

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

DoD 5210.42-REGULATION

**AFMAN 10-3902
13 November 2006**



**Incorporating Through Change 2,
2 NOVEMBER 2010**

Operations

NUCLEAR WEAPONS PERSONNEL RELIABILITY PROGRAM (PRP)

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This manual provides supplemental Air Force guidance to DoD 5210.42-R, *Nuclear Weapons Personnel Reliability Program (PRP)*, June 30, 2006, and is effective immediately. Original DoD text appears in regular font and added Air Force text appears in bold. It implements Air Force Policy Directive 10-39, *Safeguarding Biological Select Agents and Toxins*, for PRP form usage.

It establishes Air Force requirements and policy for the implementation of the PRP to select and maintain reliable individuals to perform duties associated with nuclear weapons. The PRP applies to active duty, Reserve, and National Guard units possessing nuclear weapons or Nuclear Command and Control systems and equipment, and any activity certified by a Service inspection activity as “nuclear capable.”

The PRP is not intended to act as a quality control tool to decertify/disqualify individuals solely for assignment purposes or risk avoidance. The denial or eligibility or the revocation of certification for assignment to PRP positions is neither a punitive measure nor the basis for disciplinary action (Reference [h]). 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 [h]).

This Supplement requires the collection of information protected by the Privacy Act of 1974 and Health Information and Portability Accountability Act (HIPAA). Your authority to collect this information is in Title 10, United States Code, Section 8013. System of Records Notice F036 AF PC Q, *Personnel Data System (PDS)*, also applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, the Privacy Act of 1974, HIPAA, and disposed of in accordance with the Air Force Records Disposition Schedule located at <https://afrims.amc.af.mil>.

Refer recommended changes to this Regulation or Supplement using AF Form 847, *Recommendation for Change of Publication*, through chain of command to:

HQ USAF/A10-O
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Bolling AFB, Washington, DC 20032

*The Air Force PRP website is located on the Air Force portal (Search engine: AF Portal PRP). It is an informational website containing training, sample documents and end-user tools.

<https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=sF575FC8E23D21F6E0123FD054D26070B>

SUMMARY OF CHANGES

An (*) identifies a change from previous edition.

This Manual will be reviewed in its entirety. It incorporates the guidance from the AF Guidance Memorandum issued to this publication, dated 16 July 2010. In addition, it provides clarification and guidance for several definitions, key terms, abbreviations/acronyms, concepts, practices, procedures and forms disposition (AF Form 286/286A) for the Air Force Personnel Reliability Program. The more significant changes include: a provision allowing MAJCOMs to supplement with procedural guidance, limits delegation of Commanders/Directors, addresses questionable medical PDI discovered during inspections, directs the use of PRP Questionnaire and inspection Checklists, restates the limited access of medical records review of CO/RO, provisions for Health Insurance Portability and Accountability Act (HIPAA) training, changes to Administrative Qualification including the establishment of Continuous Monitoring and more clearly defined roles and responsibilities for non-PRP Commanders and administratively qualified individuals. Furthermore, new procedures for Air Force Reserve and National Guard personnel performing PRP duties, a more clearly defined role for the Air Force Personnel Center, and disposition guidance for Potentially Disqualifying Information not previously adjudicated were addressed. This change expands on PRP to PRP transfer, lists designators for PRP coded manpower billets, and adds Note (12) to the PRP Status Code Table. In addition, the Air Force PRP Compliance Checklist was deleted from this regulation and it is located on the Air Force PRP Portal. Finally, many of AFMAN Change 1 inputs were revised to appear at the end of each paragraph not within the paragraph per DOD publication requirements.



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

June 2006

*Incorporating Change 1,
(11/10/2009)*

**OFFICE OF THE UNDER SECRETARY OF DEFENSE (ACQUISITION,
TECHNOLOGY, AND LOGISTICS)**



**ASSISTANT TO THE SECRETARY OF DEFENSE
3050 DEFENSE PENTAGON
WASHINGTON, DC 20301-3050**

June 30, 2006

**NUCLEAR AND CHEMICAL
AND BIOLOGICAL DEFENSE
PROGRAMS**

FOREWORD

This Regulation is issued under the authority of DoD Directive 5210.42, "Nuclear Weapons Personnel Reliability Program (PRP)," January 8, 2001. It reissues DoD 5210.42-R, "Department Of Defense Nuclear Weapon Personnel Reliability Program (PRP) Regulation," January 8, 2001 (hereby canceled) and establishes requirements and procedures for the implementation of the PRP to select and maintain only the most reliable people to perform duties associated with nuclear weapons. Nuclear weapons require special consideration because of their policy implications and military importance, their destructive power, and the political consequences of an accident, loss of a weapon, or an unauthorized act. The safety, security, control, and effectiveness of nuclear weapons are of paramount importance to the security of the United States.

This Regulation applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components"). It also applies to DoD military and civilian personnel and contractor employees assigned to PRP positions or in training for assignment to PRP positions.

This Regulation is effective immediately. Because of substantive changes, this Regulation must be reviewed in its entirety. Heads of DoD Components may elect to issue supplementary instructions deemed essential to the accommodation of requirements peculiar to their operations. Any such instruction may not conflict with the provisions of this Regulation. Any additional guidance issued by the DoD Components shall be forwarded to the address below within 30 days after publication and after each subsequent change for review.

Send recommended changes to this Regulation to:

DATSD/NM, Room 3C125
3050 Defense Pentagon
Washington, DC 20301-3050

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A handwritten signature in black ink, appearing to read "Dale Klein".

Dale Klein
Assistant to the Secretary of Defense for
Nuclear and Chemical and Biological Defense Programs

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REFERENCES

- (a) ~~DoD Instruction 1215.19, "Uniform Reserve, Training and Retirement Category Administration," December 12, 2000~~ *DoD Instruction 1215.06, "Uniform Reserve, Training, and Retirement Categories," February 7, 2007*
- (b) *American Psychiatric Association, Diagnostic and Statistical Manual of Mental Disorders, 4th Edition*¹
- (c) DoD Directive 5210.56, "Use of Deadly Force and the Carrying of Firearms by DoD Personnel Engaged in Law Enforcement and Security Duties," November 1, 2001
- (d) *United States European Command* Directive 60-12², "Nuclear Surety Management for the WS3 (NC)," June 1, 2004
- (e) *Technical Publication 25-1*,³ "Department of Defense Nuclear Weapons Technical Inspection System," February 19, 2008
- (ef) DoD 5200.2-R, "~~DoD~~ Personnel Security Program," January 16, 1987
- (fg) Section 1408 of title 8, United States Code
- (gh) DoD ~~Directive~~ *Instruction* 5210.42, "Nuclear Weapons Personnel Reliability Program (PRP)," ~~January 8, 2001~~ *October 16, 2006*
- (h) ~~DoD Directive 5400.11, "DoD Privacy Program," November 16, 2004~~
- (i) DoD Directive S-5210.81,⁴ "United States Nuclear *Weapons* Command and Control, *Safety, and Security* (U)," August 8, 2005
- (j) DoD 5210.48-R, "Polygraph Program," ~~December 24, 1984~~ *January 9, 1985*
- (k) *Public Law 104-191, "Health Insurance Portability and Accountability Act of 1996," August 21, 1996*
- (l) *DoD 6025.18-R, "DoD Health Information Privacy Regulation," January 24, 2003*
- (m) *DoD Directive 5400.11, "DoD Privacy Program,"* ~~November 16, 2004~~ *May 8, 2007*
- (n) *DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007*
- (o) *DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998*
- (p) *Security Executive Agent, Office of the Director of National Intelligence, and Suitability Executive Agent, Office of Personnel Management, Memorandum, "Federal Investigative Standards," December 13, 2008*
- (q) *Director of Central Intelligence Directive 6/4, "Personnel Security Standards and Procedures Governing Eligibility for Access to Secret Compartmented Information (SCI)," as amended*
- (kr) DoD Directive 1010.1, "Military Personnel Drug Abuse Testing Program," December 9, 1994
- (ks) DoD Directive 1010.9, "DoD Civilian Employees Drug Abuse Testing Program," August 23, 1988

¹ Published by the American Psychiatric Association, 1400 K St., N.W., Washington, DC 20005

² This is a classified document. USEUCOM/ECJ5-T is the release authority for this Directive

³ *Distribution authorized to U. S. Government agencies and their contractors as required by provisions of the contract for use in support of the nuclear weapons stockpile, as determined by the Joint Nuclear Weapons Publication System on January 1, 2007. Release authority is DTRA/CSN.*

⁴ This is a classified document. DATSD(NM) is the DoD release authority for this Directive.

- (~~mt~~) DoD Instruction 1010.6, “Rehabilitation and Referral Services For Alcohol and Drug Abusers,” March 13, 1985
- (~~nt~~) Section 1996a of title 42, United States Code
- (~~ov~~) DoD Directive O-5210.41, “Security Policy for Protecting Nuclear Weapons,” November 1, 2004
- (Added)(AF)**
- (w) AFI 44-120, “Drug Abuse Testing Program,” July 1, 2000**
- (x) AFI 48-123, “Medical Examinations and Standards,” September 24, 2009**
- (y) AFCSM 36-399 Vol I, “Military Personnel Flight Management and Military Personnel Data System User Guide,” August 15, 2007**
- (z) AFI 31-501, “Personnel Security Program Management,” January 27, 2005**
- (aa) AFI 91-101, “Air Force Nuclear Weapons Surety Program,” December 19, 2005**
- (bb) AFPD 10-39, “Safeguarding Biological Select Agents and Toxins,” April 26, 2006**
- (cc) AF PRP website (AF portal):**
<https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=-2152912>
- (dd) Military Health System Learning Portal:**
<https://mhslearn.csd.disa.mil/ilearn/en/learner/mhs/portal/mhsstaff.jsp>
- (ee) AFI 90-201, “Inspector General Activities,” June 17, 2009**
- (ff) AFPC Personnel Service Delivery Guide – PRP**
- (gg) AFI 44-121, Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program, 26 September 2001**

DEFINITIONS

DL.1. Access. Opportunity to tamper with or modify a nuclear weapon, critical nuclear weapon system component or positive control/Nuclear Command and Control (NC2) material. A person who is escorted by and/or under observation of *PRP-certified* individual(s) capable of detecting unauthorized actions is not considered to have access.

DL.2. Active Service. For assignment to the Personnel Reliability Program (PRP), active service is: 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; service as a cadet or midshipman in the Military, Naval, Air Force, or Coast Guard academy; members of the Selected Reserve as defined in DoD Instruction 1215.1906 (Reference (a)). For PRP purposes, the following apply:

*DL.2.1. An interruption in active service of over 24 months constitutes a break in active service. **(Added)(AF) A break in service will invalidate an individual's personnel security clearance eligibility (References [f] and [z]).**

DL.2.2. It is not the intent of this Regulation to allow repeated, short-term certifications into the PRP. Personnel must remain PRP certified while assigned to a PRP position in order to afford the certifying official the opportunity for longer-term, continual evaluation. Personnel must meet at the minimum, the standard outlined in section C4.2. if permanent duty assignments do not permit routine observations on a day-to-day basis.

DL.2.3. Assignment as a Reserve Officers Training Corps, Merchant Marine Academy, and Maritime Academy cadet or midshipman is not considered active service. **(Added)(AF) An officer commissioned through the Reserve Officer Training Corps with no prior active service and whose commissioning is delayed does not have a break in active service.**

DL.3. Agency and Installation PRP Monitor. An individual in the military grade of E-5 or above, or a civilian in the equivalent grade, appointed to administer and conduct oversight of the day-to-day functions of the PRP at DoD Agencies and installations.

DL.4. Alcohol Abuse. A maladaptive pattern of alcohol use as defined by the Diagnostic and Statistical Manual of Mental Disorders published by the American Psychiatric Association (Reference (b)).

DL.5. Alcohol Dependence. Psychological and/or physiological reliance on alcohol, as such reliance is defined by Reference (b).

DL.6. Alcohol-Related Incident. Any behavior to include misconduct or substandard performance in which the consumption of alcohol by the individual is a contributing factor as determined by the certifying official with consultation from the competent medical authority (CMA).

DL.7. Access National Agency Check with Written Inquiries (ANACI). A personnel security investigation (*PSI*) conducted on a civilian employee for access to ~~classified~~ *Secret* information conducted by ~~the Office of Personnel Management (OPM)~~ *an approved investigative service provider*, including a National Agency Check (NAC) and written inquiries to law enforcement agencies, former employers and supervisors, references, schools and credit check.

DL.8. Armed. Equipped with a loaded firearm. (See DoD Directive 5210.56 (Reference (c).))

DL.9. Central Adjudication Facility (CAF). A single facility designated by the Head of the DoD Component to evaluate personnel security investigations and other relevant information and to render personnel security determinations.

DL9.1. (Added)(AF) Air Force Central Adjudication Facility (AFCAF). The designated authority to grant, suspend, deny, or revoke personnel security clearances and SCI access. Issues security clearances and enters the determination into the Joint Personnel Adjudication System (JPAS).

DL.10. Certifying Official. For military and DoD civilian personnel, the commander, or DoD military or civilian official, in a PRP position, responsible for nuclear weapons and/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 shall be the DoD military or civilian official designated in the contrac

DL.11. Competent Medical Authority (CMA). Must be 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. They must be awarded regular clinical privileges for independent practice according to 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 CMA physician who is privileged to practice independently. Be specifically trained as a CMA and be appointed as a CMA by the medical treatment facility commander responsible for reviewing healthcare services or conducting clinical evaluations for the purpose of the PRP.
(Added)(AF) Independent Duty Medical Technicians (IDMTs) may not be CMAs.

DL.12. 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, and on- and off-duty behavior, and reliability on a continuing and frequent basis.

DL.13. Controlled Position. A position, where an individual is assigned nuclear duties, which (see examples in Appendix 1):

DL.13.1. Has access, but no technical knowledge; or

DL.13.2. Controls access into areas containing nuclear weapons, but does not have access or technical knowledge; or

DL.13.3. Is armed and assigned duties to protect and/or guard nuclear weapons; or

DL.13.4. Has been designated as a certifying official at operational unit or staff activities with only designated controlled PRP positions.

DL.14. Counterintelligence Scope Polygraph (CSP) Examination. A polygraph examination in which the scope of the relevant questioning is restricted to specific counterintelligence topics.

DL.15. Critical Position. A position in which an individual is assigned nuclear duties where he or she (see examples in Appendix 1):

DL.15.1. Has access and technical knowledge; or

DL.15.2. Can either directly or indirectly cause the launch or use of a nuclear weapon; or

DL.15.3. Has accountability, control, or use of positive control materials or devices such as sealed authentication systems, permissive action link (PAL) materials and related codes, strategic and tactical nuclear-certified computer data (NCCD), nuclear targeting tapes or materials, emergency action messages, or release procedures for nuclear weapons; or

DL.15.4. Has been designated as a certifying official at operational unit or staff activities with designated critical PRP positions.

DL.16. Custodian. The commander of a U.S. custodial unit (*United States European Command* (USEUCOM)). Refer to USEUCOM Directive 60-12 (Reference (d)) for further detail.

DL.17. 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 prior to release. Refer to Reference (d) for further detail.

DL.18. Decertification. An action based on the receipt of adverse information leading to removal from the PRP of an individual who has been screened, determined reliable, and certified capable of performing duties involving nuclear weapons. There are two types:

DL.18.1. Temporary Decertification. An action taken when the certifying official has information that could be expected to affect an individual's job performance or reliability and suspension is not appropriate.

*DL.18.2. Permanent Decertification. An action taken when the certifying official has determined an individual no longer meets the reliability standards specified in this Regulation. When the permanent decertification is approved by the reviewing official, the individual will be removed from positions requiring PRP certification and the action shall be made a matter of permanent record. **(Added)(AF) Document the permanent decertification action using the AF Form 286A. Instructions for completing the AF Form 286A are included on the form.**

*DL.19. Disqualification. Prior to 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. **(Added)(AF) Individual continues to be eligible to qualify for future PRP duties. Document the disqualification action using the AF Form 286. Instructions for completing the AF Form 286 are included on the form.**

DL.20. DoD Personnel. Active duty military personnel, members of the Selected Reserve, civilian employees of the Department of Defense or, for PRP purposes, DoD contractors and their employees.

DL.21. Drug Abuse. A maladaptive pattern of drug use as defined by Reference (b).

DL.22. Drug Dependence. Psychological and/or physiological reliance on drugs, as such reliance is defined by Reference (b).

DL.23. Drug-Related Incident. The wrongful use, possession, distribution, or introduction onto a military installation of a controlled substance, prescription medication, over-the-counter medication, or intoxicating substance (other than alcohol). (Wrongful means without legal justification or excuse, and includes use contrary to the directions of the manufacturer or prescribing healthcare provider, and use of any intoxicating substance not intended for human ingestion.)

~~DL.24. Entrance National Agency Check (ENTNAC). A Personnel Security Investigation (PSI) conducted in the same manner as a NAC.~~

DL.~~25~~24. Exclusion Area. A designated area immediately surrounding one or more nuclear weapons and/or 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 and/or systems.

