructions 1010.01 (Reference (r)) and 1010.09 (Reference (s)). Drug testing requirements applicable to contractor personnel assigned to PRP duties will be prescribed in applicable contracts in accordance with Reference (h). **(ADDED) (DAF) For military, civilian and contractor PRP personnel initial certification (first time ever certified in PRP and personnel returning to their nuclear career field) a drug test will need to be accomplished 30 duty days prior to or 30 duty days after the PRP initial certification date. (T-0)**

f. Position Qualification. The candidate must demonstrate potential for technical proficiency commensurate with nuclear weapon or NC2 duty position requirements.

3. INTERIM CERTIFICATION

a. Critical Position. If it becomes necessary to consider an individual for a critical position and the required investigation has not been completed, interim critical certification may be made under the following conditions:

(1) The individual must have either Secret eligibility **(ADDED) (DAF) with moderate tier (formerly T3) investigation**, a security clearance to have been completed **((ADDED) (DAF) background investigation closed (ADDED) (DAF), CE enrollment date or SF-86 signature date, whichever activity is the most recent)** within the last 5 years and favorably adjudicated, or Top Secret eligibility, a security clearance to have been completed **((ADDED) (DAF) background investigation closed (ADDED) (DAF), CE enrollment date or SF-86 signature date, whichever activity is the most recent)** within the last 10 years **(ADDED) (DAF) last 5 years for DAF personnel** and favorably adjudicated, without a break in active service or employment longer than 24 months. **(ADDED) (DAF) Additionally, individual must have an SF-86 accepted by DCSA for high tier (formerly T5) or equivalent successor investigation.**

(2) The appropriate background investigation request must be submitted and shown as opened in the JPAS **(ADDED) (DAF) DISS or successor system** before interim certification and all other requirements of the PRP screening process will be fulfilled.

(3) **(ADDED) (DAF) The CO and the servicing IPO have reviewed the submitted security questionnaire and determined that the risk is at an acceptable level to grant interim access prior to completion of investigation. Upon confirmation from the CO, the servicing IPO may grant interim access at the level equivalent to that which is required by the PRP position. Any interim access granted under this provision must be immediately removed if the clearance eligibility is unfavorably adjudicated. (T-0)**

b. Controlled Position. **(ADDED)(DAF) There will be no interim certifications for controlled positions. (T-0)** If it becomes necessary to consider an individual for a controlled position and the required investigation has not been completed, interim controlled certification may be made under the following conditions:

(1) The individual must have Secret eligibility, a security clearance to have been completed (investigation closed within the last 10 years favorably adjudicated, without a break in active service over 24 months).

(2) The appropriate background investigation must be submitted before interim certification and all other requirements for the PRP screening process will be fulfilled.

c. Individuals with Interim Certification

(1) These individuals will be identified to supervisory personnel, entry controllers who directly control access to exclusion areas, and others as necessary, as having only interim certification. Entry authorization lists and individual access media will be specifically marked to designate interim certification status.

(2) An individual with interim certification will not be paired in a two-person team with another individual with interim PRP certification.

(3) **(ADDED) (DAF) Interim certification documentation. Document an interim certification using the same procedures as a certification. (T-1)**

(a) **(ADDED) (DAF) If the individual does not have a valid security clearance and is not eligible for interim certification, or the CO determines not to interim certify, update MilPDS or DCPDS with PRP status C code until the security clearance determination is made and updated by the DCSA CAS. (T-1)**

4. (ADDED) (DAF) FULFILLING INVESTIGATIVE REQUIREMENTS.

a. **(ADDED) (DAF) SF-86 and authorization release forms are required every five years for critical positions and controlled positions. (T-0) Reference Appendix 2 to Enclosure 3 paragraph 1.b.**

5. (ADDED) (DAF) ADMINISTRATIVE QUALIFICATION (AQ). Administrative qualification is a PRP screening process which ensures Regular Air and Space Force active duty military personnel meet PRP standards before they depart for training or assignment to PRP duties. This process will be accomplished using the same criteria and standards as a formal certification and with equivalent record access for the RO, CO, commander, director, and the AQC. (T-1) The AQC or losing commander/director (if applicable) accomplishes AQs (Reference aa). Unit commander or directors need not be PRP certified to perform AQs. This process is optional for ARC personnel.

a. **(ADDED) (DAF) The AQC or losing commander/director (if applicable), in coordination with the gaining CO, will review suitability factors for PRP and complete AQ decision within 60 calendar days of assignment notification. (T-1)**

(1) **(ADDED) (DAF) The gaining CO decision is not required on packages that do not contain suitability factors for PRP. Additionally, the AQC may independently**

make DQ decisions for E-1 through E-6 and O-1 through O-3 personnel without consultation from the gaining CO.

b. (ADDED) (DAF) The AQC does not accomplish AQC for sources of commissioning (ROTC, OTS and USAFA). This will be accomplished by the losing CO, commander or director. (T-1)

c. (ADDED) (DAF) PSI requirement. Individual must have a current security clearance as outlined in above paragraph 1.b. Individuals are required to meet the CV five-year periodicity prior to departure date. If the individual does not possess a valid security clearance for projected position or is not current, the SF-86 must be submitted within five years of the last SF-86 signature date. If upgrading, individual must also have a DCSA accepted SF-86 for a High Tier (formerly T5) in DISS or successor system. (T-0)

d. (ADDED) (DAF) Continuous monitoring. Once administrative qualification is complete (PRP status B code), continuous monitoring is required and is the responsibility of the losing installation until the individual begins in-processing at the gaining installation. The AQC or sources of commissioning will ensure the losing and gaining installations receive the DAF Form 286 identifying the individual meets PRP standards and is administratively qualified.

