



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

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13 April 2021

MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: AF/A10
1488 Air Force Pentagon, Suite 4E240
Washington DC, 22330-1488

SUBJECT: Air Force Guidance Memorandum to DoDM5210.42_AFMAN 13-501, *Nuclear Weapons Personnel Reliability Program (PRP)*

By Order of the Secretary of the Air Force, this Air Force Guidance Memorandum immediately implements changes to DoDM5210.42_AFMAN 13-501, *Nuclear Weapons Personnel Reliability Program (PRP)*. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

This memorandum clarifies Air Force Competent Medical Authority (CMA) medical evaluation requirements for Personnel Reliability Program (PRP) Initial Certification to reduce unnecessary duplication of effort among CMAs.

This guidance changes the below paragraph:

Appendix 2 to Enclosure 3, paragraph 2.b.:

(4) (Added) (AF) For the purposes of PRP certification, a medical record shall be reviewed from the date of the most recent Administrative Qualification Cell (AQC) review (as documented in the electronic health record), or earlier at the Competent Medical Authority's (CMA) discretion, to the present date if and only if the member meets ALL of the following (T-1):

(a) Medical record review was completed by a CMA at the AQC.

(b) Currently Administratively Qualified (B-Coded).

(c) Currently in active Continuous Monitoring.

(5) (Added) (AF) The gaining base's CMA shall accomplish a cover-to-cover record review for administrative qualification and certification of personnel whose medical records were not reviewed by the AQC CMA. (T-1)

(6) (Added) The gaining installation CMA will review the Suitability Factor (SF) letter generated by the AQC and determine if further review of the SF information is required. If so, the gaining installation will review the specific material for further recommendation. (T-1)

This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publishing of an interim change to, or rewrite of DoDM5210.42_AFMAN 13-501, whichever is earlier.

JAMES C. DAWKINS, JR., Lt Gen, USAF
DCS, Strategic Deterrence & Nuclear Integration

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

DoDM5210.42_AFMAN13-501



19 SEPTEMBER 2018

Nuclear, Space, Missile, Command and Control

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at:
<http://www.e-publishing.af.mil/afpubs.asp> for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A10P

Certified by: AF/A10P
(Col David A. Rickards)

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Pages: 62

This manual implements Air Force Policy Directive (AFPD) 13-5, *Air Force Nuclear Mission and* provides supplemental Air Force guidance to Department of Defense (DoD) Manual 5210.42 *Nuclear Weapons Personnel Reliability Program (PRP)*. Original DoD text appears in regular font and added Air Force text appears in bold. 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. This manual applies to Regular Air Force, Air National Guard of the United States, Air Force Reserve, Department of the Air Force civilian personnel, and contractor 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 authorities to waive wing/unit level requirements in this Air Force Manual (AFMAN) are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. The Deputy Chief of Staff for Strategic Deterrence and Nuclear Integration (AF/A10), Functional Authority Division (AF/A10P) is the coordination office for any recommended waivers from the Air Force (AF) to DoD Manual 5210.42.

This Supplement requires the collection and or maintenance of information protected by the Privacy Act of 1974 and Health Information and Portability Accountability Act (HIPAA) authorized by Title 10, United States Code Section 8013, Secretary of the Air Force. The applicable SORN F036 AF PC Q, Personnel Data System (PDS) is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

No supplemental guidance to this manual is authorized.



Department of Defense MANUAL

NUMBER 5210.42

January 13, 2015

Incorporating Change 2, March 23, 2017

USD(AT&L)