DL.~~26~~25. Healthcare Provider. Any military or civilian provider authorized and/or licensed to practice medicine and to write prescriptions by Federal and/or State law or its equivalent if the individual received treatment outside of the United States. Treatment performed by healthcare providers must be reviewed by CMAs for PRP purposes.

DL.26. "L" Access Authorization. For the purpose of this Manual, a type of authorization granted by the Department of Energy indicating that the recipient is approved for access to the following levels and categories of classified information on a need-to-know basis: Confidential Restricted Data, Secret and Confidential National Security Information, and Secret and Confidential Formerly Restricted Data.

DL.27. 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.

DL.28. National Agency Check (NAC). A PSI consisting of records reviews of certain national agencies, including a technical fingerprint search of Federal Bureau of Investigation, Identification (FBI/ID) files.

~~DL.29. NAC Plus Written Inquires and Credit Check. (NACIC). A PSI conducted by the Office of Personnel Management (OPM) that combines a NAC with written inquiries to law enforcement agencies, former employees and supervisors, references, and schools and a credit check.~~

DL.3029. NAC with Local Agency Checks and Credit Check (NACLC). A PSI *for access to Confidential and Secret information conducted on contractor employees or Service members* covering the past 5 years and consisting of a NAC, financial review, verification of date and place of birth, and local agency checks. *This investigation is also used for reinvestigation for Confidential and Secret clearances on civilian employees, contractor employees, and Service members.*

DL.3130. Nuclear Certified Computer Data (NCCD). Nuclear certified media containing nuclear mission or launch control data.

DL.3231. Nuclear Command and Control (NC2) Materials. 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.

DL.3332. Periodic Reinvestigation (PR). An investigation conducted at specified intervals for updating a previously completed PSI.

DL.33. PRP Inspector. A specifically designated individual performing in an oversight role who evaluates the PRP for compliance. He or she is selected by and reports to an organization in a PRP oversight role performing Nuclear Weapons Technical Inspections as defined in Technical Publication 25-1 (Reference (e)). Also applies to staff assistance and/or assessment visits.

***(Added)(AF) PRP Inspectors must be trained to correctly execute, instruct and evaluate compliance to PRP policy and procedures.**

DL.34. Personnel Security Investigation (PSI). Any investigation required for determining the eligibility of DoD military or civilian personnel and contractor employees for access to classified information, acceptance, or retention in the armed forces, or assignment to, and retention in, sensitive positions.

DL.35. Positive Control Materials or Devices. Sealed authentication systems, PAL, coded switch system, positive enable system, or NCCD material or devices.

DL.36. Potentially Disqualifying Information (PDI). Any information that may cast doubt about an individual's ability or reliability to perform duties related to nuclear weapons.

(Added)(AF) Proficiency Qualification. This certifies (Air Force Specialty Code [AFSC] or skill-level) that the individual has had the formal course of instruction and/or possesses the minimum level of experience required for assignment to a critical or controlled PRP position and is proficient in the duties to be performed, or is able to perform on-the-job training under supervision.

DL.37. “Q” Access Authorization. For the purpose of this Manual, a type of authorization granted by the Department of Energy indicating that the recipient is approved for access to the following levels of classified matter on a need-to-know basis: Top Secret, Secret, and Confidential Restricted Data, National Security Information, and Formerly Restricted Data.

DL.3738. Random Testing. A program of substance abuse testing where each member of the testing population has an equal chance of being selected. Random testing may be either testing of designated individuals occupying a specified area, element, or position, or random testing of those individuals based on a neutral criterion, such as a digit of the social security number.

DL.3839. 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.

DL.40. Screening. A process that includes a review of medical and dental records, personnel records, personnel security investigations, and other pertinent documents and/or information and a personal interview for the purpose of validating an individual’s reliability to be considered for the PRP.

DL.39–41. Sensitive Position. Any position so designated in the Department of Defense, the occupant of which could bring about, by virtue of the type of the position, a materially adverse effect on the national security. All civilian positions are either special-sensitive, critical-sensitive, noncritical-sensitive, or nonsensitive.

DL.40 42. Single-Scope Background Investigation (SSBI). A PSI consisting of both record reviews and interviews with sources of information according to DoD 5200.2-R (Reference (ef)).

DL.41 43. Suspension. An action to remove, or suspend, an individual from PRP duties when reliability is not in question. (Added) (AF) When an individual’s ability to perform their PRP duties is in question for any length of time, this is PDI.

DL.42 44.. 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, launching, releasing, disablement, or detonation of a nuclear weapon or degradation of weapon performance.

DL.45. Tier 2 Investigation. Investigations conducted to this standard are for positions designated as moderate risk non-critical sensitive, and/or to allow access to "L" information, Confidential information, and Secret information. This is the lowest level of investigation acceptable for access to classified information. Frequency: At least 20 percent of subjects in Tier 2 shall be reevaluated annually, with 100 percent being reevaluated at least once every 5 years and on a periodic basis or as event-driven, subject to implementing guidance.

DL.46. Tier 3 Investigation. Investigations conducted to this standard are for positions designated as high risk, critical sensitive, special sensitive, and/or to allow access to "Q" information, Top Secret information, and Sensitive Compartmented Information (SCI). Frequency: Subjects in Tier 3 shall be reevaluated annually or as event-driven, subject to implementing guidance.

DL.~~43~~47. U.S. Citizen (native born or naturalized). A person born in one of the following locations is considered a U.S. citizen for PRP purposes: the 50 States, and the District of Columbia, Puerto Rico, Guam, American Samoa, Northern Mariana Islands, U.S. Virgin Islands, the Federated States of Micronesia, and the Republic of the Marshall Islands. Additionally, a person born to U.S. citizens living in a foreign country who has a U.S. birth certificate, a certification of birth abroad, or for whom a naturalization certificate is issued.

DL.~~44~~48. U.S. National. A citizen of the United States or other person formally designated as a U.S. national. Section 1408 of 8 United States Code (U.S.C.) (Reference (fg)) provides a detailed identification of non-citizen U.S. nationals.

***DL.49. (Added)(AF) Administrative Qualification. A PRP screening process to help ensure active duty *military* individuals meet PRP standards before assignment, or while at training for PRP duties, when they are not currently certified or interim certified for PRP. Once the individual is administratively qualified, continuous monitoring procedures apply (see para C3.2.7.4).**

***DL.50. (Added)(AF) Certification/Recertification. A process that validates an individual has been screened, evaluated and meets the standards for assignment to PRP duties. Certification/Recertification is documented on the AF Form 286, and is signed by the Certifying Official (CO) and the individual. Instructions for completing the AF Form 286 are included on the form.**

***DL.51. (Added)(AF) Interim Certification. A certification that limits access when an individual is placed in PRP and does not currently possess the required level of security investigation in paragraphs C3.3.1.1 (critical) or C3.3.1.2. (controlled), but does meet the requirements outlined in paragraphs C3.4.1. (critical) or C3.4.2. (controlled). Document the interim certification using the AF Form 286. Instructions for completing the AF Form 286 are included on the form.**

***DL.52. (Added)(AF) Medical Records. A chronological account that includes a patient's complaints and health history, the provider's physical findings, the results of diagnostic**

tests and procedures, and any therapeutic medications and/or procedures, whether from a military or civilian provider. The medical record includes all outpatient, inpatient, Mental Health, Alcohol and Drug Abuse Prevention and Treatment (ADAPT), Family Advocacy, Obstetric, dental record, or any combination of the same.

***DL.53. (Added)(AF) Medical Treatment Facility (MTF).** A DoD facility established for the purpose of furnishing health care to eligible individuals.

***DL.54. (Added)(AF) Mental Health.** A military health clinic for prevention, early detection, diagnosis, and treatment of psychiatric illness, emotional and behavioral disorders.

***DL.55. (Added)(AF) Non-PRP Base.** Base without an Active PRP unit or program.

***DL.56. (Added)(AF) Notification.** A PRP procedure used by support agencies (e.g., MTF, Airman and Family Readiness Center, Security Forces) to inform the CO (or commander/director) of potentially disqualifying information, or a suspension, decertification, certification/recertification, or reinstatement recommendation.

***DL.57. (Added)(AF) Permanent Disqualification.** Prior to certification, an action taken when the CO (or commander/director) has determined an individual has a mandatory disqualifier (see Para C5.3.2.1) or otherwise cannot meet reliability standards . The individual will not be considered for future PRP duties without being reinstated IAW Para C5.4. When the reviewing official approves the permanent disqualification the action shall be made a matter of permanent record. Document the permanent disqualification action using the AF Form 286A. Instructions for completing the AF Form 286A are included on the form.

***DL.58. (Added)(AF) Reinstatement.** A process to remove the permanent decertification or permanent disqualification status. Reinstatement may be approved if it is determined the reason for decertification or disqualification no longer exists per para C5.4. of this Regulation.

*AL1. ABBREVIATIONS AND ACRONYMS

ANACI	Access National Agency Check with Inquiries
<i>ATSD(NCB)/NM</i>	<i>Assistant to the Secretary of Defense for Nuclear and Chemical and Biological Defense Programs, Nuclear Matters Office</i>
BI	Background Investigation
CAF	Central Adjudication Facility
CMA	Competent Medical Authority
CSP	Counterintelligence-Scope Polygraph
DISCO	Defense Industrial Security Clearance Office
<i>DSS</i>	<i>Defense Security Service</i>
DoD	Department of Defense
<i>EOD</i>	<i>Explosive Ordnance Disposal</i>
IDC	Independent Duty Hospital Corpsmen
IDMT	Independent Duty Medical Technician
MACOM	Major Command, Army
MAJCOM	Major Command, Air Force
MUNSS	Munitions Support Squadron
NAC	National Agency Check
NACI	National Agency Check with Inquiries
NACLC	National Agency Check with Local Agency <i>Checks and Credit Check</i>
NC2	Nuclear Command and Control
<i>NCCD</i>	<i>Nuclear-Certified Computer Data</i>
OPM	Office of Personnel Management
PAL	Permissive Action Link
PDI	Potentially Disqualifying Information
<i>PPR</i>	<i>Phased Periodic Review</i>
PR	Periodic Reinvestigation
PRP	Personnel Reliability Program
PSI	Personnel Security Investigation
SBI	Special Background Investigation
SPR	Secret Periodic Reinvestigation
SSBI	Single-Scope Background Investigation
TAD	Temporary Additional Duty
TDY	Temporary Duty Assignment
<i>USEUCOM</i>	<i>United States European Command</i>
U.S.C.	United States Code
(Added)(AF)	
ADAPT	Alcohol/Drug Abuse Prevention and Treatment Program
AEAO	Airborne Emergency Action Officer
AFCAF	Air Force Central Adjudication Facility
*AFMSA	Air Force Medical Support Agency
AFOSI	Air Force Office of Special Investigations
ARC	Air Reserve Component

ARPC	Air Reserve Personnel Center
CASPR	Central Adjudication Security Personnel Repository
*CAT I	Category I
CC	Commander
*CI	Compliance Inspection
CL	Civilian Leader
CPF	Civilian Personnel Flight
CO	Certifying Official
DCPDS	Defense Civilian Personnel Data System
*FSS	Force Support Squadron
GSU	Geographically Separated Unit
*HIPAA	Health Insurance and Portability Accountability Act
JPAS	Joint Personnel Adjudication System
*MAJCOM	Major Command
MilPDS	Military Personnel Data System
*MPS	Military Personnel Section
MTF	Medical Treatment Facility
*NORI	Nuclear Operational Readiness Inspection
*NSI	Nuclear Surety Inspection
*OASD	Office of the Assistant Secretary of Defense
*OMPF	Official Military Personnel File
OTC	Over-The-Counter (medication)
PDS	Personnel Data System
*PSD	Personnel Service Delivery
RNLTD	Report Not Later Than Date
RO	Reviewing Official
SAV	Staff Assistance Visit
SCI	Sensitive Compartmented Information
SEI	Special Experience Identifier
WFHQ	War Fighting Headquarters

C1. CHAPTER 1

GENERAL PROVISIONS

C1.1. PURPOSE

The purpose of the Personnel Reliability Program (PRP) is to ensure that each person ~~who performs duties involving nuclear weapons meets the reliability standards of the PRP selected and retained for performing duties associated with nuclear weapons or nuclear command and control systems and equipment is emotionally stable and physically capable, and has demonstrated reliability and professional competence.~~ This shall be accomplished through the initial and continual evaluation of individuals assigned to PRP duties. The management of the PRP is a function of command. However, each person assigned to PRP duties is responsible for their reliability and has an obligation to report to the certifying official any behavior or circumstance about themselves or others in the PRP that may be expected to result in degradation in job performance or personal reliability or an unsafe or insecure condition involving nuclear weapons and/or Nuclear Command and Control (NC2) material. The PRP supporting agencies and supervisors of individuals performing PRP duties shall assist the reviewing and certifying officials in their initial and continuing evaluation duties by ensuring that all PDI is made available for their consideration. This Regulation provides procedures for the implementation of ~~Reference (f)~~ and DoD ~~Directive Instruction~~ 5210.42 (Reference (gh)).

***C1.1.1. (Added)(AF) The enduring critical purpose of the PRP remains to ensure only those who meet stringent reliability standards perform duties associated with nuclear weapons – conversely the PRP will ensure those who do not meet these standards are kept from performing nuclear weapons-related duties.**

C1.2. PRP ADMINISTRATORS

C1.2.1. Designation of Reviewing and Certifying Officials. The Heads of the DoD Components shall establish procedures for formally designating the reviewing officials and certifying officials. The certifying officials shall be designated as critical or controlled PRP positions commensurate with the highest category of any nuclear duty position in the unit or activity concerned.

C1.2.1.1. (Added)(AF) Reviewing Official (RO). The wing commander/director, including a commander/director of a non-nuclear installation, will hold this position and will be PRP certified if performing PRP duties per AP1.T1.

***C1.2.1.2. (Added)(AF) Certifying Official (CO). Commanders/Directors at wing-level and below, who serve in a PRP position in order to perform PRP duties will be PRP certified. Commanders/Directors above wing-level may perform the duties of a certifying official and do not require PRP certification, unless they serve in a PRP position. If a CO is the wing commander/director equivalent, the next level of command in the PRP operational chain will assume RO responsibilities.**

***C1.2.1.3. (Added)(AF) Limited Delegation. Commanders/Directors may delegate RO, CO and administrative qualification authority in writing to their vice/deputy (or equivalent) in their PRP operational chain-of-command. Delegation of duties should be limited and not used on a routine basis. The at or below-wing-level delegated CO must be in a PRP position and certified (critical or controlled) equal to, or higher than the personnel they are certifying. If the organization does not have a vice/deputy (or equivalent) in their operational chain of command then the individual designated by G-series orders may take on the CO duties. If no G-series orders are issued, then the next level up in the operational chain of command will assume CO duties. If the CO is decertified or otherwise removed from duties, the RO will determine appointment of CO duties, as appropriate.**

***C1.2.1.4. (Added)(AF) Commanders/Directors at Non-PRP Installations. Commanders/Directors who only perform administrative qualification are not COs and are not required to be PRP certified. Commanders/Directors may delegate administrative qualification authority in writing to their vice/deputy (or equivalent) in their chain of command. Delegation of duties should be limited and not used on a routine basis.**

***C1.2.1.4.1. (Added)(AF) If the organization does not have a vice/deputy (or equivalent) in their chain of command then the individual designated by G-series orders may take on the administrative qualification duties. If no G-series orders are issued, then the next level up in the chain of command will assume administrative qualification duties.**

C1.2.2. Designation of Competent Medical Authority (CMA). The Heads of the DoD Components shall establish procedures to appoint an agency or installation CMA to act as a PRP medical consultant to provide recommendations to the reviewing and certifying officials on individuals' suitability to perform PRP duties.

C1.2.2.1. (Added)(AF) MTF CMA. The MTF commander (MTF/CC) will appoint a MTF PRP consultant qualified to serve as a Lead CMA and acts as the MTF liaison to the CO for all health related PRP recommendations. The MTF/CC may also appoint additional providers qualified to serve as CMAs for functional area responsibilities.

C1.2.3. Agency and Installation PRP Monitor. DoD agencies, installations, and subordinate units with large PRP populations shall consider appointing a PRP monitor(s) as appropriate, to administer the day-to-day functions of the PRP. The agency or installation PRP monitor coordinates and disseminates PRP information to the reviewing and certifying officials, unit commanders, PRP monitors, and supporting staff agencies; indoctrinates and trains unit PRP personnel and administrators on program objectives and procedures; maintains the installation PRP roster; and conducts staff assistance visits to all subordinate units with a PRP.

C1.2.3.1. (Added)(AF) MAJCOM Monitor (includes SGP/SGO). The MAJCOM directorates will appoint individuals as the command focal points for all applicable PRP functional areas.

C1.2.3.2. (Added)(AF) Installation Monitor. The installation commander/director will appoint an installation PRP monitor to administer the day-to-day administrative functions of PRP, or can delegate the appointment authority to the FSS/CC.

C1.2.3.3. (Added)(AF) MTF Monitor. The MTF/CC will appoint a MTF PRP monitor to provide administrative support.