(1) (ADDED) (DAF) The losing installation PRAP monitor will notify the losing CO, commander or director, the unit PRP monitor (if applicable), the individual's supervisor (or military training leader (MTL) for the Training Squadrons (TRS)) and first sergeant of the administrative qualification for pending PRP assignment and requirement to maintain continuous monitoring. (T-1)

(2) (ADDED) (DAF) The losing CO, commander or director, in collaboration with the installation PRAP or the unit PRP monitor, will continue to inform the gaining CO of any suitability factors or situations that may affect the individual's PRP assignment eligibility or reliability. (T-1)

APPENDIX 3 TO ENCLOSURE 3

PRP POSITIONS

1. GENERAL. The reliability standards established in Appendix 2 to this enclosure will be used to determine an individual's eligibility for a PRP position. All PRP positions will be formally designated as either critical or controlled and will be restricted to the minimum number required to accomplish the mission. Only certified personnel will be assigned to designated PRP positions and when PRP positions become vacant, certified personnel will be assigned as rapidly as possible. Examples of typical PRP positions are shown in the Table. **(ADDED) (DAF) PRP individuals that have an approved retirement or separation date may occupy a PRP coded position until date of separation or retirement effective date, however these personnel must be PRP status J code effective the last date performed PRP duties.**

2. REVIEW OF PRP POSITIONS. Certifying officials will re-evaluate designated PRP positions annually to determine the need for additional positions or the cancellation of unnecessary positions.

a. **(ADDED) (DAF) The source is the Unit Manpower Document (UMD). Ensure all changes are updated in the Manpower Programming and Execution System. The CO will document (signature and date) annual UMD reevaluation. (T-1)**

b. **(ADDED) (DAF) MANPOWER POSITION CODING. The following manpower designators will be used when reviewing/identifying nuclear coded manpower billets:**

A – CRITICAL FOR NUCLEAR WEAPONS PRP

D – CONTROL FOR NUCLEAR WEAPONS PRP

I – CONTROL FOR NUCLEAR WEAPONS PRP (NUCLEAR EXPERIENCE REQ)

N – CRITICAL FOR NUCLEAR WEAPONS PRP (NUCLEAR EXPERIENCE REQ)

Z – NUCLEAR EXPERIENCE (NON-PRP)

c. **(ADDED) (DAF) ADDITIONAL DUTY. In some cases, the CO may be required to certify personnel for PRP additional duty. The CO certifies those selected for PRP additional duty according to this manual but do not document these requirements on the UMD. (T-1)**

d. **(ADDED) (DAF) CIVILIAN POSITIONS. Government civilian positions which require PRP certification will be identified on the UMD as a PRP position, and the position description will include PRP duties. (T-1)**

e. **(ADDED) (DAF) CONTRACTOR PRP POSITIONS. Because of the diversity of position titles and duties in the DAF, the reliability standards established in this manual**

will be used to determine which positions will be identified for PRP. The COs formally designate PRP positions as either “critical” or “controlled” and keep positions to the minimum required to accomplish the mission. This requirement will be met during contract establishment and must be reflected in the contract requirements documentation (e.g., PWS, SOW, DD Form 254, etc.). (T-1)

f. (ADDED) (DAF) Coordinate all PRP position(s) under consideration for workforce changes with AF/A10P. Additionally, employees will perform nuclear duties only in nuclear certified facilities or in cleared contractor facilities authorized to safeguard classified information by DCSA and validated by the National Industrial Security System (NISS) using (Reference (ss)) and authorized by HQ Air Force Safety Center for nuclear performance. Contractor positions will be evaluated during contract establishment and reevaluated according to the contract. (T-1)

g. (ADDED) (DAF) CONVERTING POSITIONS. Prior to converting PRP coded military or DoD civilian positions to contractor positions, the functions to be converted must be deemed required and essential by AF/A10. This determination must be made, and approval granted, in writing, prior to nominating the function for contract performance. (T-1)

3. PRP POSITION ELIGIBILITY. Eligibility for assignment to PRP positions, subject to the reliability standards in Appendix 2 of this enclosure, will be confirmed in writing by a certifying official. Before an individual is assigned to PRP duties, the certifying official will certify that the individual has the required PSI and clearance, been screened according to the reliability standards, been personally interviewed, and been found eligible and qualified for assignment to a PRP position.

Table
Identifying PRP Positions

Duty Position	Duty Position Example	PRP Designation
1. Commanders		
a. Delivery units	Navy submarine, Air Force wing-group (ADDED) (DAF) delta , and squadron; persons delegated to act for the above on nuclear weapon operations.	Critical
b. Nuclear support units	Strategic weapons facilities, Air Force munitions or missile maintenance squadron.	Critical
2. Missile and Air Crews		
a. Delivery aircraft; missile crew	Pilots, navigators, and bombardiers; weapon system officers; electronic system officers; missile crew members.	Critical
b. Non-Delivery Transport aircraft		
(1) With access, no technical knowledge	Prime Nuclear Airlift Force, Pilots, and Loadmasters who provide transportation of nuclear cargo or nuclear components.	Controlled
(2) Without access	Self-explanatory.	None
3. Delivery Unit Personnel and Supervisors		
a. With access and technical knowledge	Persons who could cause damage, unauthorized activities, or unauthorized launch activities.	Critical
b. With access, no technical knowledge	Handling, transporting, and launch personnel.	Controlled
c. Without access	Support such as clerks, cooks.	None
4. Nuclear support unit personnel and supervisors		
a. With access and technical knowledge	Persons who perform modifications, retrofits, limited life component changes, and similar tasks.	Critical
b. With access, no technical knowledge	Handling, transporting, and launch personnel.	Controlled
c. Without access	Support personnel such as clerks, cooks.	None
5. Handling and transport personnel		
a. With access, no technical knowledge	Vehicle operator, crane operators.	Controlled
6. Command disablement management team		
a. With access and technical knowledge	Personnel tasked with coding or recoding and checking built-in Command Disable System and external controlled	Critical

	Command Disable.	
b. With access, no technical knowledge	Command Disablement Team.	Controlled
7. Delivery system maintenance personnel and supervisors		
a. With access and technical knowledge	Persons who could cause damage, unauthorized activities, or unauthorized launch activities.	Critical
b. With access, no technical knowledge		Controlled
c. Without access		None
8. Custodial unit personnel		
a. Custodians		Critical
b. Custodial agents		Controlled
9. Explosive Ordnance Disposal (EOD)		
a. EOD technicians designated to conduct follow-on render safe procedures and disposal procedures in accordance with DoD Manual 3150.08 (Reference (t))	Military Service EOD technicians with an assigned mission to support a response task force. (ADDED) (DAF) EOD who are assigned to a designated Response Task Force are considered to have access.	Critical
b. EOD technicians conducting initial response in accordance with Reference (t)	EOD technicians providing emergency support to an initial response force; EOD support such as clerks and mechanics. (ADDED) (DAF) EOD technicians not assigned to designated Response Task Force and who only have emergency response requirements are not considered to have access.	None
10. Security Forces		
a. General. See DoD Directive 5210.41 (Reference (u)) for additional security requirements.		
(1) Escort	Persons controlling access to weapons during transport.	Controlled (ADDED) (DAF) DAF 31P/3P0 personnel are considered AUoF.
(2) Convoy	Convoy commanders, security escorts, and entry controllers to areas containing nuclear weapons during ground transport.	Controlled (ADDED) (DAF) DAF 31P/3P0 personnel are considered AUoF.
(3) For NC2 aircraft	Persons controlling access to occupied or locked NC2 aircraft with PCM present.	Controlled (ADDED) (DAF) DAF 31P/3P0