SUBJECT: Nuclear Weapons Personnel Reliability

Program References: See Enclosure 1

1. **PURPOSE.** This manual reissues DoD 5210.42-R (Reference (a)) as a DoD manual in accordance with the authority in DoD Directive 5134.08 (Reference (b)). It implements the policy in DoD Instruction 5210.42 (Reference (c)), assigns responsibilities, and prescribes mandatory procedures for the DoD Nuclear Weapons Personnel Reliability Program (PRP) to ensure the safety and security of the U.S. nuclear deterrent mission.
2. **APPLICABILITY.** This manual applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this manual as the “DoD Components”).
3. **POLICY.** In accordance with Reference (c), it is DoD policy that:
 - a. Nuclear weapons require special consideration because of their policy implications, military importance, destructive power, and the political consequences of an accident or an unauthorized act. The safety, security, control, and effectiveness of nuclear weapons are of paramount importance to the security of the United States.
 - b. Only those persons who demonstrate reliability will be certified to perform specified duties associated with U.S. nuclear weapons, nuclear command and control (NC2) systems, material, and equipment, and special nuclear material (SNM). Those persons will be continuously evaluated for adherence to PRP standards in order to maintain PRP status.
 - c. DoD personnel who are assigned to positions or who are in training for assignments to sensitive positions within nuclear capable units will be enrolled in PRP.
4. **RESPONSIBILITIES.** See Enclosure 2.

5. PROCEDURES. See Enclosure 3.
6. INFORMATION COLLECTIONS REQUIREMENTS. The DoD Nuclear Weapons PRP Annual Status Report, referred to in paragraphs 2b and 5p of Enclosure 2 and Appendix 5 to Enclosure 3 of this manual, has been assigned report control symbol DD-AT&L(A)1403 in accordance with the procedures in Volume 1 of DoD Manual 8910.01 (Reference (d)).
7. RELEASABILITY. **Cleared for public release**. This manual is available on the ~~Internet from the~~ DoD Issuances Website at <http://www.dtic.mil/whs/directives>.
8. EFFECTIVE DATE. This manual is effective January 13, 2015.



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

Enclosures

1. References
2. Responsibilities
3. Procedures
4. Glossary

JACK WEINSTEIN, Lt Gen, USAF
DCS, Strategic Deterrence & Nuclear Integration

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ENCLOSURE 1REFERENCES

- (a) DoD 5210.42-R, "Nuclear Weapons Personnel Reliability Program (PRP) Regulation," June 30, 2006, as amended (hereby cancelled)
- (b) DoD Directive 5134.08, "Assistant Secretary of Defense for Nuclear, Chemical, and Biological Defense Programs (ASD(NCB))," January 14, 2009, as amended
- (c) DoD Instruction 5210.42, "DoD Nuclear Weapons Personnel Reliability Assurance," April 27, 2016
- (d) DoD Manual 8910.01, Volume 1, "DoD Information Collections: Procedures for DoD Internal Information Collections," June 30, 2014, *as amended*
- (e) Chairman of the Joint Chiefs of Staff Instruction 3263.05B, "Nuclear Weapons Technical Inspections," November 17, 2014
- (f) Chairman of the Joint Chiefs of Staff Instruction 3262.01H, "Nuclear Command and Control Staff Assessment Visit Program,"¹ February 20, 2015
- (g) Defense Federal Acquisition Regulation Supplement (DFARS), current edition
- (h) DoD Directive 5400.11, "DoD Privacy Program," October 29, 2014
- (i) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (j) DoD Directive S-5210.81, "United States Nuclear Weapons Command and Control, Safety, and Security (U)," August 8, 2005, as amended
- (k) DoD Instruction 6495.02, "Sexual Assault Prevention and Response (SAPR) Program Procedures," March 28, 2013, as amended
- (l) Public Law 104-191, "Health Insurance Portability and Accountability Act of 1996," August 21, 1996
- (m) DoD 6025.18-R, "DoD Health Information Privacy Regulation," January 24, 2003
- (n) DoD Instruction 1010.04, "Problematic Substance Use by DoD Personnel," February 20, 2014
- (o) DoD 5200.2-R, "Personnel Security Program," January 1, 1987, as amended
- (p) DoD Instruction 5210.91, "Polygraph and Credibility Assessment (PCA) Procedures," August 12, 2010, as amended
- (q) DoD Instruction 1010.01, "Military Personnel Drug Abuse Testing Program (MPDATP)," September 13, 2012
- (r) DoD Instruction 1010.09, "DoD Civilian Employee Drug-Free Workplace Program," June 22, 2012
- (s) DoD Manual 3150.08, "Nuclear Weapon Accident Response Procedures (NARP)," August 22, 2013
- (t) DoD Directive 5210.41, "Security Policy for Protecting Nuclear Weapons," January 22, 2015
- (u) DoD Instruction 1215.06, "Uniform Reserve, Training, and Retirement Categories for the Reserve Components," March 11, 2014, as amended
- (v) American Psychiatric Association, "Diagnostic and Statistical Manual of Mental Disorders," 5th Edition²

¹ This is a classified document. Available through SIPRNET from the CJCS Electronic Library.