C1.2.3.4. (Added)(AF) Unit Monitor. The unit CO/CC/CL will appoint a unit PRP monitor as the focal point for the day-to-day administrative functions of PRP. The lead contractor may appoint an individual unit contract PRP monitor as the focal point for the day-to-day administrative functions of PRP and must coordinate with the unit CO.

***C1.2.3.4.1. (Added)(AF) For bases that perform only administrative qualification, the Installation PRP monitor may act as both the Installation and Unit PRP monitor. The appointment letter will identify the individual as both the Installation and Unit PRP monitor.**

C1.3. PRP POSITIONS

All PRP positions shall be formally designated as either critical or controlled and restricted to the minimum number required to accomplish the mission. Additionally, personnel selected for designated NC2 PRP positions according to DoD Directive S-5210.81 (Reference (i)), shall be subject to random Counterintelligence-Scope Polygraph (CSP) examinations administered according to DoD 5210.48-R (Reference (j)). Only certified personnel shall be assigned to designated PRP positions. When PRP positions become vacant, certified personnel shall be assigned as rapidly as possible. Examples of typical PRP positions are shown in Appendix 1.

C1.3.1. Critical Position. A position, where an individual is assigned nuclear duties where he or she (see examples in Appendix 1):

C1.3.1.1. Has access and technical knowledge; or

C1.3.1.2. Can either directly or indirectly cause the launch or use of a nuclear weapon; or

C1.3.1.3. Has accountability, control, or use of positive control materials or devices such as sealed authentication systems, permissive action link (PAL) materials and related codes, strategic and tactical nuclear-certified computer data (NCCD), nuclear targeting tapes or materials, emergency action messages, or release procedures for nuclear weapons; or

C1.3.1.4. Has been designated as a certifying official at operational unit or staff activities with designated critical PRP positions.

C1.3.2. Controlled Position. A position in which an individual is assigned nuclear duties where he or she (see examples in Appendix 1):

C1.3.2.1. Has access, but no technical knowledge; or

C1.3.2.2. Controls access into areas containing nuclear weapons, but does not have access or technical knowledge; or

C1.3.2.3. Is armed and assigned duties to protect and/or guard nuclear weapons; or

C1.3.2.4. Has been designated as a certifying official at operational unit or staff activities with only designated controlled PRP positions.

C1.4. TRAINING

C1.4.1. Heads of the DoD Components shall establish frequency of refresher training and further define and establish training requirements in Service directives. Reviewing officials, certifying officials, PRP monitors, CMAs and other medical personnel (e.g., *Independent Duty Hospital Corpsmen (IDC)*, *Independent Duty Medical Technicians (IDMT)*) who review PRP medical issues), and individuals assigned to PRP duties shall receive initial training, refresher PRP training, and be thoroughly briefed on their PRP management and oversight responsibilities. **(Added)(AF) Training requirements also apply to PRP inspectors and other individuals acting in a supervisory or advisory role for personnel on PRP (e.g. First Sgt, Contracting Officer).**

C1.4.2. Initial and refresher training shall include, at a minimum:

C1.4.1.1. PRP purpose (spirit and intent).

C1.4.1.2. PRP roles and responsibilities.

C1.4.1.3. PRP certification.

C1.4.1.4. Continuing evaluation.

C1.4.1.5. Disqualification, removal, and reinstatement.

C1.4.1.6. Health Insurance Portability and Accountability Act and Privacy Act requirements in accordance with Public Law 104-191 (Reference (k)) and DoD 6025.18-R (Reference (l)), respectively.

C1.4.3. (Added)(AF) All training will be conducted and documented. Refresher training frequency will be in conjunction with nuclear surety training (Reference [aa]). For those personnel who do not require nuclear surety training, PRP refresher training will be conducted at least every 15 months. Individuals must be trained in PRP before performing CO (or administrative qualification) duties. During transition of a new CO (or CC, CL), a previously appointed deputy (see para C1.2.1.3.) may continue these duties.

C1.4.3.1. (Added)(AF) All training will include the AF Standardized PRP Training found on the Air Force PRP website (Reference [cc]).

***C1.4.3.2. (Added)(AF) HIPAA training will be accomplished and documented by those who may have access to medical records: reviewing and certifying officials (to include delegated equivalents), PRP monitors, PRP inspectors, CMAs, and other medical personnel. Accomplish training utilizing an AF/A10 approved training program found on the Air Force PRP portal website under the training link: <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=-2152912>.**

C1.5. PRP REVIEW AND EVALUATION

C1.5.1. The Heads of the DoD Components shall ensure that the PRP is reviewed and evaluated during appropriate inspections and staff visits at all levels of command. The results of those inspections shall be reviewed periodically at the highest level in the DoD Component to ensure effective and consistent application of the PRP.

***C1.5.1.1. (Added)(AF) Questionable medical PDI discovered during inspection/review will be referred to AFMSA/SG3PF for resolution (see para C2.1.4.2.1) in conjunction with inspection resolution guideline Reference [ee] requirements.**

C1.5.2. Designated PRP inspectors, as defined in this Regulation, or staff assistance and/or assessment visit team members are authorized to review medical records of candidates and members of the PRP, and shall comply with Reference (l), which authorizes disclosure of protected health information for specialized Government functions. PRP inspectors that review medical records must be trained by methods established and approved by the Joint Staff (for Defense Threat Reduction Agency inspectors) and the Services (for Service inspectors) on health information review and Reference (k) requirements. Access is limited to those records and medical information associated with an individual's participation in the PRP Program. Questionable medical PDI discovered during inspection and/or review shall be referred to a CMA for resolution.

C1.5.3. Personally identifiable information (PII) collected and utilized in the execution of this program must be safeguarded to prevent any unauthorized use. The DoD Components shall ensure the collection, use, and release of PII complies with the requirements of DoD Directive 5400.11 (Reference (m)) and DoD 5400.11-R (Reference (n)).

***C1.5.4. (Added)(AF) Inspections.** Inspectors will use the inspection checklist found on the AF AFIA checklist site (<https://wwwmil.afrc.af.mil/afia/>) to assess the PRP. For CI, inspect using the applicable core inspection items found on the Air Force PRP website (Reference [cc]). AF inspection teams (e.g., AFIA, and MAJCOMs for NSI, NORI, CI) will forward a copy of all final reports in which the PRP was evaluated to AF/A10-O, or email to prp@pentagon.af.mil.

***C1.5.5. (Added)(AF) Staff Assistance Visit (SAV). The installation PRP monitor will conduct and document a SAV annually to all subordinate units with a PRP, including GSUs. Use the AF PRP Consolidated Inspection Checklist found on the AF PRP website (Reference [cc]).**

***C1.5.6. (Added)(AF) Self-Inspection. All Unit PRP monitors will conduct and document a self-inspection annually. Units with PRP certified individuals will complete a cover to cover review of all personnel and health records. Subsequent reviews need only go back to the date of the last documented self-inspection. Use the AF PRP Consolidated Inspection Checklist found on the AF PRP website (Reference [cc]).**

C2. CHAPTER 2

ROLES AND RESPONSIBILITIES

C2.1. DoD COMPONENTS (Added)(AF) The Air Force Division Chief for Nuclear Operations, Plans & Requirements (AF/A10-O) is the responsible policy office for the AF PRP, as described below:

C2.1.1. Develop and implement standards and procedures ensuring due process for individuals identified for disqualification or decertification under this Regulation.

C2.1.2. Are the final approval authority for reinstatement or requalification for individuals permanently decertified or disqualified under this Regulation.

C2.1.3. Establish frequency of refresher training and further define and establish training requirements in Service directives.

C2.1.4. Ensure all medical personnel have been instructed in the purpose of the PRP and have been advised of their reporting responsibilities.

C2.1.4.1. Medical personnel providing PRP support will be given an initial, and thereafter periodic orientation in nuclear weapons operations, emphasizing safety and security aspects and the responsibility for advising the unit commander of medical conditions that adversely effect the certification of unit personnel.

C2.1.4.2. There shall be close cooperation and coordination between the nuclear weapon organization and the designated medical support activity to assure continuing application of PRP standards.

***C2.1.4.2.1. (Added)(AF) AIR FORCE MEDICAL SUPPORT AGENCY. Aerospace Medicine Division/SGPA and Clinic Quality Management Division/SGOC, 1500 Wilson Blvd, Suite 1500, Arlington, VA 22209-2548, coordinates health-related PRP issues.**

C2.1.5. Ensure all security personnel have been instructed in the personnel security requirements for access to the nuclear weapons PRP and their responsibility to advise the certifying official and/or reviewing official of personnel security issues that adversely affect the certification of PRP members.

C2.1.56. Ensure a substance abuse testing program is established for all personnel assigned to PRP positions including contractor personnel as applicable. The extent to which PRP personnel shall be tested and the criteria for testing shall be determined by the Heads of the DoD Components.

C2.1.67. Ensure DoD criminal investigative agencies immediately notify the certifying official *and/or the subject's respective central adjudication facility (CAF)* of any individual in the PRP who is under investigation and the circumstances of the investigation.

C2.1.7.1. (Added)(AF) AIR FORCE OFFICE OF SPECIAL INVESTIGATIONS. Notify the CO/commander/director of PDI discovered during the process of completing a special investigation. Nuclear surety must be the primary concern and must not be compromised to aid an investigation. If the safety or security criteria cannot be met, the CO/commander/director must immediately remove the individual from PRP.

C2.1.78. Ensure the PRP is reviewed and evaluated during appropriate inspections and staff visits at all levels of command. The results shall be reviewed periodically at the highest level in the DoD Component to ensure effective and consistent application of the PRP. **(Added)(AF) Provide policy, guidance and standardized PRP inspection checklists.**

C2.1.89. Submit annual program status reports to the Assistant to the Secretary of Defense for Nuclear and Chemical and Biological Defense Programs, Nuclear Matters Office (ATSD(NCB)/NM) as described in Appendix 2. *The annual program status reports have been assigned RCS DD-AT&L(A)1403 in accordance with DoD 8910.1-M (Reference (o)).*

***C2.1.10. (Added)(AF) Coordinate all PRP positions under consideration for outsourcing with AF/A10-O. Additionally, employees shall perform nuclear duties only in nuclear certified facilities or in cleared contractor facilities authorized by the HQ Air Force Safety Center. Contractor positions will be evaluated during contract establishment and reevaluated according to the contract.**

***C2.1.11. (Added)(AF) Review all MAJCOM level supplements to ensure compliance with this Regulation and Supplement.**

C2.2. COMBATANT COMMANDS

C2.2.1. Submit annual program status reports to the ATSD(NCB)/NM as described in Appendix 2.

C2.2.2. As applicable, provide initial and refresher PRP training, through briefings to certifying officials, medical personnel, PRP monitors, and certified individuals on their PRP management and oversight responsibilities.

C2.3. REVIEWING OFFICIALS

C2.3.1. Ensure the requirements of the PRP are implemented and all personnel comply with applicable standards.

*C2.3.2. Review all permanent PRP decertifications. **(Added)(AF) This includes permanent disqualifications.**

C2.3.2.1. Following the review of a permanent decertification, notify the individual and certifying official of the findings and conclusion within 15 *workdays*.

C2.3.2.2. In the case of a DoD contractor employee, ensure the contractor is notified that the employee has been decertified and must be reassigned to non-PRP duties.

C2.3.3. As necessary, review medical and personnel records. PRP reviewing officials are authorized to review medical records of candidates and members of the PRP to make determinations required by this Regulation. ~~(DoDD 5400.11, Reference (h)). However, PRP reviewing officials may only have access to portions of the medical records where the CMA has identified a possible disqualifying condition. Access is limited to the extent necessary for the reviewing official to document the condition to make a certification/qualification determination for PRP purposes. However, such reviews will be to the minimum extent necessary for the reviewing official to make a certification and/or qualification determination for PRP purposes.~~

***C2.3.3.1 (Added)(AF) PRP reviewing officials may only have access to portions of the medical records where the CMA has identified a possible disqualifying condition. Access is limited to the extent necessary for the reviewing official to document the condition to make a certification/qualification determination for PRP purposes. PRP reviewing officials are authorized to review medical records under the guidance of a CMA.**

C2.3.4. (Added)(AF) Ensure all agencies develop procedures to notify the unit CO/commander/director of all PDI on administrative qualified and certified personnel. Health related notifications shall be conducted with CMA assistance.

C2.4. CERTIFYING OFFICIALS

C2.4.1. Make a judgment on the reliability of each individual identified for PRP duties. This will be based on the appropriate personnel security investigation (PSI), physical and mental capability, a review of personnel and medical records, and a personal interview. ~~See paragraph C3.3.2.1.3 for restrictions on access to medical records for certifying officials.~~

C2.4.2. Consider all relevant facts applicable to the individual's performance record, the recommendations expressed in the PSIs and medical evaluations, and the opinions of other agencies and personnel, as appropriate, to make the final judgment about an individual's reliability and whether he or she can be depended on to respond in a stable manner when performing PRP duties.

C2.4.3. Review medical and personnel records as necessary. PRP certifying officials are authorized to review medical records of candidates and members of the PRP to make determinations required by this Regulation. ~~(see Reference (h)). However, PRP certifying officials may only have access to portions of the medical records where the CMA has identified a~~

~~possible disqualifying condition. Access is limited to the extent necessary for the certifying official to document the condition to make a certification/qualification determination for PRP purposes. However, such reviews will be to the minimum extent necessary for the reviewing official to make a certification and/or qualification determination for PRP purposes.~~

***C2.4.3.1. (Added)(AF) PRP certifying officials may only have access to portions of the medical records where the CMA has identified a possible disqualifying condition. Access is limited to the extent necessary for the certifying official to document the condition to make a certification/qualification determination for PRP purposes. PRP certifying officials are authorized to review medical records under the guidance of a CMA.**

C2.4.4. Conduct a personal interview of each PRP candidate. As a minimum, the personal interview shall cover:

C2.4.4.1. The significance of the PRP assignment and PRP standards.

C2.4.4.2. The need for reliable performance.

C2.4.4.3. Individual responsibility for self-reporting and peer review of factors and situations that could adversely affect job performance or reliability.

C2.4.4.4. The certifying official will also provide the individual the opportunity to disclose any PDI.

C2.4.5. Provide for the continuing evaluation of all PRP-certified personnel.

C2.4.5.1. Ensure that all military, civilian, and contractor personnel assigned to PRP positions meet all of the requirements of the continuing evaluation process.

C2.4.5.2. The primary consideration should be that the sum of the observation, both personal and through peer observation and reporting, is sufficiently detailed to allow for close evaluation of the individual.

C2.4.5.3. Observation of performance and behavior need not be limited to duty in a single capacity. While observation of PRP duties should be primary, additional observation when not executing PRP duties as a government civilian employee, a private contractor to the government, a military service member or a combination of these can also serve to add to the certifying official's evaluation. **(Added)(AF) Observation includes off-duty behavior.**

C2.4.6. After consulting with the CMA, determine reliability of individuals after medical evaluation/treatment *reveals PDI*.

C2.4.7. Remove individuals from PRP through appropriate action (suspension or decertification) as necessary based on the standards in this Regulation.

C2.4.7.1. For temporary decertification, advise the individual, in writing, of the reasons for temporary decertification within 15 workdays.

*C2.4.7.2. For permanent decertification, advise the individual, in writing within 15 workdays, of the reasons for permanent decertification and of the requirement for review by the reviewing official. **(Added)(AF) Document the permanent decertification using the AF Form 286A.**

C2.4.8. If applicable, ensure that contracts require contractor employees who perform duties in PRP positions under this Regulation meet the reliability standards of the PRP.

C2.4.9. Reevaluate designated PRP positions annually to determine the need for additional positions or the cancellation of unnecessary positions including contractor positions. **(Added)(AF) The source is the Unit Manpower Document. Ensure all changes are updated in the Manpower Programming and Execution System. Annual reevaluation must be documented. Use AP1.T1. as a guide for designating critical or controlled positions.**

C2.4.10. (Added)(AF) Ensure personnel entering into and or assigned to a PRP position are entered in the Central Adjudication Security Personnel Repository (CASPR) to ensure priority adjudication of a completed PSI.

C2.5. COMPETENT MEDICAL AUTHORITIES (CMA)

C2.5.1. Provide the certifying official with sufficient medical information to make a sound judgment on an individual's suitability to perform PRP duties.

C2.5.2. Advise the certifying official and, when appropriate, the reviewing official, on all aspects of any condition that may reflect on an individual's suitability for assignment to a PRP position.

C2.5.2.1. Notify the certifying official immediately of any condition classified in paragraph C5.1.6, Medical Condition.

*C2.5.2.2. Advise the certifying official of any medical condition, prescribed medication, or treatment that could detract from the ability of an individual in the PRP to perform assigned duties. **(Added)(AF) This also includes adverse reaction(s) to OTC medications/supplements or herbal medications/supplements.**

C2.5.3. Evaluate medical *and dental* records, perform further evaluation *and/or* medical examination, as necessary, ~~when a review is accomplished by other than the CMA and raises questions or identifies~~ *if* potentially disqualifying information about an individual's physical capability or mental suitability ~~for assignment to a PRP position is found.~~

C2.5.4. In consultation with the certifying official, participate in continuing evaluation of PRP-certified individuals as described in Chapter 4 of this Regulation.