		personnel are considered AUoF.
(4) Augmenters		
(a) Armed	Persons routinely assigned to duties directly for nuclear weapon security who are armed and assigned to duties protect and guard a nuclear weapon or, when joined, the delivery system.	Controlled
	Persons assigned to the follow-on backup forces.	None
(b) Not armed	Persons not routinely assigned to nuclear weapon security duty, who are not armed, and not assigned duties to protect and guard a nuclear weapon or, when joined, the delivery system.	None
b. Army		
(1) Access control personnel	Entry control personnel and security guards directly controlling access to Army SNM.	Controlled
(2) Alarm monitors	Persons controlling and monitoring primary and redundant intrusion detection system for Army SNM.	Controlled
Duty Position	Duty Position Example	PRP Designation
(3) Security force on-site commanders	Full-time member of the security force, assigned to Army nuclear support mission, who is on site with the authority and capability to direct Army SNM physical protection activities and security response forces under emergency situations.	Controlled
(4) Armed guards	Armed personnel specifically assigned duties to protect and guard Army SNM.	Controlled
(5) Security response forces	Armed security personnel assigned to installations with an Army SNM but not directly assigned to day-to-day guard duties.	None
c. Navy and Marine Corps		
(1) Security Forces Afloat		
(a) Internal and inside of perimeter	Persons who control entry into an exclusion area; includes permanently assigned guards and personnel assigned and stationed to support a submarine exclusion area.	Controlled
(b) Alarm monitors	Persons who control primary and redundant intrusion detection system's annunciation equipment.	Controlled
(c) Response Forces		
<u>1</u> . Armed initial response forces	Reaction forces assigned reaction force direct support duties. Persons assigned to the security response team.	Controlled

2. Armed augmentation forces	Reaction forces assigned support duties. Persons assigned to the backup alert force, reserve force, and augmentation force.	None
(2) Security Forces Ashore		
(a) Internal and inside perimeter	Persons who control entry into waterfront restricted area, exclusion area, or limited area; includes permanently assigned guards in any such area.	Controlled
(b) Alarm monitors	Persons who control primary and redundant intrusion detection system's annunciation equipment.	Controlled
(c) External to perimeter	Persons permanently ordered and solely dedicated to nuclear weapons security duties who are armed and specifically assigned duties to protect and guard a nuclear weapon or, when joined, the delivery system.	Controlled
(d) Escort	Persons controlling access to weapons during transport.	Controlled
d. (ADDED) (DAF) Department of the Air Force		
(1) Inside restricted areas and at close-in or exclusion areas	Permanently assigned security forces posted in these areas to guard nuclear weapons and control entry to the areas. Includes entry controllers, alarm monitors, Response Force, camper alert team, security escort team, close-in sentries, and area supervisors.	Controlled (ADDED) (DAF) DAF 31P/3P0 personnel are considered AUoF.
(2) Security system operators and administrators, security controllers and intercontinental ballistic missile flight security controllers	Security forces personnel who operate, monitor, or administer primary, remote or redundant nuclear area or facility electronic security systems, integrated security systems, or subsystems. Security personnel who provide primary command, control, and communications for nuclear weapon security operations.	Controlled (ADDED) (DAF) DAF 31P/3P0 personnel are considered AUoF.
(3) Convoy	Convoy commanders, security escorts, and entry controllers to areas containing nuclear weapons during ground transport.	Controlled (ADDED) (DAF) DAF 31P/3P0 personnel are considered AUoF.
(4) Lethal denial system operators	Primary, alternate, or remote operators of lethal denial systems dedicated to nuclear weapon security.	Controlled (ADDED) (DAF) DAF 31P/3P0 personnel are considered AUoF.
(5) Keys and codes	Persons who maintain, account for, and issue keys, codes, and combinations that provide access to nuclear weapons.	Controlled (ADDED) (DAF) DAF 31P/3P0 personnel are

		considered AUoF.
(6) Response Forces	Posted in a restricted (limited) or exclusion areas. b. Posted outside of a restricted (limited) or exclusion area.	Controlled (ADDED) (DAF) DAF 31P/3P0 personnel are considered AUoF. None
(7) Backup Forces	Posted in a restricted (limited) area. b. Posted outside of a restricted (limited) area (or have other than nuclear security as duty).	Controlled (ADDED) (DAF) DAF 31P/3P0 personnel are considered AUoF. None
11. Nuclear weapon inspectors		
a. With access	Position equal to that being inspected.	Critical or controlled
b. Without access		None
12. Others		
a. Personnel in command and control line	Persons who control or use authenticators and/or emergency action messages; permissive action link (PAL) teams and PAL and other coded control devices teams; staff officers, contractors and other personnel who control or use strategic or tactical (NCCD).	Critical May also be specially designated personnel – (See position example 12 c below.)
b. Communications security personnel	Persons who receive and distribute sealed authenticators, PAL material, or related PCM codes.	Critical
c. Designated NC2 personnel	Personnel with access to NC2 coding and authentication processes and a communications medium necessary to transmit release, execution, or termination orders; personnel involved in the preparation and production of NC2 PCM coding and authentication documents and equipment; personnel involved in preparation and production of nuclear weapons targeting tapes and materials; and other personnel who could have an adverse impact on system performance for nodes and equipment that represent near-single-point-failure elements for the NC2 system.	Critical
d. Designated SNM personnel	Personnel in positions that would allow the individual, acting alone, the opportunity to divert, or cause the diversion of, Category I- or Category II-specified quantities of SNM.	Controlled

APPENDIX 4 TO ENCLOSURE 3PRP SUITABILITY FACTORS

1. GENERAL. The following guidelines are established to assist certifying officials in determining the suitability of all personnel subject to PRP. The ultimate determination of whether to grant or continue an individual's enrollment in PRP is based on an overall common sense judgment by the certifying official. Each case must be judged on its own merits, and above all, be consistent with the interests of U.S. national security. Sexual orientation or preference may not be used as a basis for or a disqualifying factor in determining a person's eligibility for PRP. In evaluating the relevance of an individual's conduct, certifying officials are encouraged to carefully weigh a number of variables in consideration of the whole person concept of determining suitability. These variables include:

a. Personal Conduct. Conduct involving questionable judgment, untrustworthiness, unreliability, lack of candor, dishonesty, or unwillingness to comply with rules and regulations could indicate that the person may not be suitable for enrollment in PRP.