- (w) DoD Directive 5210.56, ~~“Carrying of Firearms and the Use of Force by DoD Personnel Engaged in Security, Law and Order, or Counterintelligence Activities,” April 1, 2011~~ *“Arming and the Use of Force,” November 18, 2016*
- (x) Section 1091 of Title 10, United States Code
- (y) **AFI 91-101, *Air Force Nuclear Weapons Surety Program*, August 15, 2014**
- (z) ***AFPC Personnel Service Delivery Guides – PRP and AQC***
- (aa) **AF PRAP Website (AF Portal): AF Portal – AF Personnel Reliability Assurance Program**
- (bb) **DoDMAN5200.02_AFMAN16-1405, *Air Force Personnel Security Program*, 1 Aug 2018**
- (cc) ***AFPC Personnel Service Delivery Guide, Category 1 and 2 Discrepancy Reporting Process***
- (dd) **AFPD 13-5, *Air Force Nuclear Mission*, July 17, 2018**
- (ee) **AFMAN 33-363, *Management of Records*, March 1, 2008**
- (ff) **AFI 33-360, *Publications and Forms Management*, 1 Dec 2015**
- (gg) **AFI 31-117, *Arming and Use of Force by Air Force Personnel*, February 2, 2016 & AFI 31-117_AFGM2018-01, 2 May 2018**
- (hh) **Title 5, United States Code Section 552A, *The Privacy Act of 1974*, December 31, 1974**
- (ii) **AFI 33-332, *Air Force Privacy and Civil Liberties Program*, January 12, 2015**
- (jj) **AFI 41-200, *Health Portability and Accountability Act (HIPAA)*, July 25, 2017**
- (kk) **Title 10 United States Code Section 8013, *Secretary of the Air Force*, January 7, 2011**

²Published by the American Psychiatric Association, 1400 K St., NW, Washington, DC 2000

ENCLOSURE 2RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR NUCLEAR, CHEMICAL, AND BIOLOGICAL DEFENSE PROGRAMS (ASD(NCB)). Under the authority, direction, and control of the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)), the ASD(NCB):

- a. Develops PRP policy and reviews DoD Component implementation guidance for consistency and compliance with policy.
- b. Serves as the OSD principal point of contact for DoD PRP with the DoD Components.
- c. Maintains liaison activities with the Department of Energy, National Nuclear Security Administration, and with other departments and agencies on mutual PRP-related matters.
- d. Ensures that the North Atlantic Treaty Organization Program of Cooperation nations, where personnel of such nations have access to U.S. nuclear weapons (but not to U.S. NC2 systems, material, or equipment), implement a national PRP equivalent to the U.S. PRP.

2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR NUCLEAR MATTERS (DASD(NM)). Under the authority, direction, and control of the USD(AT&L) and through the ASD(NCB), the DASD(NM):

- a. Assists the ASD(NCB) execute assigned responsibilities and functions related to the PRP pursuant to Reference (b).
- b. Compiles and analyzes DoD Component annual PRP status reports. Provides significant negative decertification trend information to the DoD Components.
- c. Reviews all DoD Component PRP implementation guidance to ensure consistency with this manual.

3. DIRECTOR, DEFENSE THREAT REDUCTION AGENCY (DTRA). Under the authority, direction, and control of the USD(AT&L), the Director, DTRA:

- a. Conducts Defense Nuclear Surety Inspection Oversight for the Chairman of the Joint Chiefs of Staff and PRP Staff Assessment Visits in accordance with CJCS Instruction (CJCSI) 3263.05A (Reference (e)), CJCSI 3262.01 (Reference (f)), and Enclosure 3 of this manual.

b. Develops and maintains DoD-level PRP training programs.