***C2.5.5. (Added)(AF) The Lead CMA will train all functional CMAs on PRP duties. (see para C1.4) The MTF lead CMA and lead MTF PRP monitor will train all functional MTF PRP monitors. Additionally the Lead CMA will ensure all other medical personnel are trained to their appropriate level as contained within the MTF training slides.**

***C2.5.5.1. (Added) (AF) The lead CMA will serve as the senior medical consultant for other CMAs. The lead CMA will provide quality control for the medical PRP program, reviewing local MTF PRP processes to include: timeliness of PRP dispositions, timeliness of suspension recommendations, communications with other agencies, and quality of PRP recommendations by other CMAs. The lead CMA may utilize the primary CMA (if applicable) to assist with this review. However, the lead CMA may not delegate responsibility for the program.**

***C2.6. SUPERVISORS/(Added)(AF) First Sergeant**

C2.6.1. Monitor the reliability of subordinates and notify the certifying official of any PDI.

C2.6.2. Be aware of how problems, concerns, and circumstances may reduce individual effectiveness and impair capability or reliability.

C2.7. INDIVIDUALS

C2.7.1. Be responsible for monitoring their own reliability and the reliability of others performing PRP duties. This is a 24 hours per day, 7 days per week responsibility. Failure to discharge these responsibilities may cast doubt on an individual's reliability.

C2.7.2. Be aware of how problems, concerns, and circumstances may reduce individual effectiveness and impair capability or reliability.

C2.7.3. Advise supervisors or the certifying official of any factors that could have an adverse impact on his/her performance, reliability, or safety while performing PRP duties.

C2.7.4. Inform support agencies of his/her active PRP status before treatment or consultation.

C2.7.5. Inform supervisors or the certifying official when another individual in the PRP appears to be involved in situations that may affect reliability.

C2.7.6. When a PRP-certified individual ~~receives any type of~~ *has received non-military* medical or dental treatment and/or evaluation (including TRICARE ~~and Civilian Health and Medical Program of the Uniformed Services~~ referrals) *that may impact performance or reliability*, he or she will report treatment and/or evaluation to the *CMA and/or* certifying official ~~and~~. *Additionally, the individual will* provide appropriate documentation, *when available*, to the CMA, who shall consult the certifying official, *if required*.

C2.7.7. Personnel considered for or holding PRP positions shall make all medical records available ~~to the CMA~~ *to the appropriate designated individuals* for initial and subsequent screening requirements and for inspection.

C2.8. CONTRACTOR PROCEDURES

Certifying officials for contractors whose duties are subject to the PRP shall ensure that contracts require that the contractor employees performing duties in PRP positions under this Regulation shall meet the reliability standards of the PRP. Specifically, the contractor shall:

C2.8.1. Instruct managerial, supervisory personnel, medical personnel, and other support agencies and offices on the purpose, standards, and procedures of the PRP.

C2.8.2. Inform and instruct each employee of the significance of the assignment, PRP standards, the need for reliable performance, and the individual's responsibility for self-reporting and peer review of factors and situations that could adversely affect job performance or reliability.

C2.8.3. Ensure the individual presents a positive attitude toward the PRP and performing nuclear weapon duties and understands that maintaining PRP standards is a condition of continued employment in a PRP position.

*C2.8.4. Ensure that employees to be assigned to a PRP position are subjected to a PSI, medical record evaluation, substance abuse testing, personal interview, proficiency certification, and continuing evaluation according to the certifying official, under the reliability standards of the PRP. Contractor personnel assigned to designated NC2 PRP positions shall be subject to random CSP testing. **(Added)(AF) Contractor personnel shall ensure all dental/medical and pharmacy insurance information is made available to the CMA.**

C2.8.5. Provide the certifying official with results of a PSI, CSP (if required), medical record evaluation, and substance abuse testing of any contractor employee assigned, or proposed to be assigned, to a PRP position. Immediately report any other information about an employee not maintaining the reliability standards of the PRP.

C2.8.6. Provide for the continuing evaluation of employees assigned to PRP positions by contractor supervisory personnel, except when such employees are assigned to a DoD Component under the direct oversight of DoD personnel where the certifying official shall be responsible for that function.

C2.8.7. Remove an employee from a PRP position when notified by the certifying official that the employee has been suspended or decertified and notify the certifying official immediately of the removal action, and follow-up in writing within 15 *workdays*. Suspension or temporary decertification from PRP duties requires that the employee be:

C2.8.7.1. Instructed to cease performance of PRP duties. Removal from PRP duties does not constitute a determination that the employee lacks necessary emotional or mental stability or physical capability to perform duties properly. It does indicate that there is a question about the employee's suitability that warrants restriction from PRP duties until the question is resolved.

C2.8.7.2. Prevented from entering any facility that would allow the individual access to areas containing nuclear weapons, and the employee's entry credentials shall be confiscated or deleted from the system.

C2.8.7.3. Removed from a PRP position on notification by the certifying official that the employee has failed to meet PRP reliability standards and has been permanently decertified. That action shall be reported to the Defense ~~Industrial Security Clearance Office (DISCO) (see subparagraph 2.8.8) and made a matter of permanent record by DISCO.~~ *Security Service (DSS) as an adverse action report through the DoD designated personnel security information system of record.*

C2.8.8. ~~Provide a current list of all contractor employees assigned to PRP positions to the DISCO, P.O. Box 2499, Columbus, OH 43216-5006. The list shall include employee name and SSN; name and address of employer; and certifying official name, address and phone number. Use the DoD designated personnel security information system of record to record all employees assigned to PRP.~~

***C2.8.8.1. (Added)(AF) Provide a list of PRP contractor employees to the unit CO, MAJCOM PRP monitor, and AF/A10-O by 15 January each year.**

C2.8.9. Comply with all other applicable areas of this Regulation. **(Added)(AF) and this Supplement.**

C2.8.10. (Added)(AF) The contractor will provide a contract CMA to perform all health-related PRP recommendations and evaluations to the CO on contract employees.

C2.9. (Added)(AF) CHIEF OF CIVILIAN FORCE POLICY. AF/A1PH, 1040 Air Force Pentagon, Washington DC 20330-1040, assists with civilian PRP matters and annual PRP statistics reporting to AF/A10-O per Appendix 2.

C2.10. (Added)(AF) AIR FORCE RESERVE OFFICE OF PERSONNEL. AF/REP 1150 Wilson Blvd, Arlington VA 22209-2400, monitors reserve PRP matters and assists with annual PRP statistics reporting to AF/A10-O per Appendix 2.

C2.11. (Added)(AF) MAJCOM and AIR RESERVE COMPONENTS (ARC) PRP MONITORS (and SGP for health-related issues)

C2.11.1. (Added)(AF) Administer the PRP for the command and serves as liaison on PRP matters within the command staff.

C2.11.2. (Added)(AF) Ensure any procedural guidance within their command is consistent with this Regulation and Supplement.

***C2.11.2.1 (Added)(AF) Review all base-level procedural guidance within the command to ensure standardized compliance with this regulation and manual.**

***C2.11.2.2 (Added)(AF) MAJCOMS may publish supplements to establish standardized PRP execution procedures. MAJCOMs will submit this guidance for AF/A10-O approval.**

C2.11.3. (Added)(AF) Provide annual (calendar year) PRP statistics for only contractors, guard and reserve to AF/A10-O per Appendix 2. These statistics are due by 15 January.

C2.11.4. (Added)(AF) Review/coordinate all PRP issues prior to forwarding to AF/A10-O.

***C2.11.5. (Added)(AF) Ensure PRP inspectors and installation PRP monitors within their command are trained to correctly execute, instruct and evaluate compliance to PRP policy and procedures. The outgoing Lead CMA, MAJCOM/SGP/SGO, or the AFMSA/SGP/SGO, as needed will train the Lead CMA.**

C2.11.6. (Added)(AF) Assist base monitor to correct all PDS codes.

***C2.12. (Added)(AF) FSS COMMANDER/DIRECTOR. Represent the reviewing official on PRP matters and will appoint an installation PRP monitor to assist with PRP duties. Assist with the administrative qualification process, to include Installation monitor responsibilities (para. C2.14.) when needed, to ensure timely actions from the units and MTF.**

C2.13. (Added)(AF) MEDICAL TREATMENT FACILITY COMMANDER (MTF/CC)

C2.13.1. (Added)(AF) Oversees the PRP within the MTF and its GSUs.

C2.13.2. (Added)(AF) Ensure PRP medical screenings, notifications, evaluations and recommendations are accomplished in a timely and accurate manner.

***C2.13.3. (Added)(AF) The MTF commander (MTF/CC) will appoint a MTF PRP consultant qualified to serve as a Lead CMA and act as the senior MTF liaison to the CO for all health related PRP recommendations. The lead CMA will be the MTF/SGP and will have responsibility for the overall management and quality of the MTF PRP Program.**

***C2.13.4. (Added)(AF) The MTF/CC may also appoint additional providers, including a primary CMA responsible for day to day MTF PRP operations, qualified to serve as CMAs for functional area responsibilities.**

***C2.13.5 (Added) (AF) Will appoint ARC CMAs in cases when the MTF is associated with a ARC PRP program.**

***C2.13.6. (Added)(AF) Ensure review of all medical records for individuals being considered for or performing PRP duties, including previous in-service or pre-employment health records; including those of officer accession candidates requiring administrative qualification for entry into specialized career fields.**

C2.13.7. (Added)(AF) Will appoint a MTF PRP monitor to provide administrative support to the PRP.

***C2.14. (Added)(AF) PRP MONITOR - INSTALLATION AND UNIT (includes contractor) Establish and publish local procedures for PRP execution. Furthermore, Installation Monitors will review all subordinate unit procedures for compliance and submit local procedures for MAJCOM approval.**

C2.14.1. (Added)(AF) All monitors coordinate and disseminate PRP information and provide PRP guidance to the wing staff agencies and unit commanders/directors and their supporting staff agencies on policy or procedural issues.

C2.14.2. (Added)(AF) All monitors coordinate with their security manager to ensure PRP PSI requests are submitted in a timely and accurate manner and follow-up for adjudication.

C2.14.3. (Added)(AF) All monitors maintain a current list of military, civilian, and contractor positions designated under the PRP.

C2.14.4. (Added)(AF) All monitors establish procedures to ensure administrative qualification occurs within 60 days of receipt of an assignment by an individual and the individual does not receive assignment orders until all PRP requirements have been met (see para C3.3.).

C2.14.5. (Added)(AF) All monitors ensure the personnel database reflects the correct data from Table 2, PRP Status Codes and is updated in a timely and accurate manner.

C2.14.6. (Added)(AF) All monitors ensure PRP identification of all personnel records for PRP certified personnel, including administratively qualified individuals.

C2.14.7. (Added)(AF) Installation PRP monitor publishes PRP rosters from MilPDS and DCPDS, as needed (see AFCSM 36-699 Vol I [Reference {y}]) and obtains current PRP contract rosters from unit contract monitors.

C2.14.8. (Added)(AF) Installation PRP monitor conducts and documents SAVs (reference para C1.5.5.) to units (including GSUs) with a PRP.

C2.14.9. (Added)(AF) Installation PRP monitor forwards civilian decertification documentation and final decision on reinstatement to local CPF and ensures copy is sent to AF/A1P and MAJCOM Civilian Personnel Office.

C2.14.10. (Added)(AF) Installation PRP monitor ensures all MPS, CPF, unit monitors (including GSUs), and all applicable installation support agencies are trained on the PRP.

***C2.14.11. (Added)(AF) Installation PRP monitor will ensure a quality review of all PRP Forms is accomplished prior to submission into the Official Military Personnel File (OMPF).**

***C2.14.12. (Added)(AF) Unit PRP monitor ensures all unit personnel are trained on PRP, including the CO/commander/director.**

C2.15. (Added)(AF) PRP MONITOR – MTF

C2.15.1. (Added)(AF) Provide support to the MTF/CC and CMA in administering the PRP.

C2.15.2. (Added)(AF) Ensure initial and refresher training (see para C1.4.2) is conducted for MTF personnel.

C2.15.3. (Added)(AF) Review installation's PRP roster with health records maintained at MTF to ensure all PRP health records have been identified and screened.

C2.15.4. (Added)(AF) May assist CMA in making PRP health notifications to the CO.

C2.16. (Added)(AF) INSTALLATION SAFETY OFFICE. Work with applicable agencies to support the PRP and assists the RO in resolving PRP safety issues.

C2.17. (Added)(AF) INSTALLATION CONTRACTING OFFICER. Ensure the standards and procedures in this Regulation and Supplement are incorporated into all contracts involving nuclear duties. Contract negotiators and administrators ensure all infrastructures are in place to support the contract through written agreements with all parties during PRP contract establishment.

C2.18. (Added)(AF) AIRBORNE EMERGENCY ACTION OFFICER (AEAO). General officers who perform AEAO duties at USSTRATCOM, Offutt AFB NE, must be PRP certified at a critical level. If not assigned to a PRP billet, additional duty certification (PRP status Code F) is required. When a general officer has reported for AEAO duties, any PRP recommendations/notifications will be made to USSTRATCOM/J317. When general officers are not performing AEAO duties, PRP recommendations/notifications will be made to the appropriate CO.

***C2.19. (Added)(AF) HEADQUARTERS AIR FORCE PERSONNEL CENTER (HQ AFPC). HQ AFPC/DPSSMF (Future Operations), 550 C Street West Suite 37, Randolph AFB, TX 78150.**

***C2.19.1. (Added)(AF) Serve as Subject Matter Expert for updating the MilPDS**

***C2.19.1.1. (Added)(AF) Validate PRP MilPDS data in conjunction with base-level personnel**

***C2.19.1.2. (Added)(AF) Monitor filing of PRP documentation in the individual's OMPF.**

***C2.19.2. (Added)(AF) Coordinate with AF/A10-O on personnel programs that may affect PRP and assist with providing guidance and procedural information to the field.**

***C2.19.3. (Added)(AF) Monitor Category 1 (CAT 1) processing discrepancies, (reference para C3.2.7.5.).**

***C2.19.4. (Added)(AF) Monitor and resolve assignment of individuals to PRP coded billets.**

***C2.20. (Added) (AF) INSTALLATION/UNIT SECURITY MANAGER**

***C2.20.1. (Added)(AF) Ensure the appropriate personnel security investigation (PSI) and eligibility requirements for individuals being considered for the PRP are met IAW C3.3.1. and follow-up for adjudication.**

***C2.20.2. (Added)(AF) Establish tracking procedures to ensure timely and accurate submission of periodic PSI requirements IAW para C.4.3. and reference [z]. Top Secret or Secret PR shall be initiated at the 4.5 year mark from the date of the previous investigation or reinvestigation. Use the close date of the last investigation to determine eligibility.**

***C2.20.3. (Added)(AF) Coordinate with their PRP monitor to ensure installation/unit compliance with all PRP certification security requirements and provide CO with results of security investigations.**

C3. CHAPTER 3

CERTIFICATION

C3.1. GENERAL

C3.1.1. The certifying official shall confirm an individual's eligibility before that individual begins performing PRP duties. Certification and the individual's acknowledgment of understanding of his/her responsibilities while PRP certified shall be formally documented and maintained while the individual is performing PRP duties.

***C3.1.1.2. (Added)(AF) Document the certification using the AF Form 286. Follow the form disposition instructions according to reference [ff] PSD Guide - PRP. Update the applicable PRP status code (Table 2).**

C3.1.2. The certifying official shall make a judgment on the reliability of each individual identified for PRP duties. This will be based on the appropriate personnel security investigation, physical and mental capability, review of personnel and medical records, position qualification requirements, and a personal interview.

C3.1.3. The certifying official shall consider all relevant facts applicable to the individual's performance record, the results of the PSIs and medical evaluations, and the opinions of other agencies and personnel, as appropriate, to make the final judgment about an individual's reliability and whether he or she can be depended on to respond in a stable manner when performing PRP duties. The qualifying criteria and processes described in this chapter shall be used by the certifying official in making that judgment.

C3.2. QUALIFYING CRITERIA

C3.2.1. Standards. The following represent the reliability standards expected of all PRP members:

C3.2.1.1. Physical competence, mental alertness, and technical proficiency commensurate with duty requirements.

C3.2.1.2. Dependability in accepting responsibilities and effectively performing in an approved manner; flexibility in adjusting to changes in the working environment, including ability to work in adverse or emergency situations.

C3.2.1.3. Good social adjustment, emotional stability, personal integrity, sound judgment, and allegiance to the United States.

C3.2.1.4. Positive attitude toward nuclear weapons duty, to include the purpose of the PRP.