(1) Conditions that the certifying official should carefully consider include:

(a) Reliable, unfavorable information.

(b) Deliberate provision of false or misleading information.

(c) Personal conduct or concealment of information that may increase an individual's vulnerability to coercion, exploitation, or duties, such as engaging in activities which, if known, may affect the person's personal, professional, or community standing or render the person susceptible to blackmail.

(d) A pattern of dishonesty or rule violations.

(e) Known or witting association with persons involved in criminal activity.

(f) Loss of confidence by the certifying official in the reliability in the individual.

(g) Conditions the certifying official might consider to mitigate reliability concerns:

(h) The information was unsubstantiated or not pertinent to a determination of judgment, trustworthiness, or reliability.

(i) The individual made prompt, good faith efforts to correct the falsification before being confronted with the facts.

(j) Omission of material facts was caused or significantly contributed to by improper or inadequate advice of authorized personnel, and the previously omitted information was promptly and fully provided.

(k) The individual has taken positive steps to eliminate vulnerability to coercion, exploitation, or duress.

(l) The individual has ceased known or witting association with persons involved in criminal activities.

(m) The behavior occurred during or before adolescence and there is no evidence of subsequent conduct of a similar nature.

b. Emotional, Mental, and Personality Disorders. Emotional, mental, and personality disorders can cause a significant deficit in an individual's psychological, social, and occupational functioning. These disorders present suitability concerns for individuals subject to PRP because they may indicate a defect in reliability. The certifying official will take the necessary actions to ensure that the individual is properly screened both medically and psychologically. As with all potentially disqualifying medical conditions, the certifying official must decide each case on the specific medical and other pertinent evaluations of the individual involved. Any suspected suicidal behavior will result in the individual's suspension from PRP duties pending the results of a mental health assessment.

(a) psychological diagnosis and treatment that may potentially impact reliability.

(b) Poor attitude or lack of motivation.

(2) Conditions the certifying official might consider to mitigate reliability concerns include:

(a) There is no indication of a current problem.

(b) A credentialed mental health professional is of the (recent) opinion that an individual's previous emotional, mental, or personality disorder is cured, under control, or in remission and has a low probability of recurrence or exacerbation.

(c) The past emotional instability was a temporary condition (e.g., one caused by a death, illness, or marital breakup), the situation has been resolved, and the individual is no longer emotionally unstable.

c. Financial Considerations. An individual who is financially overextended is at risk of having to engage in illegal acts to generate funds. Unexplained affluence is often linked to proceeds from financially profitable criminal acts.

(1) Conditions that the certifying official should carefully consider include:

(a) A history of not meeting financial obligations.

(b) Deceptive or illegal financial practices such as embezzlement, employee theft, check fraud, income tax evasion, expense account fraud, filing deceptive loan statements, and other intentional financial breaches of trust.

(c) Inability or unwillingness to satisfy debts.

(d) Unexplained affluence.

(e) Financial problems that are linked to gambling, drug abuse, alcoholism, or other issues of security concern.

(2) Conditions the certifying official might consider to mitigate reliability concerns include:

(a) The behavior was not recent.

(b) It was an isolated incident.

(c) The conditions that resulted in the behavior were largely beyond the person's control (e.g., loss of employment, a business downturn, unexpected medical emergency, or a death, divorce, or separation).

(d) The person has received or is receiving counseling for the problem and there are clear indications that the problem is being resolved or is under control.

(e) The affluence resulted from a legal source.

(f) The individual initiated a good-faith effort to repay overdue creditors or otherwise resolve debts.

d. Criminal Conduct. A history or pattern of criminal activity creates doubt about a person's judgment, reliability, and trustworthiness.

(1) Conditions that the certifying official should carefully consider include:

(a) Credible allegations or admissions of criminal conduct, regardless of whether the person was formally charged.

(b) A single serious crime or multiple lesser offenses.

(2) Conditions the certifying official might consider to mitigate reliability concerns include:

(a) The criminal behavior was not recent.

(b) The crime was an isolated incident.

(c) The person was pressured or coerced into committing the act and those pressures are no longer present in that person's life.

(d) The person did not voluntarily commit the act or the factors leading to the violation are not likely to recur.

(e) Acquittal.

(f) There is clear evidence of successful rehabilitation.

e. Substance or Drug Misuse and Drug Incidents. Improper or illegal involvement with drugs raises questions regarding an individual's suitability for PRP. Substance use disorder may impair social or occupational functioning, increasing the risk of an individual's inability to ensure the safety, security, control, and effectiveness of nuclear weapons. Pre-Service use of marijuana, hashish, or other cannabis-based product does not necessarily render an individual ineligible for consideration for or retention in a PRP position. It is incumbent on the certifying official, with CMA consultation, to determine the degree that pre-service use impacts the individual's reliability. **(ADDED) (DAF) For the purposes of this manual, alcohol related disorders are defined separately from other substance use disorders. (See paragraph 1.f. below).**

(1) Conditions that the certifying official should carefully consider include:

(a) Any substance or drug misuse (see Glossary).

(b) Diagnosis by a credentialed medical professional (e.g., physician, clinical psychologist, or psychiatrist) of substance use disorder.

(c) Evaluation of substance use disorder by a licensed clinical social worker or licensed professional counselor who is a staff member of a recognized drug treatment program.

(d) Failure to successfully complete a drug treatment program prescribed by a credentialed medical professional.

(2) Conditions the certifying official might consider to mitigate reliability concerns include:

(a) The substance or drug misuse was not recent.

(b) The substance or drug misuse was an isolated incident or aberrant event.

(c) The individual has displayed a demonstrated intent not to misuse any substances or drugs in the future.

(d) The individual has satisfactorily completed a prescribed drug treatment program, including rehabilitation and aftercare requirements, without recurrence of abuse, and received a favorable prognosis by a credentialed medical professional.

f. Alcohol Use Disorder and Alcohol-related Incidents. Excessive alcohol consumption often leads to the exercise of questionable judgment, unreliability, failure to control impulses,

and increases the risk of an individual inability to meet their PRP responsibilities to ensure the safety, security, control, and effectiveness of nuclear weapons. Individuals diagnosed with mild, moderate, or severe alcohol use disorder, or who have been involved in an alcohol related incident will be, at a minimum, suspended from PRP duties. The certifying official, after consultation with the CMA or conducting an investigation of the circumstances of an incident, will determine the degree to which the diagnosis affects the reliability of the individual being considered for or who is currently under PRP assignment. Those individuals may be returned to PRP duties after successfully completing a prescribed rehabilitation program or treatment regimen, when they have displayed positive changes in job reliability and lifestyle, and receive a favorable medical prognosis by the CMA.