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

a. Incorporate the requirements of this manual into and make these requirements part of contracts for services and resources related to nuclear operations.

b. Select personnel for PRP who meet the reliability standards in this manual.

c. Establish procedures for formally designating reviewing and certifying officials.

d. Develop and implement a continuous oversight plan to help the certifying officials continually evaluate PRP-certified National Guard and Reserve personnel.

e. Provide initial and refresher training for PRP personnel. Define and establish training requirements in Component guidance, including frequency of refresher training.

f. Train all appropriate medical personnel in the purpose of PRP and advise them of their responsibilities.

g. Train all appropriate personnel in the personnel security requirements for assignment to the nuclear weapons PRP and their responsibility to advise the certifying official of personnel security issues that adversely affect the certification of PRP members.

h. Define roles and responsibilities for PRP individuals, supervisors, and administrators.

i. Define contractor requirements on procedures for incorporation into contracts when the statement of work under the contract involves activities that are subject to the PRP.

j. Establish procedures to appoint agency or installation competent medical authorities (CMAs) and procedures for individual health record information review.

k. Prescribe procedures for conducting PRP inspections and staff assessments as part of the Nuclear Weapons Technical Inspection system in accordance with Reference (e).

l. Establish a drug abuse testing program for all personnel assigned to PRP positions, and for contractor personnel under the terms of applicable contracts and part 223.5 of Defense Federal Acquisition Regulation Supplement (DFARS) (Reference (g)), as appropriate, and determine the criteria and extent to which PRP personnel will be tested.

m. Develop and implement standards and procedures for ensuring due process for

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

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

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

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

q. Ensure that personally identifiable information (PII) involved in the execution of PRP is collected, maintained, used, and disseminated in accordance with DoD Directive 5400.11 (Reference (h)) and DoD 5400.11-R (Reference (i)).

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

a. (Added) (AF) The Air Force executes this manual using a Personnel Reliability Assurance Program (PRAP) comprised of two elements. (PRAP is overarching designation for the Air Force's two nuclear reliability programs, the Personnel Reliability Program (PRP), and Arming and Use of Force (AUoF))

(1) (Added) (AF) Security Forces personnel (AF Specialty Codes 31PX and 3P0XX) will meet the requirements of DoD Instruction 5210.42, *DoD Nuclear Weapons Personnel Reliability Assurance* and this DoD Manual by following the reliability requirements outlined in Chapter 4 of AFI 31-117, *Arming and Use of Force for Air Force Personnel (AUoF)*.

(2) (Added) (AF) All other personnel are subject to PRP in accordance with this DoDM.

b. (Added) (AF) AF/A10 is the OPR for AF PRAP elements.

c. (Added) (AF) The Air Force Personnel Reliability Assurance Program (PRAP) website, which is located on the Air Force Portal (Search engine: AF Portal PRAP), contains training, sample documents and end-user tools.

6. COMMANDER, UNITED STATES STRATEGIC COMMAND (CDRUSSTRATCOM).

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

- a. If their current duties do not require PRP certification; or
- b. They are currently assigned to commands without an existing program

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

(1) (Added) (AF) If not assigned to a PRP billet, additional duty certification (PRP status code F in accordance with Table 2) is required. (T-1)

(2) (Added) (AF) When an AF AEAO transfers or is reassigned to a non PRP billet and no longer performs PRP or AEAO duties, member must be PRP status code J in the Military Personnel Data System (MilPDS). (T-1)

7. (Added) (AF) **AIR FORCE MEDICAL SUPPORT AGENCY**. Aerospace Medicine Division/SGP (AFMSA/SG3PF):

- a. (Added) (AF) Coordinates health-related PRP issues with AF/A10. (T-1)
- b. (Added) (AF) Appoints CMA and/or Medical managers to Headquarters Air Force, Direct Reporting Units, Field Operating Agencies, etc. as needed to administer PRP. (T-1)

8. (Added) (AF) **AIR FORCE OFFICE OF SPECIAL INVESTIGATIONS (AFOSI)**. Notifies the CO/commander/director of factors that may affect an individual's suitability for PRP discovered during an AFOSI investigation (reference Appendix 4 to Enclosure 3 for DoD suitability factors). (T-1)

9. (Added) (AF) **INSTALLATION CONTRACTING OFFICER**. Prepares PRP support contracts as necessary. The government entity requiring contract support is responsible to work with a contracting officer to prepare the draft Performance Work Statement or Statement of Work ensuring that the resulting contract includes the necessary standards, procedures, and requirements prescribed in this manual. (T-1)

10. (Added) (AF) CHIEF OF CIVILIAN FORCE POLICY. (AF/A1C) Assists with civilian PRP matters and provides annual PRP statistics reporting to AF/A10P per Appendix 5 to Enclosure 3.