C3.2.2. Personnel Security Investigation (PSI). An investigation required for determining the eligibility of DoD military and civilian personnel, contractor employees, consultants, and other persons affiliated with the Department of Defense, for access to classified information, acceptance or retention in the Armed Forces, assignment or retention in sensitive duties, or other designated duties requiring such investigation. PSIs include investigations of affiliations with subversive organizations, suitability information, or *hostage foreign preference and/or influence* situations conducted to make personnel security determinations. They also include investigations of allegations that arise subsequent to adjudicative action and require resolution to determine an individual's current eligibility for access to classified information or assignment or retention in a sensitive position (see Reference (ef)). **(Added)(AF) Individuals certified for PRP who have an established date of separation or retirement date within 1 year of an investigation that is out-of scope in accordance with AFI 31-501 (Reference [z]) will be allowed to remain certified until the discharge date with no PR requested. However, should the individual decide not to separate or retire, a PR must be immediately requested. Use the JPAS according to reference [f], adjudication guidelines, to determine current status of clearance eligibility. Use CASPR to prioritize adjudication of completed PSI for PRP.**

C3.2.3. Medical Evaluation. *The DoD Components shall specify procedures for individual health record information review. For the purposes of PRP, Reference (l) authorizes disclosure of protected health information of military personnel without authorization and of civilians and contractor employees pursuant to valid authorization.* Screening of medical and dental records must be performed by a CMA or other medical personnel specifically trained and formally designated to perform that function. When the *records* review is accomplished by other than the CMA and raises a question or identifies potentially disqualifying information about an individual's physical capability or mental suitability for assignment to a PRP position, the records shall be referred to the CMA for further evaluation or medical examination. The results of that review by the CMA along with all PDI shall be provided to the certifying official who shall make the determination on the individual's eligibility to perform PRP duties.

***C3.2.3.1. (Added)(AF) PRP reviewing and certifying officials may only have access to portions of the medical records where the CMA has identified a possible disqualifying condition. Access is limited to the extent necessary for the certifying official to document the condition to make a certification/qualification determination for PRP purposes. PRP reviewing and certifying officials are authorized to review medical records under the guidance of a CMA.**

C3.2.4. Personnel File Review. The individual's personnel file, other official records, and information locally available on behavior or conduct about the individual's reliability shall be reviewed in detail. Look for evidence of the individual's acceptance of responsibility, exercise of sound judgment, effective performance, and ability to adjust to changes in the working environment. Personnel records shall reflect assignment of an individual to a PRP position.

C3.2.5. Personal Interview. A personal interview shall be conducted by the certifying official with each candidate for PRP duties. The personal interview shall not be conducted as a

part of a routine orientation briefing for new personnel. PDI will be sought and, if appropriate, discussed during this interview.

C3.2.6. Position Qualification. Demonstrate potential for technical proficiency commensurate with nuclear weapon and/or NC2 duty position requirements.

***C3.2.7. (Added)(AF) ADMINISTRATIVE QUALIFICATION: A PRP screening process which ensures active duty military personnel (excludes Guard/Reserve personnel) meet PRP standards before they depart for training or assignment to PRP duties. This process must be accomplished with the same criteria and standards as a certification (refer to paras C3.2. to C3.2.6.) and with equivalent record access for a RO/CO/commander/director. Unit Commanders/Directors need not be PRP certified to perform administrative qualification. Administrative qualification does not apply to PRP-certified individuals transferring to another PRP position (see para, C3.5. for PRP Transfer instructions).**

***C3.2.7.1. (Added)(AF) The losing commander will complete the Administrative qualification within 60 days from the date member acknowledges receipt of PRP assignment, or training notification. The gaining CO must review forwarded PDI and return the administrative qualification decisions within 14 days of receipt of the administrative qualification package. Gaining CO decisions are not required on packages that do not contain PDI (see para C3.2.7.2). In certain circumstances, the identity of gaining CO may not be known. In these special cases, the losing CC will consider any PDI and make the administrative qualification decision. Note: At the short-tour locations, follow-on assignment qualifications will be accomplished by the losing commander within 180 days prior to assignment departure.**

***C3.2.7.1.1. (Added)(AF) Units will use the Administrative Qualification “How-To” checklist and have the individual complete the PRP questionnaire. The losing unit will provide the completed questionnaire to the gaining CO. Additional tools (i.e., interview guide, records review, PDI information sheet, training, etc.) can also be found on the AF PRP website.**

***C3.2.7.2. (Added)(AF) PDI. If there is no PDI, the losing commander/director will complete the administrative qualification. If PDI is found, the Installation/Unit PRP monitor or losing commander/director will forward the PDI to the gaining CO after records screening and CC interview, to allow the gaining CO to review and consider acceptance. The losing commander/director and gaining CO must personally communicate the PDI. If gaining CO accepts, the losing commander/director completes administrative qualification. If not accepted, gaining CO will provide rationale relevant to PRP standards and losing commander/director will annotate/update disqualification. Once the individual is administratively qualified, continuous monitoring procedures as outlined in paragraph C3.2.7.4. will apply. Any time prior to certification in the PRP, if *mandatory* disqualifying information (see para C5.3.2.) is found, the candidate must be permanently disqualified using the AF Form 286A.**

***C3.2.7.2.1. (Added)(AF) Record Screening.** The screening process includes security review, medical evaluation, personnel file review and interview (see para C3.3.3. - C3.3.4). Administrative qualification records screening for previously PRP certified individuals need only screen since last performed PRP duties (see Table 2 – Code J).

***C3.2.7.2.1.1. (Added)(AF) Individual must have a current security clearance as outlined in paragraph C3.3.1.1. or C3.3.1.2. If individual does not possess a valid security investigation, or the PR is over 4.5 years prior to member’s departure date, a security investigation or PR must be submitted prior to completing administrative qualification.**

***C3.2.7.3. (Added)(AF) Documentation.** The qualification or disqualification is documented on the AF Form 286 and permanent disqualification on the AF Form 286A.

***C3.2.7.3.1. (Added)(AF) Qualification.** Complete the applicable portions of the AF Form 286 (Sections I & II). Maintain an electronic record on file six months from the date of the RNLTD or until verified as received by the gaining installation, whichever is later. For individuals administratively qualified then subsequently sent to a non-PRP assignment, the losing unit must maintain the electronic record for six months after the RNLTD. Electronically send completed AF Form 286 to the gaining installation PRP monitor for use in certification. Follow additional disposition instructions according to reference [ff] PSD Guide – PRP. Ensure PDS is updated with PRP status code (see Table 2). Ensure all personnel and medical records are labeled “PRP”.

***C3.2.7.3.2. (Added)(AF) Disqualification/Permanent Disqualification.** The losing commander will complete the AF Form 286 (disqualification)/AF Form 286A (permanent disqualification). Additionally, the losing commander will make the necessary notifications to cancel the training and/or assignment. The Installation/Unit PRP monitor will forward the applicable form to AFPC PRP processing utilizing CMS. Maintain an electronic copy on file until original is verified and filed in the member’s Official Military Personnel File (OMPF). Follow additional disposition instructions according to reference [ff] PSD Guide – PRP. Ensure PDS is updated with PRP status code (see Table 2).

***C3.2.7.4. (Added)(AF) Continuous Monitoring.** Once administrative qualification is complete, continuous monitoring is required. Continuous monitoring is the process for ensuring the individual maintains PRP assignment eligibility while in training and enroute for assignment.

***C3.2.7.4.1. (Added)(AF) The losing CC will continue to pass to the gaining CO any PDI or situation that may affect the individual’s PRP assignment eligibility.**

***C3.2.7.4.2. (Added)(AF) The CMA will pass to the losing commander, any medical condition requiring the generation of an AF Form 469. This does not relieve the MTF of their responsibility to pass any medical condition that is normally reported to a commander (e.g. ARI, alcohol abuse, depression, suicide attempts/threat, prior drug use, etc.). Medical issues that do not meet the criteria of an AF Form 469 will not be passed to the losing CC or forwarded to the gaining CO.**

***C3.2.7.4.3. (Added)(AF) The individual, once administratively qualified, will adhere to the following roles and responsibilities:**

***C3.2.7.4.3.1. (Added)(AF) Be responsible for monitoring their own reliability and the reliability of others administratively qualified. This is a 24 hours per day, seven days per week responsibility. Failure to adhere to these responsibilities may cast doubt on an individual's reliability.**

***C3.2.7.4.3.2. (Added)(AF) Be aware of how problems, concerns, and circumstances may reduce individual effectiveness and impair capability or reliability.**

***C3.2.7.4.3.3. (Added)(AF) Advise the losing commander of any factors that could have an adverse impact on his/her PRP assignment.**

***C3.2.7.4.3.4. (Added)(AF) Inform support agencies of his/her administrative qualification PRP status before treatment or consultation.**

***C3.2.7.4.3.5. (Added)(AF) Inform commander when other PRP administratively qualified, interim certified or certified individual(s) appear to be involved in situations that may affect reliability.**

C3.2.7.5. (Added)(AF) CAT I Discrepancy Reporting. The gaining CO or MPS reports all administrative qualification discrepancies within 60 days of member's RNLTD. Discrepancies that delay certification or results in permanent disqualification will be reported as "mission impact." Report discrepancies to the losing commander/director, MPS, FSS/CC/CL, MTF/CC (health-related), with informational addressees to the losing wing commander/director (mission impact only), losing/gaining MAJCOM PRP (and SGP/SGO if health-related), ARC (if applicable), HQ AFPC/DPSSMF (Future Operations) and AF/A10-O (prp@pentagon.af.mil).

C3.3. INITIAL CERTIFICATION

C3.3.1. Personnel Security Investigation and Eligibility Requirements

C3.3.1.1. Critical Position. Top Secret eligibility based on an SSBI, ~~or~~ SSBI-PR, *Phased Periodic Review Reinvestigation (PPR), or Tier 3 Investigation* completed *within the last 5 years* and *favorably* adjudicated ~~within the last 5 years~~. If appropriate, a review of the results of the investigation shall be conducted by the certifying official. If it becomes necessary to consider an individual for a critical position and the required investigation has not been completed, interim certification may be made (see paragraph C3.4). **(Added)(AF) Use the completion date of the last investigation to determine eligibility.**

C3.3.1.2. Controlled Position. ~~Secret eligibility based on a NACLIC, ANACI, or SPR completed and adjudicated within the last 5 years or a favorably adjudicated SSBI, SSBI-PR, SBI, SBI-PR, BI, BI-PR within the last 5 years.~~ Secret eligibility based on a NACLIC, ANACI, Secret Periodic Reinvestigation (SPR), SSBI, SSBI-PR, PPR, Special Background Investigation (SBI), SBI-PR, Background Investigation (BI), BI-PR, or Tier 2 Investigation completed within

the last 5 years and favorably adjudicated. If it becomes necessary to consider an individual for a controlled position and the required investigation has not been completed, interim certification may be made (see paragraph C3.4). **(Added)(AF) Use the completion date of the last investigation to determine eligibility.**

C3.3.1.3. Fulfilling Investigative Requirements.

C3.3.1.3.1. Periodic reinvestigations are required every 5 years for both critical and controlled positions. Investigations determined to meet PRP position requirements under previous guidance remain valid.

C3.3.1.3.2. New Federal Investigative Standards issued by the Security Executive Agent, Office of the Director of National Intelligence, and the Suitability Executive Agent, Office of Personnel Management (Reference (p)) will replace the traditional PR with a “Continuous Evaluation/Reinvestigation” process. Until these new standards are implemented, agencies will continue to use the existing investigative standards in Director of Central Intelligence Directive 6/4 (Reference (q)) until the planned implementation date.

***C3.3.1.3.3 (Added)(AF) The JPAS, or confirmation from the AFCAF, is the official source for validating currency of PSIs. Reference previous OASD guidance (also see para C3.4.1.2. and C3.4.2.2.), individuals with PSI over 5 years (using the completion date of the last investigation) who are currently certified in the PRP, including those certified under the OASD waiver may remain certified, if:**

***C3.3.1.3.3.1. (Added)(AF) The periodic reinvestigation is submitted and**

C3.3.1.3.3.2. (Added)(AF) The CO has reviewed the completed security questionnaire and is satisfied there is no known risk.

C3.3.1.4. The *DoD Components* may establish procedures to facilitate the timely screening of individuals required to support their wartime missions. Cost effectiveness should be considered in the implementation of *DoD Component* programs. **(Added)(AF) All screening procedures developed to support wartime missions will be coordinated through AF/A10-O.**

C3.3.2. Medical Evaluation

C3.3.2.1. As part of the required screening process, medical histories and records, if they are sufficiently comprehensive and current for the purpose, shall be evaluated to determine the candidate’s physical and mental qualifications under the standards for the PRP. Personnel considered for or holding PRP positions shall make all medical records available to the certifying official for initial and subsequent screening requirements and for inspection. ~~See paragraph C3.3.2.1.3 below for restrictions on access to medical records for certifying and reviewing officials.~~

C3.3.2.1.1. Screening of medical records must be performed by a CMA or other medical personnel specifically trained and formally designated to perform that function. When

the *records* review is accomplished by other than the CMA and raises a question or identifies potentially disqualifying information about an individual's physical capability or mental suitability for assignment to a PRP position, the records shall be referred to the CMA for further evaluation or medical examination. The results of that review by the CMA along with all PDI shall be provided to the certifying official who shall make the determination on the individual's eligibility to perform PRP duties.

C3.3.2.1.2. If available medical records are inadequate, the CMA shall conduct an evaluation to determine medical qualification under PRP standards. That medical evaluation shall include a mental health consultation when indicated. All PDI of a medical nature shall be documented in the individual's medical records.

~~C3.3.2.1.3. PRP certifying and reviewing officials are partially authorized to review medical records of candidates and members of the PRP to make determinations required by this Regulation. According to Reference (g), DoD medical records may be disclosed to reviewing and certifying officials for this purpose without either a request from, or the consent of, the individuals to whom those records pertain. PRP certifying and reviewing officials may only have access to portions of the medical records where the CMA has identified a possible disqualifying condition. Access is limited to the extent necessary for the certifying or reviewing official to document the condition to make a certification/qualification determination for PRP purposes. All PDI of a medical nature shall be documented in the individual's medical records.~~

~~C3.3.2.1.4. C3.3.2.1.3. Because of the sensitive and confidential nature of the records, *access* shall extend only to the reviewing and certifying officials and designated PRP inspectors (see DL.34) consistent with Reference (l). Such review shall be conducted with the assistance of a healthcare provider who can advise on medical record data that might otherwise be misinterpreted. See paragraph C3.3.2.1.3. for restrictions on access to medical records for certifying and reviewing officials.~~

***C3.3.2.1.3.1. (Added)(AF) Such review shall be conducted with the assistance of a healthcare provider (CMA) who can advise on medical record data that might otherwise be misinterpreted.**

***C3.3.2.1.4. (Added)(AF) Access is limited to the extent necessary for the certifying or reviewing official to document the condition to make a certification/qualification determination for PRP purposes. PRP reviewing and certifying officials are partially authorized to review medical records of candidates and members of the PRP to make determinations required by this Regulation. According to Reference (l), DoD medical records may be disclosed to reviewing and certifying officials for this purpose without either a request from, or the consent of, the individuals to whom those records pertain. PRP certifying and reviewing officials may only have access to portions of the medical records where the CMA has identified a possible disqualifying condition. All PDI of a medical nature shall be documented in the individual's medical records. PRP certifying officials are authorized to review medical records under the guidance of a CMA.**

C3.3.3. Personnel File Review. The individual's personnel file, other official records, and information locally available on behavior or conduct about the individual's reliability shall be reviewed in detail. Look for evidence of the individual's acceptance of responsibility, exercise of sound judgment, effective performance, and ability to adjust to changes in the working environment.

C3.3.4. Personal Interview. A personal interview by the certifying official shall inform the individual of the significance of the assignment, 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 also provide the individual the opportunity to disclose any PDI.

C3.3.5. Proficiency Qualification. It shall be certified that the individual has had the formal course of instruction and/or possesses the minimum level of experience required for assignment to a particular critical or controlled PRP position.