(1) Conditions that the certifying official should carefully consider include:

(a) Alcohol-related incidents away from work, such as driving while under the influence, fighting, child or spouse abuse, or other criminal incidents related to alcohol use.

(b) Alcohol-related incidents at work, such as reporting for work or duty in an intoxicated or impaired condition or drinking on the job.

(c) Diagnosis by a credentialed medical professional (e.g., physician, clinical psychologist, or psychiatrist) of moderate or severe alcohol use disorder.

(d) Evaluation of moderate or severe alcohol use disorder by a licensed clinical social worker who is a staff member of a recognized alcohol treatment program.

(e) Habitual or binge consumption of alcohol to the point of impaired judgment.

(f) Consumption of alcohol, subsequent to a diagnosis of moderate or severe alcohol use disorder by a credentialed medical professional and following completion of an alcohol rehabilitation program.

(2) Conditions the certifying official might consider to mitigate reliability concerns include:

(a) The alcohol related incidents do not indicate a pattern.

(b) There is no indication of a recent problem.

(c) The individual has made positive changes in behavior supportive of sobriety.

(d) Following diagnosis of moderate or severe alcohol use disorder, the individual successfully completed inpatient or outpatient rehabilitation along with aftercare requirements, participates frequently in meetings of appropriate recovery support organizations, has abstained from alcohol for at least 12 months, and received a favorable prognosis by a credentialed medical professional or a licensed clinical social worker or licensed professional counselor who is a staff member of a recognized alcohol treatment program.

g. Sexual Harassment and Assault. Sexual harassment imposes significant costs, such as impairing unit readiness and disrupting unit cohesion.

(1) Conditions that the certifying official should carefully consider include:

(a) An individual is determined to have made unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, either explicitly or implicitly.

(b) Such advances are made as a term or condition of a person's job, pay, or career.

(c) An individual's conduct has the purpose or effect of unreasonably interfering with another's work performance or creates an intimidating, hostile, or offensive working environment.

(d) The individual's conduct can be considered sexual assault as defined in the Glossary.

(2) Conditions the certifying official might consider to mitigate reliability concerns include:

(a) The behavior occurred during or before adolescence and there is no evidence of subsequent conduct of a similar nature.

(b) The behavior was not recent and there is no evidence of subsequent conduct of a similar nature.

(c) There is no other evidence of questionable judgment, irresponsibility, or emotional instability.

(d) The behavior no longer serves as a basis for coercion, exploitation, or duress.

h. Security Violations. Noncompliance with security regulations raises doubt about an individual's trustworthiness, willingness, and ability to safeguard classified information.

(1) Conditions that the certifying official should carefully consider include:

(a) Unauthorized disclosure of classified information.

(b) Violations that are deliberate or multiple or due to negligence.

(2) Conditions the certifying official might consider to mitigate reliability concerns include:

(a) The violations were inadvertent.

(b) The violations were isolated or infrequent.

(c) The violations were due to improper or inadequate training.

(d) The individual demonstrates a positive attitude toward the discharge of PRP responsibilities.

i. **Misuse of Information Technology Systems.** Noncompliance with rules, procedures, guidelines, or regulations pertaining to information technology systems may raise security concerns about an individual's trustworthiness, willingness, and ability to properly protect classified systems, networks, and information.

(1) Conditions that the certifying official should carefully consider include:

(a) Illegal or unauthorized entry into any information technology system.

(b) Illegal or unauthorized modification, destruction, manipulation, or denial of access to information residing on an information technology system.

(c) Removal (or use) of hardware, software, or media from any information technology system without authorization, when specifically prohibited by rules, procedures, guidelines, or regulations.

(d) Introduction of hardware, software, or media into any information technology system without authorization, when specifically prohibited by rules, procedures, guidelines, or regulations.

(2) Conditions the certifying official might consider to mitigate reliability concerns include:

(a) The conduct was unintentional or inadvertent.

(b) The introduction or removal of media was authorized.

(c) The misuse was followed by a prompt, good faith effort to correct the situation.

2. **MANDATORY DECERTIFICATION OR (ADDED) (DAF) PERMANENT DISQUALIFICATION.** Any of the following conditions will result in decertification or disqualification of individuals being considered for a PRP position:

a. An individual diagnosed with alcohol use disorder who subsequently fails or fails to participate in the prescribed rehabilitation program or treatment regimen.

b. An individual found to be involved in the unauthorized trafficking, cultivation, processing, manufacturing, or sale of any controlled or illegal drug, including cannabis-based products.

c. An individual found to have ever used a drug that could cause flashbacks.

d. An individual diagnosed with severe substance use disorder. **(ADDED) (DAF) For the purposes of this instruction, alcohol related disorders are defined separately from other**

substance use disorders. (T-0)

- e. Loss of confidence by the certifying official in the reliability in the individual.
- f. Revocation of the individual's security clearance.
- g. (ADDED) (DAF) Drug test positive for illegal or unprescribed legal drugs with substantiated investigation. (T-0)**

APPENDIX 5 TO ENCLOSURE 3

DoD NUCLEAR WEAPON PRP ANNUAL REPORT

Each DoD Component maintaining a PRP will provide an annual program status report to the ASD(NCB) by February 15 of the following year. The annual status report will include, for the preceding calendar year ending December 31, PRP certification and decertification statistics by Component and category of personnel (e.g., Air Force (military); federal or DoD civilian; and active duty, Reserves, and National Guard, or defense contractor). A recommended format is provided in the Figure.