C3.3.6. Potentially Disqualifying Information (PDI). Central Adjudication Facilities for military and DoD civilians or ~~the DISCO DSS~~ for contractor personnel, will forward all PDI, as defined in Chapter 5 of this Regulation, on PRP individuals to the appropriate certifying official/security manager. The certifying official will review this information and determine if the individual's reliability is affected and take appropriate actions. PDI previously addressed, documented, and determined not to be disqualifying for PRP assignment need not be re-addressed or require additional documentation unless warranted by subsequent disqualifying information. *The appropriate certifying official/security manager shall record a servicing relationship within the DoD designated personnel security information system of record and indicate the appropriate contact information so that the adjudication facility knows the appropriate location to send PDI.*

***C3.3.6.1. (Added)(AF) If PDI is discovered during the reviewing process that cannot be proven to be previously adjudicated, treat this information as new PDI and adjudicate accordingly. This provision applies to PDI that occurred either before or after and individual has been certified in the PRP.**

***C3.3.7. (Added)(AF) Certification Documentation. The certification is documented on the AF Form 286. Forward the AF Form 286 to AFPC PRP Processing utilizing the Case Management System (CMS), for filing in the individual's personnel record. For Guard and Reserve personnel forward the AF Form 286 to the Air Reserve Personnel Center (ARPC). Reference the PRP PSD Guide for specific form disposition instructions. The PDS is updated with a PRP status code (see Table 2) and the date the CO certified the individual. Ensure all medical and personnel records are labeled "PRP."**

C3.4. INTERIM CERTIFICATION

C3.4.1. Critical Position. If it becomes necessary to consider an individual for a critical position and the required investigation has not been completed, interim certification may be made under the following conditions:

C3.4.1.1. For interim critical certification, the individual must have either Secret eligibility based on *an investigation* completed ~~and adjudicated investigation~~ within the last 5 years *and favorably adjudicated*, or Top Secret eligibility based on *an investigation* completed ~~and adjudicated investigation~~ no more than 10 years ago and *favorably adjudicated*, without a break in active Federal service or employment longer than 2 years. **(Added)(AF) Also ensure steps outlined in C3.4.1.2 have been completed or**

C3.4.1.2. The SSBI *or Tier 3* request shall have been submitted prior to interim certification and all other requirements of the PRP screening process shall have been fulfilled. **(Added)(AF) This includes the CO granting an interim clearance equivalent to the PRP position, reviewing the completed security questionnaire and being satisfied there is no known risk.**

***C3.4.1.2.1. (Added)(AF) The request shall be submitted, accepted and opened by OPM.**

C3.4.2 Controlled Position. If it becomes necessary to consider an individual for a controlled position and the required investigation has not been completed, interim certification may be made under the following conditions:

C3.4.2.1. For interim controlled certification, the individual must have ~~clearance~~ *Secret* eligibility based on an investigation ~~which has been~~ completed *within the last 10 years* and *favorably* adjudicated ~~within the last 10 years~~ without a break in service over 2 years. **(Added)(AF) (10 year period is based on the completion date of the last investigation), and steps outlined in C3.4.2.2 have been completed or**

C3.4.2.2. The NACLIC, ANACI, ~~or~~ SPR *or Tier 2* shall have been submitted prior to interim certification and all other requirements for the PRP screening process shall have been fulfilled. **(Added)(AF) This includes the CO granting an interim clearance equivalent to the PRP position, reviewing the completed security questionnaire and being satisfied there is no known risk.**

***C3.4.2.2.1. (Added)(AF) The request shall be submitted to OPM.**

C3.4.3. Individuals with Interim Certification

C3.4.3.1. These individuals shall 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 shall be specifically marked to designate interim certification status.

C3.4.3.2. An individual with interim certification shall not be paired in a two-person team with another individual also having only an interim PRP certification.

C3.4.4. (Added)(AF) If the individual is not eligible for interim certification, or the CO determines not to interim certify, update PDS with PRP status code “C” until the security clearance determination is made and updated by the AFCAF.

***C3.4.5. (Added)(AF) Interim Certification Documentation. Document an interim certification using the same procedure as a certification (refer to para C3.3.7.).**

C3.5. PERSONNEL TRANSFER

*C3.5.1. PRP-certified Individual. 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, a rescreening of the medical and personnel records is not required. If this transfer results in a change of both certifying and reviewing officials, a rescreening of the medical and personnel records shall be conducted. **(Added)(AF) Rescreen from the last day individual performed PRP duties to present. If the transfer does not involve the change of the reviewing official a new AF Form 286 is not required.**

***C3.5.1.1. (Added)(AF) 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 updates PDS with PRP status code B (date member last performed PRP duties). Gaining unit documents, on a new AF Form 286, the rescreening requirements identified in paragraph C3.5.1. Forward the AF Form 286 to AFPC PRP processing utilizing the Case Management System (CMS), for filing in the individual’s OMPF.**

***C3.5.1.2. (Added)(AF) When a PRP-certified (includes Interim and Additional Duty) individual is transferred to a non-PRP position and no longer requires the PRP, the certification shall administratively terminate (refer to para C5.3.). Update PDS (PRP Status Code J) with the date last performed PRP (see Table 2).**

*C3.5.2. PDI. PDI previously addressed, documented, and determined not to be disqualifying for PRP assignment need not be re-addressed or require additional documentation unless warranted by subsequent disqualifying information. **(Added)(AF) If at any time PDI is discovered during the reviewing process either before or after an individual is certified in the PRP that cannot be proven to be previously adjudicated treat this information as new PDI and adjudicate accordingly.**

C4. CHAPTER 4

CONTINUING EVALUATION

C4.1. GENERAL

Certifying officials are responsible for ensuring that all military, civilian, and contractor personnel assigned to PRP positions meet all of the requirements of the continuing evaluation process. Certifying officials must also observe the behavior and performance of members certified under the PRP on a frequent and consistent basis. The primary consideration for certifying officials should be that the sum of the observation, both personal and through peer observation and reporting, is sufficiently detailed to allow for close evaluation of the individual. Observation of performance and behavior need not be limited to duty in a single capacity. While observation of PRP duties should be primary, additional observation when not executing PRP duties as a government civilian employee, a private contractor to the Government, a military service member, or a combination of these can also serve to add to the certifying official's evaluation.

C4.2. MINIMUM STANDARDS

Members whose permanent duty assignments do not permit routine observation/peer reporting on a day-to-day basis must be monitored with particular diligence. For those personnel whose normal duties or assignments do not provide for routine observation (excluding periods of administrative absence (leave/pass/temporary duty, TDY, or TAD)), certifying officials must demonstrate an ability to maintain an equivalent level of confidence in the reliability of those members as would be available through routine, day-to-day contact and peer reporting. Individuals certified under PRP must be aware and agree that certain information/materials concerning their activities (medical, mental health, police, employment records, credit reports, etc.) both on- and off-duty, are to be provided for review voluntarily to certifying officials, CMAs, and inspectors and that failure to provide the requested materials may result in suspension or decertification. **(Added)(AF) In most cases, individuals going TDY and performing PRP duties remain certified under their current CO.**

*C4.2.1. Certification for personnel who do not meet the requirements for routine observation as described above, but who the certifying official believes should be certified, require evaluation and approval by the Commander of the Combatant Command or the respective Chief of the Military Service or designated representative. The approval authority may be delegated in writing to a single official of at least O-7/SES grade on the staff. All exceptions will be submitted for review on a quarterly basis to ATSD(NCB)/NM. The certifying official will submit a specific plan outlining the application of the tools outlined in paragraph C4.2.2., tailored to the circumstances of the individual being considered that provides for the equivalent level of confidence mentioned above. This provision does not apply to the certification of certifying officials, who must meet the minimum standards for continuing evaluation in paragraph C4.2. **(Added)(AF) The AF appointed approval authority is AF/A10.**

C4.2.2. For periods in which a PRP-certified individual was not subject to continuing evaluation, the certifying official must ensure the individual's reliability during these times meets the requirements of this Regulation. 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 Selected Reserve personnel or previous supervisor, service/personnel records review, periodic criminal records/history checks, and credit checks. When selected randomly for drug screening, personnel will be required to submit to testing upon return to duty.

***C4.2.2.1. (Added) (AF) Individuals who exceed 60 calendar days without performing official duty/training will be removed from PRP duties (Table 2, PDS Code G) and entry control authorities will be notified. Upon return, the individual's personnel, medical will be screened for PDI (back to date of G code) and the Certifying Official (CO) will conduct an interview.**

***C4.2.2.2. (Added) (AF) All PRP personnel who do not meet the criteria of routine observation are required to provide their medical (civilian and military) to the Competent Medical Authority (CMA). This includes personnel whose primary source of medical care is not the Military Treatment Facility (MTF) or Tricare, or, whose treatment is not organically tracked by the MTF.**

***C4.2.2.2.1. (Added) (AF) Routine healthcare documentation will be submitted to the CO/CMA as early as possible, but, no later than 5 days prior to their next PRP event. For unscheduled/emergent medical/dental care, the individual or their representative will notify the CO or CMA within two days.**

***C4.2.2.2.2. (Added) (AF) MTFs. The MTF will query all medical insurance, dental insurance and pharmacy insurance companies for claims and payment information every six months, at a minimum, for all PRP personnel who do not meet the criteria for routine observation. MTFs will maintain a copy of the request and responses in the individual's medical record. After 90 days from the request date, if no response is received the MTF will document "No Response Received" on the original request form. If there is a disparity in the information received, the CMA will forward that PDI to the CO to adjudicate and decide the best course of action.**

***C4.2.3. (Added)(AF) PRP-certified individuals deployed/TDY (not required for administrative absence, e.g. BDE, Academy training, etc.) for over 30 days who will not be performing PRP duties and continuous evaluation procedures are not available at deployed/TDY location are not required to contact their certifying official prior to medical care. Upon return, the individuals' records will be screened for PDI (back to date of K code) and the CO will conduct an interview; this screening and interview will be documented. Individuals are responsible for informing their CO of any situation that may affect their reliability under PRP. Recertification is not required. (Table 2, PDS code K)**

C4.3. PSI

All civilian, contractor, active duty military, and Selected Reserve personnel assigned to PRP positions shall be subject to a PR every 5 years, according to Reference (ef). The following applies:

C4.3.1. Personnel assigned to serve in PRP positions will have a PSI PR submitted every 5 years regardless of when they were last certified into the PRP.

C4.3.2. A break in Federal service or Government employment exceeding 2 years, and, for contractor employees a break in status exceeding 2 years. **(Added)(AF) requires a new PSI.**

C4.3.3. The certifying official may request a new PSI based on significant derogatory information or allegations. **(Added)(AF) The certifying official may request an RSI (Reimbursable Suitability/Security Investigation) to resolve issues.**

C4.3.4. Reference (p) will replace the traditional PR with a “Continuous Evaluation/Reinvestigation” process. Until these new standards are implemented, agencies will continue to use the existing standards in Reference (q) until the planned implementation date. Once implemented the new frequency is:

C4.3.4.1. At least 20 percent of subjects in Tier 2 appointed to positions that require eligibility for access to “L” information, Confidential information, and Secret information shall be reevaluated annually, with 100 percent being reevaluated at least once every 5 years and on an a periodic basis or as event-driven, subject to implementing guidance.

C4.3.4.2. Subjects in Tier 3 appointed to positions that require eligibility for access to “Q” information, Top Secret information, or SCI shall be reevaluated annually or as event-driven, subject to implementing guidance.

C4.4. MEDICAL EVALUATION

C4.4.1. Each time a PRP-certified individual receives a medical evaluation and/or treatment that may impact performance or reliability, the CMA must determine PRP reliability effects and, if warranted, make recommendations to the certifying official. IDCs on submarines that are underway will ensure the certifying official is apprised of any medical treatment that might affect PRP performance and upon return to homeport, the CMA will review all treatment which could potentially impact PRP performance. Additionally, the ~~Services~~ *DoD Components* are authorized to establish protocols that may be applied by IDMTs at Munitions Support Squadrons and by IDCs on submarines that do not require CMA review. When an individual’s duty performance may be impaired by medical care or the use of prescribed medication, as determined by the CMA, the certifying official shall be notified to decide if the individual shall be suspended from duty involving nuclear weapons for the period of medical care or use of medication. **(Added)(AF) The duration of the member’s suspension from PRP duties should be for the period of time that they are at increased risk for impairment. The CMA can recommend to the CO to return a member to PRP duties prior to the completion of medical**

care or use of prescribed medication if the member has no impairment that impacts their performance or reliability.

***C4.4.1.2. (Added)(AF) At GSUs without a CMA, the IDMT consults the CMA (IDMT documents date and name of CMA in the medical record) and then provides the PRP recommendation to the CO; during medical SAVs (Reference [v]), the CMA will review all PRP recommendations provided by the IDMT).**

C4.4.2. The certifying official shall be notified immediately by the CMA when a significant effect on the individual's physical or mental abilities is expected or if an individual's behavior indicates emotional instability, drug or alcohol abuse, or the need for treatment with narcotics, sedatives, tranquilizers, or other drugs that could impair perception or performance. If an individual's reliability is not in question, the certifying official shall assess the individual's condition, obtain a medical evaluation of the potential effects of any medication or treatment that may have been prescribed or purchased over-the-counter, discuss with the individual the previous effects of such medication or treatment, if appropriate, and then decide if either suspension, decertification, or return to PRP duties is appropriate. If there is a doubt or disagreement among healthcare providers about an individual's reliability, the certifying official shall be notified and provided sufficient information to make the final PRP determination. **(Added)(AF) The PRP recommendation of a CMA will take precedence over that of a non-CMA healthcare provider.**

C4.4.2.1. (Added)(AF) Contractor individuals shall report health visits or medication changes to the contractor PRP monitor who then notifies the contracted CMA. The contracted CMA reviews the medical information and provides a PRP recommendation to the CO.

***C4.4.2.2. (Added)(AF) The CO submits all contractor employee self-identified medical treatment and evaluation to the contracted CMA for evaluation. If the contract allows it, the CO may delegate this function to the contractor PRP monitor. The CMA makes a PRP recommendation to the CO.**

C4.4.3. When a PRP-certified individual ~~receives any private, has received~~ non-military medical or dental treatment and/or evaluation (including TRICARE ~~and Civilian Health and Medical Program of the Uniformed Services~~ referrals) *that may impact performance or reliability*, he or she will report treatment and/or evaluation to the *CMA or* certifying official ~~and~~. *Additionally, the individual will* provide appropriate documentation, *when available*, to the CMA, who shall consult the certifying official *if required*. **(Added)(AF) The CMA shall review and determine the effect of the care on the individual. The results of that CMA evaluation shall be recorded in the individual's medical record and the CO shall be notified.**

***C4.4.3.1. (Added)(AF) Each MTF will establish procedures to review medical information brought in by members who have sought care outside the MTF or sent by a health care agency outside the MTF. The use of standardized forms or electronic health record templates to facilitate documentation is encouraged. Prescriptions from non-military providers to PRP individuals will not be filled nor will medication be dispensed**

automatically through the MTF pharmacy without an indication that the record has undergone the required PRP review. The CMA makes a PRP recommendation to the CO.

C4.4.4. Because of the danger to public health and safety or to U.S. national security that might result from the failure of an individual performing PRP duties to perform reliably, mandatory substance abuse testing of all military, civilian, and contractor personnel assigned to PRP duties shall be conducted according to DoD Directives 1010.1 and 1010.9 (References (~~kr~~) and (~~ls~~)).

***C4.4.4.1. (Added)(AF) Random drug urinalysis testing for military individuals will be accomplished in accordance with AFI 44-120 (Reference [w]). Drug abuse testing for military and civilian personnel assigned to specially designated Nuclear Command and Control PRP positions identified in Table AP1.T1. (subsequent to 25 May 93) shall be administered before the individuals assume those duties. The AF Civilian Drug Testing Plan specifies that all Air Force civilian PRP positions are “Testing Designated Positions,” and as such, PRP employees are subject to random testing. These positions must be formally identified and designated on each position description and vacancy announcement. Drug testing for contractor personnel will be in accordance with the contract and will be equivalent to the AF Civilian Drug Testing Plan.**

C4.4.5. Hypnosis shall not be administered to individuals certified under the PRP without the knowledge of the individual’s certifying official. The certifying official shall evaluate the underlying reason for seeking hypnosis and the potential impact on performance, reliability, or safety while performing PRP duties. When screening an individual for PRP duties who has been administered hypnosis, the CMA shall determine if there was an underlying medical reason for the individual to seek hypnosis.

C4.4.6. (Added)(AF) A PRP contract employee will consult with their contract CMA for all health-related issues.

C4.4.7. (Added)(AF) A FDA-approved OTC medication and US commercially available substance, to include nutritional supplement, may be used by PRP personnel without CMA approval, provided the product is used in accordance with US manufacturers’ directions for its intended use. The use of herbal medications and any supplements should be discussed with the CMA prior to use to determine intended use or underlying condition. NOTE: Aircrew members must consult AFI 48-123 (Reference [x]) for approved medication listing.

C4.4.7.1. (Added)(AF) PRP personnel are required to consult with the CMA whenever:

C4.4.7.1.1. (Added)(AF) The member is within 12 hours of reporting to PRP duties and will be using the product for the first time; or

C4.4.7.1.2. (Added)(AF) The member has questions about a product's use or potential side effects; or

C4.4.7.1.3. (Added)(AF) The member experiences adverse reactions, which may affect the member's ability to perform duties.

***C4.4.8. (Added)(AF) Operational use of Go/No-Go pills for aircrew is authorized in accordance with the Air Force Go/No-Go pill policy guidance.**

C4.5. CRIMINAL INVESTIGATIONS

Actions taken shall depend on the nature of the allegations and the sensitivity of the individual's PRP duties. After careful review of all the information, the certifying official may suspend, decertify, or allow the individual under investigation to continue in PRP duties. In making that determination, nuclear surety shall be the primary consideration and shall not be compromised to aid an investigation. Regardless of the status of the investigation, when nuclear surety is determined to be in jeopardy, the certifying official shall immediately remove the individual from the PRP.

C4.6. CONTRACTOR PRP CONTINUING EVALUATION

Contractor employees who have been determined eligible by the contract monitor and have been assigned to PRP positions shall be *annotated in the DoD designated personnel security information system of record or* identified to ~~DISCO DSS, P.O. Box 2499~~ 2780 Airport Drive, Suite 400, Columbus, Ohio ~~43216-5006~~ 43219-2268. On receipt of any information that may affect the reliability and trustworthiness of a contractor employee under the PRP, ~~DISCO DSS~~ shall forward that information to the appropriate certifying official.