Figure. Recommended Format for DoD Nuclear Weapons Personnel Reliability Program Annual Status Report

DoD Nuclear Weapons Personnel Reliability Program Annual Status Report								
Calendar Year Ending December 31, 2XXX								
DoD Component: _____								
<u>Total Number of PRP Certified Personnel</u>								
	U.S.		Europe		Pacific		Total	
	Critical	Controlled	Critical	Controlled	Critical	Controlled	Critical	Controlled
Active Duty								
Guard/ Reserves								
Civilians								
Contractors								
<u>Total Number of Personnel Pending Investigation or Adjudication for PRP Assignment</u>								
	U.S.		Europe		Pacific		Total	
	Critical	Controlled	Critical	Controlled	Critical	Controlled	Critical	Controlled
Active Duty								
Guard/ Reserves								
Civilians								
Contractors								

Figure. Recommended Format for DoD Nuclear Weapons Personnel Reliability Program Annual Status Report, Continued

Total PRP Decertifications								
	U.S.		Europe		Pacific		Total	
	Critical	Controlled	Critical	Controlled	Critical	Controlled	Critical	Controlled
Active Duty								
Guard/ Reserves								
Civilians								
Contractors								
Reason for Decertifications								
Personal Conduct								
Active Duty								
Guard/ Reserves								
Civilians								
Contractors								
Emotional, Mental, and Personality Disorder								
Active Duty								
Guard/ Reserves								
Civilians								
Contractors								
Financial								
Active Duty								
Guard/ Reserves								
Civilians								
Contractors								
Criminal Conduct								
Active Duty								
Guard/ Reserves								
Civilians								
Contractors								

Figure. Recommended Format for DoD Nuclear Weapons Personnel Reliability Program

Annual Status Report, Continued

Substance or Drug Misuse								
	U.S.		Europe		Pacific		Total	
	Critical	Controlled	Critical	Controlled	Critical	Controlled	Critical	Controlled
Active Duty								
Guard/ Reserves								
Civilians								
Contractors								
Alcohol Use Disorder and Alcohol Related Incidents								
Active Duty								
Guard/ Reserves								
Civilians								
Contractors								
Sexual Harassment								
Active Duty								
Guard/ Reserves								
Civilians								
Contractors								
Security Violations								
Active Duty								
Guard/ Reserves								
Civilians								
Contractors								
Disqualifying Medical Condition: (substantiated by competent medical authority, that is not considered an emotional, mental, or personality disorder)								
Active Duty								
Guard/ Reserves								
Civilians								
Contractors								

Figure. Recommended Format for DoD Nuclear Weapons Personnel Reliability Program Annual Status Report, Continued

<u>Total Number of Personnel Granted Requalification or Reinstatement to PRP Assignment</u>								
	U.S.		Europe		Pacific		Total	
	Critical	Controlled	Critical	Controlled	Critical	Controlled	Critical	Controlled
Active Duty								
Guard/ Reserves								
Civilians								
Contractors								

(ADDED) (DAF) TABLE 2**MilPDS PRP STATUS CODES (see Notes 8 and 10)**

CODE	DESCRIPTION
A	Certified Critical
B	Administratively Qualified and/PRP to PRP Transfer (see Notes 1, 5, 10)
C	Pending required security investigation (not interim certified) (see Notes 1, 3)
D	Certified Control
E	Interim Certified Critical (see Note 1)
F	Additional Duty Certified Critical
G	Rescreen (For Reserve/Guard) (see Note 9)
H	Additional Duty Certified Control
J	Certified PRP Transfer to Non-PRP (see Note 4)
K	Re-evaluate after Deployment/TDY/Leave (see Note 7)
L	Pending In-Place Certification (see Notes 1, 2)
P	Decertified or Permanently Disqualified Critical (see Note 6)
R	Decertified or Permanently Disqualified Control (see Note 6)
T	Interim Certified Control (see Note 1)
V	Disqualification (not permanent) (see Note 6)

NOTES:

1. Codes B, C, E, L, T are temporary codes and generate system remarks.
2. Code L requires manual update. Do not use L to replace A, B, D, E, F, H, T codes
3. Code C updated by unit for pending security investigation, after certification.
4. Code J updated by losing unit prior to PCS or PCA with last date performed PRP duties (includes interim and additional duty certifications).
5. Code B updated by losing unit or AQC.
6. Must update cause/extent codes.
7. Code K will be used for individuals who are deployed/TDY/leave for more than 60 calendar days and not performing PRP duties and continuing evaluation procedures are not available at location. A code expiration date (TDY/Leave departure date) must also be updated. For individuals who were certified prior to application of the K code, screen the records back to the date of the K code. For individuals who were undergoing in-place certification, screen the entire record for suitability factors.
8. Codes may require input of date CO signed DAF Form 286. Code P/R is date RO signed DAF Form 286A.
9. Code G will be used for ARC personnel who exceed 75 calendar days without performing official duty/training. The code date will equal the last date individual performed PRP duty/training.
10. Personnel transfers, (update Code B) with the date member last performed PRP duties.

PRP DECERTIFICATION/PERMANENT DISQUALIFICATION CAUSE CODES

CODE	DESCRIPTION (See Notes)
A200	Personal Conduct/Loss of Confidence
B800	Alcohol Use Disorder and Related Incidents
C400	Criminal Conduct
E900	Substance or Drug Misuse and /or Incidents
J600	Sexual Harassment/Financial Considerations/Medical Condition (not disorder)
M300	Medical Reasons and/or Emotional, Mental and Personality Disorders
Q500	Other (Remarks Required)
S150	Security Clearance revoked-not obtained/Security Violations

NOTES:

1. When more than one cause code applies, the following order of precedence applies: E900, B800, M300, S150, C400, A200, J600 and Q500.
2. The above codes are used for civilian/contractor, as applicable.
3. Update DAFSC.

PRP DECERTIFICATION/PERMANENT DISQUALIFICATION CAUSE/EXTENT CODES

CAUSE CODE	EXTENT CODE	DESCRIPTION (See Notes)
B800	ABU8	Alcohol Use Disorder
	DEP8	Alcohol Use Incident
C400	CIV4	Civilian Conviction
	MIL4	Military Conviction
E900	793A	Narcotics
	793C	Depressants
	793E	Stimulants
	793F	Marijuana or Cannabis
	793H	Hallucinogenic
	793S	Anabolic Steroid Abuse
	OTHR	Other (remarks required)
J600	ATT6	Attitude or Lack of Motivation
	BEH6	Unsuitable Activity/Sexual Harassment/Financial Considerations (Remarks Required)
	CON6	Disqualifying Medical Conditions (substantiated by CMA, not disorder)
	MOO6	Mood and Feeling
M300	PHY3	Physical Condition
	MEN3	Mental/Psychological Symptoms
	ABR3	Unstable Behavior
	OTHR	Other (remarks required)
Q500	UPR5	Personnel Records Review
	INT5	Personnel Interview
	PRO5	Proficiency Qualification
	OTHR	Other (remarks required)

NOTES:

1. The PDS can be corrected locally within 30 calendar days of the decertification or permanent disqualification date. After 30 calendar days, forward requests for correction to the PDS for decertification or permanent disqualification updates to AF/A10P in writing via electronic routing. Include grade, full name, SSN, PRP status code and date, cause and extent code and PRP decertification AFSC. Indicate what error took place and list the items requiring correction.
2. The above codes are used for civilian/contractor, as applicable.