***C4.6.1. (Added)(AF) Provide a list of all contract employees to AF/A10-O, HQ USAF/A10-O, 1307 Brookley Ave, Suite 201, Bolling AFB, Washington, DC 20032.**

C5. CHAPTER 5

DISQUALIFICATION, REMOVAL, AND REINSTATEMENT

C5.1. POTENTIALLY DISQUALIFYING OR DECERTIFYING CRITERIA

Any of the following traits or conduct may be grounds for disqualification or decertification of individuals from the PRP. In evaluating such traits or conduct, certifying and reviewing officials shall ensure there is no reasonable doubt of an individual's reliability and that it is in the best interest of national security that the individual be assigned to duties involving nuclear weapons. *If potential clearance eligibility impact is determined, the information will be provided to the appropriate CAF or for contractor employees, to DSS.*

C5.1.1. Alcohol. Any alcohol-related incident, alcohol abuse, or alcohol dependency (see DL.4, DL.5, and DL.6) may be grounds for removal or disqualification from PRP duties. The certifying official, after consultation with the CMA, shall determine the degree to which an alcohol problem impacts the reliability of the individual being considered for PRP assignment.

C5.1.1.1. Alcohol-Related Incident. Individuals involved in an alcohol-related incident shall be, at a minimum, suspended from PRP duties. The certifying official shall conduct an investigation of the circumstances and request a medical evaluation. If the individual is not returned to PRP duties within 120 days, temporary or permanent decertification actions shall be taken, as appropriate. Individuals prescribed an alcohol awareness/training class may be returned to PRP duties prior to completion of the class when the certifying official determines the individual to be reliable based on the results of an investigation and medical evaluation.

C5.1.1.2. Alcohol Abuse. Individuals diagnosed as alcohol abusers, but who are not diagnosed as alcohol dependent, shall, at a minimum, be temporarily decertified. Those individuals may have their temporary decertification removed and 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. Failure to satisfactorily meet these requirements shall result in permanent decertification.

*C5.1.1.3. Alcohol Dependency. Individuals diagnosed as alcohol dependent shall be disqualified or decertified from the PRP. **(Added)(AF) An individual initially diagnosed as alcohol dependent while on PRP will be immediately temporarily decertified pending treatment outcomes. An individual who fails or refuses treatment for alcohol dependency will be permanently decertified.**

C5.1.1.3.1. Individuals temporarily decertified for alcohol dependency may have their temporary decertification removed and be returned to PRP duties after successfully completing rehabilitation, and a minimum of 180 days of a formal aftercare program according to DoD Instruction 1010.6 (Reference (mf)). A PRP qualification screening, to include a favorable prognosis by the CMA, shall be completed before rescreening or recertification.

C5.1.1.3.2. Failure to satisfactorily complete a formal aftercare program or other alcohol-related misconduct shall result in permanent decertification or disqualification.

C5.1.1.3.3. Any individual who voluntarily consumes alcohol after being diagnosed as alcohol dependent shall, at a minimum, be suspended from PRP duties. The certifying official, after consultation with the CMA, shall determine the degree to which the alcohol consumption impacts the reliability of the individual being considered for PRP assignment. If the individual is not returned to PRP duties within 120 days, temporary or permanent decertification actions shall be taken, as appropriate.

C5.1.1.4. Pre-Service (Alcohol-Related Incidents). Involvement in pre-service alcohol-related incidents, to include underage alcohol use which resulted in legal action, does not automatically render an individual ineligible for consideration for, or retention in, a PRP position. It is incumbent on the certifying official to determine the degree to which the alcohol related incidents impact the reliability of the individual being considered for PRP duties.

C5.1.2. Drugs. Drug abuse or drug dependency (see DL.21, DL.22.) is grounds for disqualification or decertification. A drug-related incident (see DL.23) is grounds for removal from PRP duties. The certifying official, after consultation with the CMA, shall determine the degree to which drug use impacts the reliability of the individual being considered for PRP assignment.

C5.1.2.1. Drug-Related Incident. Individuals involved in a drug-related incident shall be, at a minimum, suspended from PRP duties. Suspension under these circumstances shall only be used when reliability is not in question. The certifying official shall conduct an investigation of the circumstances and request medical evaluation. If the certifying official has any reason to doubt or suspect the individual's reliability for PRP duties the following actions will be taken:

C5.1.2.1.1. The individual concerned shall immediately be temporarily decertified.

C5.1.2.1.2. A complete evaluation shall be conducted of the individual's drug involvement and current and past duty performance.

C5.1.2.1.3. A PRP qualification re-screening including a complete medical evaluation shall be started.

C5.1.2.1.4. Removal of the temporary decertification and recertification into the PRP shall require thorough justification and documentation for recommendation for retention in PRP duties, a determination that recertification is in the best interest of the service and national security, and statements by the reviewing and certifying official that the individual's reliability is not in doubt. **(Added)(AF) Document the recertification using the AF Form 286.**

C5.1.2.1.5. Individuals determined to be ineligible for recertification to PRP duties shall be permanently decertified, and that action shall be made a matter of permanent record,

where applicable, such that the person cannot move to another location/unit and seek PRP certification.

C5.1.2.1.6. Any individual found to have been involved in the unauthorized trafficking, cultivating, processing, manufacturing, or sale of any controlled or illegal drug, to include cannabis-based products, shall be ineligible for PRP duties.

C5.1.2.1.7. Any individual found to have ever used a drug that could cause flashbacks (hallucinogens such as LSD, mescaline, etc.) is ineligible for PRP duties. In addition, any individual who has ever used peyote is ineligible for PRP duties, including those individuals otherwise protected under ~~Public Law 103-344 (42 U.S.C. section 1996a)~~ *of title 42, U.S.C.* (Reference (~~nu~~)).

C5.1.2.1.8. It is not the intent of this Regulation to automatically disqualify or decertify any individual from PRP who, in an effort to self-medicate, inadvertently or deliberately exceeds the recommended safe dosage on the medication's packaging of over-the-counter substances or who improperly uses prescribed medications. If the certifying official suspects or the individual admits to such improper usage, the individual must be suspended from PRP duties and the CMA consulted. If a CMA diagnosis of drug abuse is rendered, the certifying official shall permanently decertify the individual.

C5.1.2.2. Drug Abuse. Any individual diagnosed as a drug abuser will not be certified into the PRP or, if certified, will be permanently decertified, and those actions will be made a matter of permanent record such that the person cannot be transferred to another location/unit and become PRP certified.

C5.1.2.3. Drug Dependency. Any individual diagnosed as drug dependent will not be certified into the PRP or, if certified, will be permanently decertified, and those actions will be made a matter of permanent record such that the person cannot be transferred to another location/unit and become PRP certified.

C5.1.2.4. Pre-Service Drug Use. 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 the pre-service drug use impacts the reliability of the individual being considered.

C5.1.2.4.1. It is not the intention of this Regulation to render automatically ineligible for the PRP all individuals who are or have been in the program after disclosing pre-Service or in-Service cannabis use and who, before May 25, 1993, were certified according to the PRP certification rules of their *Service DoD Component* that were in effect at the time of their first certification in which this use was considered during the PRP certification process. Further, if individuals were certified at a time when the Services did not require disclosure of cannabis use, and they subsequently made such disclosure, this disclosure will not be the sole reason for decertification.

C5.1.2.4.2. If the pre-Service cannabis use is discovered after an individual is already certified, and there is no other information that would cause doubt about the individual's reliability, the certifying official, with CMA consultation, may retain the individual in the PRP.

C5.1.3. Other Substances. Use of any other substances that alter perceptions or mental faculties including sniffing glue or aerosol fumes, shall be handled as drug incidents, abuse or dependence, respectively, as determined after consultation with the CMA.

C5.1.4. Negligence or Delinquency in Performance of Duty. If the certifying official's review of the PRP candidate's or certified member's job or duty history reveals a lack of dependability, flexibility, good attitude or good judgment, the member should not be certified, or should be decertified. In determining reliability, the certifying official must evaluate all aspects of an individual's actions.

C5.1.5. Conviction of, or Involvement in, a Serious Incident. Conviction by a military or civil court of a serious offense, including both felonies and misdemeanors, or involvement in a serious incident, or a pattern of behavior or conduct that is reasonably indicative of a contemptuous attitude toward the law or other duly constituted authority.

C5.1.6. Medical Condition. Any significant physical or mental condition substantiated by the CMA to be prejudicial to reliable performance of the duties of a particular critical or controlled position. The certifying official shall take the necessary actions to ensure that the individual is properly screened both medically and psychologically. Individuals who experience personal trauma, including but not limited to such events as family illness/death, violent crime, to include sexual assault or accidental injury, may experience psychological symptoms that impact reliability. When individuals affected by personal trauma seek medical care, the CMA will assess potential impact upon reliability, and advise the CO accordingly. The CMA is not required to disclose the personal circumstances that resulted in trauma, but are required to inform the CO of the specific medical/psychological diagnosis and treatment that may potentially impact reliability. 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. The primary consideration in all determinations must be in the best interest of national security.

C5.1.7. Poor Attitude or Lack of Motivation. Poor attitude or lack of motivation as evidenced by aberrant attitude or irrational behavior, inappropriate behavior or mood may be grounds for decertification.

C5.1.8. Suicide Attempt and/or Threats. Any suicide attempt and/or threat may be grounds for disqualification or decertification. In determining reliability, the certifying official must evaluate all aspects of the individual's action. Any suspected attempt and/or threat of suicide will result in the individual's temporary decertification from PRP duties pending the results of a mental health assessment/evaluation.

C5.1.9. Loss of Confidence. If for any reason the certifying official loses trust or confidence in a member's ability to perform PRP duties, the certifying official shall decertify the member.

C5.2. SUSPENSION

Suspension is used to immediately remove a member from PRP duties without starting decertification action. When suspended, a member is still considered reliable for the PRP, but because of the circumstances, is not authorized to perform PRP duties. Although a recommendation to suspend an individual from PRP duties may come from many sources, the certifying official must evaluate the situation and determine whether suspension is appropriate.

C5.2.1. Suspension shall be used only when the individual's reliability is not in question, when the problem is expected to be of short duration, and while conducting an investigation or medical evaluation to determine if a situation or incident could have an adverse effect on an individual's reliability.

C5.2.2. A suspension requires that the certifying official remove the individual from duties requiring PRP certification, notify the individual and his or her supervisor of the nature and circumstances about the suspension. A suspension will initially be for up to 30 days. However, the certifying official may extend the period of suspension up to 120 days in 30-day increments, when there is insufficient information to either remove the suspension or return the individual to PRP duties or to either temporarily or permanently decertify the member. If the issue cannot be resolved, or if the cause of the suspension lasts longer than 120 days, the individual shall be temporarily decertified until the issue is resolved and the individual is either returned to PRP duties or permanently decertified. **(Added)(AF) Notify entry control authorities of all suspensions.**

C5.2.3. (Added)(AF) Documentation. Use the AF Form 164 or locally devised system to track and remove the suspension as soon as the CO makes a determination.

***C5.2.4. (Added)(AF) A CO who is suspended may perform PRP administrative functions (e.g., qualification/certification, suspension, temp decertification and permanent disqualification/decertification actions).**

C5.3. DECERTIFICATION

Any individual who fails to meet the reliability standards specified in this Regulation shall not be assigned to, or continued in, duties of a PRP position. PRP certification shall be revoked immediately on a certifying official's determination that an individual no longer meets the standards in this Regulation. The certification shall terminate administratively when an individual transfers from a PRP position to one not requiring certification. There are two types: **(Added)(AF) For certifications that shall terminate administratively refer to paragraph C3.5.1.1.**

C5.3.1. Temporary Decertification

*C5.3.1.1. Temporary decertification from PRP duties shall occur immediately on receipt of information that is, or appears to be, a reason for decertification from the PRP. That action shall be taken when the certifying official has information that could be expected to affect an individual's job performance or reliability and suspension is not appropriate. Temporary decertification shall not be used if the facts dictate permanent decertification. When temporarily decertified, the individual may not perform PRP duties. Within 15 workdays of the temporary decertification, the certifying official shall provide the individual in writing the reason(s) for temporary decertification unless the individual is returned earlier to PRP duties. Individuals temporarily decertified will remain under continuous evaluation for PRP purposes until permanently decertified or returned to PRP duties. **(Added)(AF) Remove individual's access and notify entry control authorities.**

C5.3.1.1.1. (Added)(AF) Any of the following four conditions shall result in temporary decertification:

C5.3.1.1.1.1. (Added)(AF) Diagnosed as an alcohol abuser or dependent; or

C5.3.1.1.1.2. (Added)(AF) Establishment of a Security Information File; or

C5.3.1.1.1.3. (Added)(AF) Withdrawn access to classified information; or

C5.3.1.1.1.4. (Added)(AF) Suspended security clearance eligibility in JPAS that reflects "action pending" by the AFCAF, or a revocation or denial of eligibility by the Defense Industrial Security Clearance Office for contractor personnel.

C5.3.1.2. The certifying official shall investigate all information essential to a decision about revoking the temporary decertification or invoking a permanent decertification. During suspected alcohol or drug abuse, the investigation shall include a medical evaluation by the CMA.

*C5.3.1.3. Temporary decertification shall not normally exceed 270 days. However, the certifying official may extend the period of temporary decertification in 30-day increments to a maximum of 365 days. Extensions shall be documented. **(Added)(AF) Document extensions using the AF Form 164 or a locally devised system to track and remove as soon as the CO makes a determination. Ensure temporary decertification is resolved or the individual is permanently decertified prior to military reassignment, separation, discharge processing, or reassignment /termination of employment for contractor personnel. If individual is permanently decertified ensure this reason is stated in the remarks of the AF Form 286A.**

*C5.3.2. Permanent Decertification. Individuals who the certifying official determines to no longer meet the reliability standards specified in this Regulation shall be permanently decertified. Within 15 workdays of the determination, the certifying official shall advise the individual, in writing, of the reasons for decertification and of the requirement for review by the reviewing

official. **(Added)(AF) This includes Permanent Disqualification. Document the Permanent Decertification/Disqualifications using the AF Form 286A.**

C5.3.2.1. Any of the following four conditions shall result in permanent decertification or, if an individual is being considered for a PRP position, permanent disqualification:
(Added)(AF) Any of the following eight conditions:

C5.3.2.1.1. An individual who is diagnosed as alcohol dependent and subsequently fails the required aftercare program.

C5.3.2.1.2. An individual who is diagnosed as a drug abuser.

C5.3.2.1.3. An individual who is diagnosed as drug dependent.

C5.3.2.1.4. An individual's security clearance is revoked.

C5.3.2.1.5. (Added)(AF) An individual involuntarily discharged, removed for cause, or whose employment was terminated and the CO lost trust and confidence in that individual's ability to perform PRP duties. Documentation will be completed prior to discharge, removal or termination.

C5.3.2.1.6. (Added)(AF) Use of drugs listed in para C5.1.2.1.7.

C5.3.2.1.7. (Added)(AF) An individual found to have been involved in drug trafficking, cultivating, processing, manufacturing or sale of a controlled or illegal drug (Reference para C5.1.2.1.6.).

C5.3.2.1.8. (Added)(AF) A military individual who is reassigned, separated, or discharged, or a contractor who is reassigned/terminated, prior to temporary decertification resolution.

C5.3.2.2. To ensure uniform application of the reliability standards specified by this Regulation and effective use of personnel, consistent with the purpose of the PRP, a reviewing official shall review each case involving a permanent 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.
(Added)(AF) This also applies to permanent disqualifications decisions.

C5.3.2.3. Following the review of the permanent decertification action, the reviewing official shall notify the individual and the certifying official of the findings and conclusion within 15 *work*days. In the case of a DoD contractor employee, the contractor shall be told only that the employee has been decertified and must be reassigned to non-PRP duties in compliance with contractual requirements. **(Added)(AF) This also applies to permanent disqualification actions.**

*C5.3.2.4. If the reviewing official approves the permanent decertification, the individual shall be removed from positions requiring PRP certification and the action shall be made a matter of permanent record. **(Added)(AF) This also includes permanent disqualification. Document the permanent disqualification/decertification using the AF Form 286A. Forward the AF Form 286A to AFPC PRP processing utilizing CMS. Maintain an electronic copy on file until the original is verified and filed in the individual's automated record. If the RO disapproves the permanent disqualification/decertification, the case file and AF Form 286A are destroyed. Update PDS with the applicable PRP status code (date RO signed AF Form 286A).**

C5.4. REINSTATEMENT/REQUALIFICATION

C5.4.1. A certifying official or reviewing official may request reinstatement of a member's PRP certification or requalification consideration for members who were permanently decertified/disqualified provided the reason or condition of the permanent decertification or ineligibility no longer exists. Approval authority for reinstatement is Head of a DoD Component. Each Head of a DoD Component shall determine delegation authority within their Component. Requests for reinstatement or requalification must be in writing, contain justification and information as determined by Service directives. If reinstatement or requalification is approved, initial qualification/screening shall be completed as described earlier in this Regulation.

C5.4.2. Individuals permanently disqualified or decertified for alcohol dependency may be reinstated/requalified for PRP duties under the following conditions:

C5.4.2.1. The individual has successfully completed an initial intensive rehabilitation, according to Reference ~~(#)~~.