(ADDED) (DAF)
TABLE 3

DCPDS PERSONNEL PRP STATUS CODES (see Notes 4 and 5)

CODE	DESCRIPTION
A	Certified Critical
B	Pending Certification (see Note 1)
C	Pending required security investigation (not interim certified) (see Notes 1, 2)
D	Certified Control
E	Interim Certified (see Note 1)
F	Additional Duty Certified Critical
H	Additional Duty Certified Control
J	Certified PRP Transfer to Non-PRP (see Note 3)
P	Decertified Critical
R	Decertified Control

NOTES:

1. Codes B, C, E are temporary codes.
2. Use code C for pending security investigation, not interim. After certification.
3. Code J updated prior to PCS/PCA with last date performed PRP duties (includes interim and additional duty certifications).
4. Codes may require input date CO signed DAF Form 286. Code P/R is date RO signed DAF Form 286A.
5. Personnel transfers, update Code B with the date the individual last performed PRP duties.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(NCB)	Assistant Secretary of Defense for Nuclear, Chemical, and Biological Defense Programs
(ADDED) (DAF) AUoF	Arming and Use of Force
CAF	consolidated adjudications facility
(ADDED) (DAF) CAS	Consolidated Adjudication Services
CDRUSSTRATCOM	Commander, United States Strategic Command
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
CMA	competent medical authority
DASD(NM)	Deputy Assistant Secretary of Defense for Nuclear Matters
(ADDED) (DAF) DISS	Defense Information System for Security
DTRA	Defense Threat Reduction Agency
EOD	explosive ordnance disposal
IDC	independent duty corpsman
IDMT	independent duty medical technician
JPAS	Joint Personnel Adjudication System
NC2	nuclear command and control
NCCD	nuclear-certified computer data
PAL	permissive action link
PCM	positive control material
PII	personally identifiable information
PRP	personnel reliability program
PSI	personnel security investigation
PSMO-I	Personnel Security Management Office for Industry
SNM	special nuclear material
USD(A&S)	Under Secretary of Defense for Acquisition and Sustainment

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this manual.

access. The opportunity to tamper with or modify a nuclear weapon, critical nuclear weapon system component, or positive control NC2 material. A person who is escorted by or under observation of PRP-certified individual(s) capable of detecting unauthorized actions is not considered to have access.

active service. For assignment to PRP: active duty in the U.S. military; employment in the federal civil service; employment by a U.S. Government contractor involving access to classified information under the National Industrial Security Program; continuous federal service by National Guard members; service as a cadet or midshipmen in the Military, Naval, Air Force, or Coast Guard academies; members of the Selected Reserve, as defined in DoD Instruction 1215.06 (Reference (v)). For PRP purposes, the following apply: An interruption in active service of over 24 months constitutes a break in active service. Assignment as a Reserve Officers Training Corps, Merchant Marine Academy, and Maritime Academy cadet or midshipman is not considered active service. **(ADDED) (DAF) An officer commissioned through the ROTC with no prior active service and whose commissioning is delayed does not have a break in active service.**

alcohol-related incident. Any substandard behavior or performance in which the consumption of alcohol by the individual is a contributing factor. **(ADDED) (DAF) The CO or commander, with CMA consultation, will decide if an incident is an alcohol-related incident or not.**

alcohol use disorder. A problematic pattern of alcohol use leading to clinically significant impairment or distress, as defined by symptoms in the Diagnostic and Statistical Manual of Mental Disorders (Reference (w)). Alcohol use disorder levels of severity (i.e., mild, moderate, or severe) are determined through the evaluation of symptoms described in Reference (w).

armed. Defined in DoD Directive 5210.56 (Reference (x)).

background investigation. A PSI consisting of both record reviews and interviews with sources of information in accordance with Reference (o).

CAF (ADDED) (DAF) CAS. A single facility **(ADDED) (DAF) within DCSA** with the primary responsibility to evaluate PSI and other relevant information and to render personnel security determinations.

certifying official. DoD military or civilian official, in a PRP position, responsible for nuclear weapons, SNM, or NC2 operations having sufficient personal contact with all subordinate PRP personnel to permit continual evaluation of their performance and reliability. For DoD contractor personnel, the certifying official will be the DoD military or civilian official identified for that purpose in the contract.

CMA. A U.S. military healthcare provider or a U.S. healthcare provider employed by or under contract or subcontract to the U.S. Government or U.S. Government contractor. Nurse practitioners,

physician assistants, and indirectly supervised, certified independent duty hospital corpsman may be CMAs. CMAs must be:

(ADDED) (DAF) A U.S. citizen.

Awarded regular clinical privileges for independent practice according to Military Service regulations by the healthcare facility responsible for the provider's place of duty, or if not privileged for independent practice, then be supervised by a physician who is privileged to practice independently. **(ADDED) (DAF) Civilian CMAs assigned to the AQC are not required to maintain clinical privileges for independent practice.**

Specifically trained as a CMA and be appointed in accordance with procedures established by DoD Component heads.

continuing evaluation. The process by which a PRP-certified individual is observed for compliance with reliability standards. This is an ongoing process that considers duty performance, on- and off-duty behavior, and reliability on a continuing and frequent basis.

controlled position. A position in which an individual is assigned nuclear duties where he or she:

Has access, but no technical knowledge;

Controls access into areas containing nuclear weapons, but does not have access or technical knowledge;

Is armed and assigned duties to protect or guard nuclear weapons; or

Has been designated as a certifying official at an operational unit or staff activities with only designated controlled PRP positions.

critical position. A position in which an individual is assigned nuclear duties where he or she:

Has access and technical knowledge;

Can either directly or indirectly cause the launch or use of a nuclear weapon;

Has accountability, control, or use of PCMs or devices such as sealed authentication systems, PAL materials and related codes, strategic and tactical NCCD, nuclear targeting tapes or materials, emergency action messages, or release procedures for nuclear weapons; or

Has been designated as a certifying official at an operational unit or staff activities with designated critical PRP positions.

custodial agent. An individual acting on behalf of the custodian in maintaining control of access to U.S. nuclear weapons and maintaining control of weapons before release.

custodian. The commander of a U.S. custodial unit.

decertification. An action based on the receipt of adverse information leading to removal from PRP of an individual who has been screened, determined reliable, and certified capable of performing duties involving nuclear weapons, NC2 systems and equipment, or specified quantities of SNM.