C5.4.2.2. The individual has completed a 1-year period of strict compliance with aftercare program requirements according to Reference ~~(#)~~.

C5.4.2.3. In all cases a PRP qualification screening including a favorable prognosis by the CMA and a psychological evaluation shall be completed before requesting reinstatement. **(Added)(AF) PRP qualification screening will include a psychological evaluation by a psychiatrist, psychologist or social worker.**

C5.4.2.4. The responsible certifying official must determine that the value of the member's continued presence in the PRP outweighs the risk from potential future alcohol-related incidents and must document the fact that he or she has full trust and confidence in the member's reliability.

C5.4.3. (Added)(AF) Forward requests to reinstate PRP eligibility to AF/A10-O for approval (reference C2.1.). The request will include the chain of command recommendations (including CMA, and any specialist consultations if health-related, CO, RO, MAJCOM SGP if health related, and MAJCOM PRP) and all documentation that

substantiated the permanent decertification or disqualification, and documentation that support the opinion that the condition or reason no longer exists. NOTE: Ensure request cases are in compliance with Privacy Act and HIPAA policies.

C5.5. (Added)(AF) APPEAL

C5.5.1. (Added)(AF) An individual may appeal a PRP permanent disqualification/decertification if improperly or unjustly processed (reference C2.1.). Individuals must provide a written request for an appeal, with rationale and supporting evidence. Forward all appeal requests to AF/A10-O for approval or disapproval. The request will include the chain of command recommendations (including CMA and any specialist consultations if health-related, CO, RO, MAJCOM SGP if health related, and MAJCOM PRP) and all documentation that substantiated the permanent disqualification or decertification. NOTE: Ensure request cases are in compliance with Privacy Act and HIPAA policies.

C5.6. (Added)(AF) INFORMATION COLLECTIONS, RECORDS AND FORMS.

C5.6.1. (Added)(AF) Information Collections. This publication creates information collection.

C5.6.2. (Added)(AF) Records. This publication creates records.

C5.6.3. (Added)(AF) Forms/IMTs Prescribed.

***C5.6.3.1. (Added)(AF) Adopted Forms/IMTs. EPSQ, *Electronic Personnel Security Questionnaire*, SF 85, *Questionnaire for Non-Sensitive Positions*, SF 86, *Questionnaire for National Security Positions*, *Personnel Reliability Program Notification and Removal Log*, AF IMT 422, *Physical Profile Serial Report*, SF IMT 600, *Medical Record-Chronological Record of Medical Care*, AF IMT 644, *Record of Dental Attendance*, AF IMT 644B, *Dental Officer of the Day (DOD)/Dental Charge of Quarters (DCQ) Patient Log*, AF IMT 847, *Recommendation for Change of Publications*, DD Form 1766, *Adult Preventive and Chronic Care Flow Sheet*, DD Form 1966, *Record of Military Processing-Armed Forces of the United States*, OF 306, *Declaration of Federal Employment*.**

***C5.6.3.2. (Added)(AF) Prescribed Forms. AF Form 286, *Nuclear Weapons Personnel Reliability Program (PRP) Certificate*, AF Form 164, and AF Form 286A, *Personnel Reliability Program (PRP) Permanent Disqualification/Decertification Action*.**

**PHILIP M. BREEDLOVE, Lt Gen, USAF
DCS, Operations, Plans, and Requirements**

AP1. APPENDIX 1

PRP POSITIONS

AP1.1. GENERAL

The reliability standards established in Chapter 3 shall be used to determine an individual's eligibility for a PRP position. All PRP positions shall be formally designated as either critical or controlled and shall be restricted to the minimum number required to accomplish the mission. Only certified personnel shall be assigned to designated PRP positions and when PRP positions become vacant, certified personnel shall be assigned as rapidly as possible. Examples of typical PRP positions are shown in Table AP1.T1., below.

AP1.2. REVIEW OF PRP POSITIONS

Certifying officials shall re-evaluate designated PRP positions annually to determine the need for additional positions or the cancellation of unnecessary positions.

***AP1.2.1. (Added)(AF) MANPOWER POSITION CODING. The following manpower designators shall be used when identifying PRP 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)

AP1.2.2. (Added)(AF) ADDITIONAL DUTY. In some cases, the CO may be required to certify personnel for PRP additional duty. Certify those selected for PRP additional duty according to this Regulation and Supplement, but do not document these requirements on the Unit Manning Document.

AP1.2.3. (Added)(AF) CONTRACTOR PRP POSITIONS. Because of the diversity of position titles and duties in the Air Force, the reliability standards established in this instruction 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.

AP1.2.4. (Added)(AF) CONVERTING POSITIONS. Prior to converting military or DoD civilian PRP coded positions to civilian 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.

AP1.3. PRP POSITION ELIGIBILITY

Eligibility for assignment to PRP positions, subject to the reliability standards in Chapter 3, shall be confirmed in writing by a certifying official. Before an individual is assigned to PRP duties, it shall be certified that the individual has had the required PSI and clearance, been screened according to the reliability standards, been personally interviewed by the certifying official, and been found eligible and qualified for assignment to a PRP position. **(Added)(AF) Certification shall be documented using the AF Form 286.**

Table AP1.T1. IDENTIFYING PRP POSITIONS

(This matrix is provided to assist in identifying PRP positions.)

Duty Position	Duty Position Example	PRP Designation
1. Commanders		
a. Delivery units	Navy submarine, Air Force wing - group, 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 crewmembers.	Critical
b. Transport aircraft		
(1) With access	Self-explanatory	Controlled
(2) Without access	Self-explanatory	None
3. Delivery unit personnel and supervisors		
a. With access and technical knowledge	Persons who by the nature of their assigned duties could cause the unauthorized launch, release, or firing of a nuclear weapon.	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		

Duty Position	Duty Position Example	PRP Designation
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	Vehicle operator, crane operators.	Controlled
6. Command disablement management team		
a. With access and technical knowledge	Personnel tasked with coding and/or recoding and/or checking built-in Command Disable System and external controlled Command Disable.	Critical
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 the unauthorized launch, release, or firing of a nuclear weapon.	Critical
b. With access, no technical knowledge		Controlled
c. Without access		None
8. Custodial unit personnel		
a. Custodians	(Reference (d)) Commander of a US custodial unit.	Critical
b. Custodial agents	(Reference (d)) Individuals acting on behalf of and for the custodian in maintaining control of access to US nuclear weapons and maintaining control of weapons prior to release.	Controlled
9. Explosive ordnance disposal (EOD)		
a. With access and technical knowledge	EOD technicians. (Added)(AF) EOD technicians with technical knowledge who belong to an EOD unit which directly supports a nuclear capable unit or Response Task Force through recovery procedures are considered to have access.	Critical

Duty Position	Duty Position Example	PRP Designation
b. Without access	EOD technicians not assigned to PRP billets; EOD support such as clerks and mechanics. (Added) (AF) EOD technicians not assigned to PRP billets and who have only emergency response requirements as part of an Installation Support Plan.	None
10. Security Forces		
a. General	See DoD Directive 5210.41 (Reference (e)).	
(1) Escort	Persons controlling access to weapons during transport.	Controlled
(2) Convoy	Convoy commanders, security escorts, and entry controllers to areas containing nuclear weapons during ground transport.	Controlled
(3) For Nuclear Command & Control (NC2) aircraft	Persons controlling access to occupied or locked NC2 aircraft with Positive Control Material present.	Controlled
(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 material access and exclusion areas.	Controlled
(2) Alarm monitors	Persons controlling and monitoring primary and redundant intrusion detection system.	Controlled
(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 physical protection activities and security response forces under emergency situations.	Controlled

Duty Position	Duty Position Example	PRP Designation
(4) Armed guards	Armed personnel specifically assigned duties to protect and guard Army nuclear support mission.	Controlled
(5) Security response forces	Armed security personnel assigned to installations with an Army nuclear support mission but not directly assigned to day-to-day guard duties.	None
c. Navy/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		
1. 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 (AF) .	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
(e) Augmenters (Reserve and Backup Force (RF/BF))		

Duty Position	Duty Position Example	PRP Designation
1. Armed	Persons routinely assigned to duties directly for nuclear weapon security, meeting the requirements of security who are armed and assigned duties to protect and guard a nuclear weapon or, when joined, the delivery system.	Controlled
2. Armed or unarmed	Persons not routinely ordered to duties directly for nuclear weapon support of nuclear weapons security are considered to be in support. This support post provides BF capability to any location of the base or region wherein it is assigned.	None
d. 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, Security Response Team, Fire Teams, Response Force, Camper Alert Team, Security Escort Team, area supervisor, etc.	Controlled
(2) Security system operators and administrators, security controllers (C3), and ICBM flight security controllers	Security forces personnel who operate, monitor, or administer primary, remote and/or redundant nuclear area or facility electronic security systems, integrated security systems, or subsystems. Security personnel who provide primary command, control, and communications (C3) for nuclear weapon security operations.	Controlled
(3) Convoy	Convoy commanders, security escorts, and entry controllers to areas containing nuclear weapons during ground transport.	Controlled
(4) Lethal denial system operators	Primary, alternate, or remote operators of lethal denial systems dedicated to nuclear weapon security.	Controlled
(5) Keys and codes	Persons who maintain, account for, and issue keys, codes, and combinations that provide access to nuclear weapons.	Controlled
(6) Security augmenters routine	Includes support forces or units, security augmentees, National Guard and Reserve Forces. Armed persons assigned nuclear security duties in USAF restricted areas on a routine or permanent basis.	Controlled
11. Nuclear weapon inspectors		
a. With access	Position equal to that being inspected.	Critical or controlled
b. Without access		None

Duty Position	Duty Position Example	PRP Designation
12. Personnel in command and control line	Persons who control or use authenticators and/or emergency action messages; PAL teams and; PAL and other coded control devices teams; staff officers, contractors and other personnel who control or use strategic or tactical nuclear-certified computer data.	Critical May also be specially designated personnel – (See position example 14 below.)
13. Communications security personnel	Persons who receive and distribute sealed authenticators, PAL material, or related codes.	Critical
14. 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 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

(Added)(AF) NOTE: The positions listed are direct support positions only (Reference [s]).

AP2. APPENDIX 2

PRP ANNUAL STATUS REPORT

Each DoD Component maintaining a PRP shall provide an annual program status report to the ATSD(NCB/NM) by February 15 of the following year. The annual status report shall include, for the preceding calendar year ending December 31, PRP certification and permanent decertification statistics by component and category of personnel (e.g., Air Force (military); Federal and/or DoD civilian; and active duty, Selected Reserves, or defense contractor). A recommended format is provided below.

DoD Nuclear Weapon Personnel Reliability Program Annual Status Report

Calendar Year Ending December 31, 2XXX

DoD Component: _____

Total number of PRP certified personnel

	U.S.		Europe		Pacific		Total	
	Critical	Controlled	Critical	Controlled	Critical	Controlled	Critical	Controlled
Active Duty Military								
Guard/Reserves								
Civilians								
Contractors								

Total number of PRP interim certified personnel

	U.S.		Europe		Pacific		Total	
	Critical	Controlled	Critical	Controlled	Critical	Controlled	Critical	Controlled
Active Duty Military								
Guard/Reserves								
Civilians								
Contractors								

Total number of personnel pending investigation/adjudication for PRP assignment

	U.S.		Europe		Pacific		Total	
	Critical	Controlled	Critical	Controlled	Critical	Controlled	Critical	Controlled

Active Duty Military								
Guard/Reserves								
Civilians								
Contractors								

Total PRP permanent decertifications

	U.S.		Europe		Pacific		Total	
	Critical	Controlled	Critical	Controlled	Critical	Controlled	Critical	Controlled
Active Duty Military								
Guard/Reserves								
Civilians								
Contractors								
<i>Reason for permanent decertifications</i>								
Alcohol-Related								
Active Duty Military								
Guard/Reserves								
Civilians								
Contractors								
Drug-Related								
Active Duty Military								
Guard/Reserves								
Civilians								
Contractors								
Negligence or delinquency in performance of duty								
Active Duty Military								
Guard/Reserves								
Civilians								
Contractors								
Conviction by a military or civilian court of a serious offense; a pattern of behavior or conduct indicative of a contemptuous attitude toward the law or other duly constituted authority								
Active Duty Military								
Guard/Reserves								
Civilians								
Contractors								
Any significant physical or mental condition substantiated by a competent medical authority; aberrant behavior considered by the certifying official as prejudicial to reliable duty performance in a PRP critical or controlled position								

	U.S.		Europe		Pacific		Total	
	Critical	Controlled	Critical	Controlled	Critical	Controlled	Critical	Controlled
Active Duty Military								
Guard/Reserves								
Civilians								
Contractors								
Poor attitude or lack of motivation								
Active Duty Military								
Guard/Reserves								
Civilians								
Contractors								
Suicide attempt or threat								
Active Duty Military								
Guard/Reserves								
Civilians								
Contractors								
Loss of confidence								
Active Duty Military								
Guard/Reserves								
Civilians								
Contractors								

Total number of personnel granted requalification or reinstatement to PRP assignment

	U.S.		Europe		Pacific		Total	
	Critical	Controlled	Critical	Controlled	Critical	Controlled	Critical	Controlled
Active Duty Military								
Guard/Reserves								
Civilians								
Contractors								

(Added)(AF) T2. TABLE 2

PDS PRP STATUS CODES (see Notes 7, 9, and 10)

CODE	DESCRIPTION (See Notes)
A	Certified critical (see Note 2)
B	*Administratively Qualified and/or pending certification (see Notes 1, 5, 12)
C	Pending required security investigation (not interim certified) (see Notes 1, 3, 5)
D	Certified control (see Note 2)
E	Interim certified critical (see Notes 1, 2)
F	Additional duty certified critical (see Notes 2, 4)
G	To Rescreen: missed regularly military training event (see Note 11)
H	Additional duty certified control (see Notes 2, 4)
J	Certified PRP transfer to non-PRP (see Note 4)
K	Re-evaluate for TDY (see Note 8)
L	Pending Administrative Qualification (see Notes 1, 2)
P	Permanently Decertified/Disqualified Critical (see Note 6)
R	Permanently Decertified/Disqualified Control (see Note 6)
T	Interim Certified control (see Notes 1,2)
V	Disqualification (not permanent)

NOTES:

1. Codes B, C, E, L, T are temporary codes and generate system remarks.
2. Code L is automatic system update with assignment notification update for military only; requires manual update for units without PPC. Do not use to replace A, D, E, F, H, T codes.
3. Code C updated by gaining unit.
4. Code J includes interim and additional duty certifications; updated by losing unit prior to PCS/PCA.
5. Administrative Qualification: Code B updated by losing unit; gaining unit may convert to Code C.
6. Code P and R requires AF/A10-O approval to remove. Must update cause/extent codes.
7. For civilian and contractor personnel use the above codes as applicable.
- *8. Code K will be used for deployment/TDYs for over 30 days for individuals not performing PRP duties and continuous evaluation procedures are not available at deployed/TDY location. A code expiration date (TDY departure date) must also be updated. (see para C4.2.3) Upon return, the individuals' records will be screened for PDI (back to date of K code) and the CO will conduct an interview.
9. Previous AF PRP policy, AFI 36-2104, included Code Q, which converted to Code V.
- *10. Codes may require input of date CO signed 286. Code P/R is date RO signed 286A.
11. Code G will be used for traditional Guard or Reserve members who miss a regularly scheduled military training event or exceed 60 calendar days without performing official duty/training. The code date will equal the last date of the regularly scheduled training. Upon return, the individuals' records will be screened for PDI (back to date of G code) and the CO will conduct an interview.
- *12. Personnel transfers (see C3.5): update Code B with the date member last performed PRP duties.

PRP PERMANENT DECERTIFICATION/DISQUALIFICATION CAUSE CODES

CODE	DESCRIPTION (See Notes)
A200	Negligence or delinquency in performance of duty
B800	Alcohol-related
C400	Convicted by military/civil court, behavior indicative of contemptuous behavior
E900	Drug-related
J600	Poor attitude or lack of motivation
M300	Significant physical or mental condition, substantiated by a CMA
Q500	Other (Remarks Required)
S150	Lack of loyalty/trustworthiness: security clearance not obtainable or withdrawn

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 PERMANENT DECERTIFICATION/DISQUALIFICATION CAUSE/EXTENT CODES

CAUSE CODE	EXTENT CODE	DESCRIPTION (See Notes)
B800	ABU8	Alcohol abuser
	DEP8	Alcohol dependent
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	Thinking or attitude
	BEH6	Behavior or activity
	CON6	Level of consciousness
	MOO6	Mood and feeling
M300	PHY3	Physical condition
	MEN3	Mental condition
	ABR3	Aberrant behavior
	OTHR	Other (remarks required)
Q500	UPR5	Personnel records review
	INT5	Personnel interview
	PRO5	Proficiency qualification

	OTHR	Other (remarks required)
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NOTES:

- 1. The PDS can be corrected locally within 30 days of the permanent decertification or permanent disqualification date. After 30 calendar days, forward requests for correction to the PDS for permanent decertification or permanent disqualification updates to AF/A10-O in writing via fax or 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.**