disqualification. Before certification, an action taken based on the receipt of disqualifying information to deny PRP eligibility of an individual considered for, or in training leading to the assignment to, duties involving nuclear weapons, NC2 systems and equipment, or specified quantities of SNM. **(ADDED) (DAF) An individual continues to be eligible to qualify for future PRP duties after one-year has passed from the update of the disqualification (PRP status V code).**

drug incident. The wrongful use, possession, distribution, or introduction onto a military installation (or other property or facility under military supervision) of any illegal substances or the intentional use of substances to alter perceptions or mental faculties, including, but not limited to, illegal narcotics, sniffing glue or aerosol fumes, and intentional misuse of prescription or over-the-counter medication. Positive drug test results without an authorized reason for prohibited substances are also considered drug incidents.

exclusion area. A designated area immediately surrounding one or more nuclear weapons or nuclear weapons systems. Normally, the boundaries of the area are the walls, floor, and ceiling of a structure, or are delineated by a permanent or temporary barrier. In the absence of positive preventive measures, entry into the exclusion area constitutes access to the nuclear weapons or systems.

healthcare provider. Any member of the Military Services, civilian employee of the DoD, or personal services contractor in accordance with section 1091 of Title 10, United States Code (Reference (y)) authorized by the DoD to perform health care functions. The term does not include any contract provider that is not a personal services contractor. Treatment performed by healthcare providers must be reviewed by CMAs or other medical personnel specifically trained and formally designated to perform these duties for PRP purposes. **(ADDED) (DAF) Review requirements apply to non-CMA healthcare providers only.**

(ADDED) (DAF) Authorized AUoF treating providers include independent duty medical technician, registered nurse and/or any credentialed provider. All treating providers must be working within their standardized protocols and privileges.

health records. Documents that include medical, mental health, and dental records. **(ADDED) (DAF) The medical record includes all outpatient and inpatient medical encounters recorded in the electronic health record (EHR) system. Questionnaires that do not require EHR input will have any suitability factors adjudicated in the corresponding encounter. Family advocacy program records and systems are not health records. (T-0)**

information technology systems. Systems that include all related equipment used for the communication, transmission, processing, manipulation, and storage of classified or sensitive information.

limited area. A designated area immediately surrounding one or more exclusion areas. Normally, the area is between the boundaries of the exclusion area(s) and the outer or inner barrier or boundary of the perimeter security system.

NC2. Materials and devices used in the coding and authentication processing and communication medium necessary to transmit release, execution, or termination orders; and nuclear weapons targeting tapes or media containing nuclear weapons targeting data.

(ADDED) (DAF) Nuclear Command, Control and Communication (NC3). The means through which Presidential authority is exercised and operational command and control of nuclear operations is conducted.

NCCD. Nuclear certified media containing nuclear mission or launch control data.

(ADDED) (DAF) notification. A PRAP procedure used by support agencies (e.g., MTF, security assistant, Airman and Family Readiness Center, Security Forces, etc.) to inform the CO, or equivalent, of factors that may affect PRAP suitability. (T-1) Notifications are to be passed immediately to the CO, or equivalent, or unit PRAP monitor, which must occur before the individual performs PRAP duties. (T-1) For conventional units, PRP notifications must be passed immediately to the CO, or equivalent, or unit PRP monitor.

PCMs or devices. Sealed authentication systems, PAL, coded switch system, positive enable system, or NCCD material or devices.

(ADDED) (DAF) permanent disqualification. Prior to certification, an action taken when the CO, or equivalent, or the AQC CO for E-1 through E-6 or O-1 through O-3, has determined an individual has a mandatory disqualifier or will not likely meet qualifications standards.

periodic reinvestigation. An investigation conducted at specified intervals for updating a previously completed PSI.

polygraph examination. Defined in Reference (q).

(ADDED) (DAF) PRAP. Term used to capture all individuals under both Personnel Reliability Program and Arming and Use of Force programs.

(ADDED) (DAF) PRP. Term used to capture only individuals under Personnel Reliability Program and does not apply to individuals under the Arming and Use of Force program.

(ADDED) (DAF) Installation PRAP/PRP monitor. An individual in the military grade of E-5 or above or a civilian in the equivalent grade who is specifically appointed to administer and conduct oversight of the day-to-day functions of the PRP at DoD Components and installations.

PSI. Any investigation required for determining the security clearance eligibility of DoD military or civilian personnel and contractor employees for access to classified information, acceptance or retention in the Military Services, or assignment to and retention in sensitive positions.

(ADDED) (DAF) reinstatement. A process to remove the decertification or permanent disqualification status. Reinstatement may be approved if it is determined the reason for decertification or permanent disqualification no longer exists or is sufficiently mitigated so as not to impair reliability.

reviewing official. The commander or designated DoD military or civilian official, at a level above that of the certifying official, who is responsible for operations involving nuclear weapons, SNM, PCM, or NC2 operations. Reviewing officials who have no PRP duties other than to appoint and certify a certifying official need not be designated as a PRP position.

screening. A review of medical and dental records, personnel records, PSI, other pertinent documents or information, and a personal interview for the purpose of validating an individual's reliability to be considered for the PRP.

sexual assault. Any conduct involving the use of force, threats, intimidation, or abuse of authority, or where the victim does not or cannot consent.

sexual harassment. A form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. There are two types of sexual harassment:

Quid pro quo sexual harassment are conditions placed on a person's career or terms of employment in return for sexual favors. It involves threats of adverse actions if the victim does not submit or promises of favorable actions if the person does submit.

Hostile environment sexual harassment occurs when a person is subjected to offensive, unwanted, and unsolicited comments and behavior of a sexual nature that interferes with that person's work performance or creates an intimidating, hostile or offensive working environment.

substance or drug misuse. The use of any substance with or without a prescription with the primary goal to alter one's mental state (e.g., to alter mood, emotion, or state of consciousness) outside of its medically prescribed purpose. May include medications, illicit drugs, or use of a commercial product outside its intended purpose (such as inhalants or synthetic cannabinoids).

substance use disorder. A problematic pattern of substance use leading to clinically significant impairment or distress, as defined by symptoms in Reference (w). Substance use disorder levels of severity (i.e., mild, moderate, or severe) are determined through the evaluation of symptoms described in Reference (w).

suspension. An action to remove an individual from PRP duties.

technical knowledge. Knowledge that would allow an individual to perform an intentional act on a nuclear weapon, a critical nuclear weapon system component, or positive control NC2 material in a manner that could go undetected during normal monitoring or operations and could cause the unauthorized pre-arming, arming, releasing, disablement, or detonation of a nuclear weapon or degradation of weapon performance.