11. (Added) (AF) AIR NATIONAL GUARD READINESS CENTER. (NGB/A10N) Monitors ANG PRP matters and provides PRP statistics reporting to AF/A10P per Appendix 5 to Enclosure 3. (T-1)

12. (Added) (AF) MAJCOM PRAP MONITORS:

a. (Added) (AF) Administers the PRAP for the command and serves as liaison on PRAP matters within the command staff.

b. (Added) (AF) Ensures any procedures within their command are consistent with this manual.

c. (Added) (AF) Reviews/coordinates all PRAP issues prior to forwarding to AF/A10P.

d. (Added) (AF) Supports MAJCOM evaluators, inspectors, and installation PRAP monitors within their command.

e. (Added) (AF) Identifies in writing all installation support agencies that require PRAP training within their command.

13. (Added) (AF) Force Support Squadron (FSS) COMMANDER/DIRECTOR. Assists with the administrative qualification process to ensure timely actions from the units and the Medical Treatment Facility (MTF), to include installation monitor responsibilities when needed, and to ensure an individual does not out process until all PRAP requirements are met. (T-1)

14. (Added) (AF) MEDICAL TREATMENT FACILITY/RESERVE MEDICAL UNIT (RMU)/GUARD MEDICAL UNIT (GMU)/CC:

a. (Added) (AF) Oversees the PRAP within the MTF (RMU/GMU) and its Geographically Separated Units (GSU).

b. Aligns the management of the MTF (RMU/GMU) PRP under the Lead Competent Medical Authority (CMA) and the management of *AUoF* under the Chief of the Medical Staff (SGH) or Chief of Aerospace Medicine (SGP).

c. (Added) (AF) Ensures PRAP medical screenings, evaluations, and notifications are accomplished in a timely and accurate manner. (T-1)

d. (Added) (AF) Appoints the MTF (RMU/GMU)/SGP or with MAJCOM SGP approval, another qualified provider as the Lead CMA to act as the primary MTF (RMU/GMU) liaison to the CO for all health related PRAP notifications. (T-1) The MTF (RMU/GMU) Commander/Director may also appoint an Alternate Lead CMA and additional providers qualified to serve as functional CMAs for area responsibilities.

e. (Added) (AF) Ensures the AFPC Administrative Qualification Cell (AQC) has access to all available medical records for individuals being considered for/or performing PRP duties, including previous in-service or pre-employment health records. (T-1)

f. (Added) (AF) Will appoint a MTF (RMU/GMU) PRP monitor to provide administrative support to the PRP and the AQC. (T-1)

15. (Added) (AF) MONITOR – INSTALLATION (PRAP) AND UNIT (PRP). Administers the PRAP for their installation and assists unit monitors to ensure subordinate unit procedures are in compliance with this manual.

a. (Added) (AF) Installation and unit monitors coordinate and disseminate information, provide guidance to the wing staff agencies and unit commanders/directors and their supporting staff agencies on policy or procedural issues. (T-1)

b. (Added) (AF) Installation and unit monitors establish procedures to ensure administrative qualification occurs within the required timeline (pg. 29) from receipt of an assignment by an individual. (T-1)

c. (Added) (AF) Installation and unit monitors ensure the MilPDS reflects the correct data from Table 2, PRP status codes and is updated in a timely and accurate manner. (T-1)

d. (Added) (AF) Installation PRAP monitor publishes PRP rosters from MilPDS, requests Defense Civilian Personnel Data System (DCPDS) roster from the Civilian Personnel Flight (CPF) as needed, and obtains current PRP contract rosters from unit contract monitors, and ensures responsible MTF and unit PRP monitors are in receipt. (T-1)

e. (Added) (AF) Installation PRAP monitor forwards civilian decertification documentation and final decision on reinstatement to local CPF and ensures a copy is sent to AF/A1C and MAJCOM Civilian Personnel Office. (T-1)

f. (Added) (AF) Installation PRAP monitor ensures required MPS and CPF personnel supporting the PRP, unit monitors (including GSUs), and all applicable installation support agencies, as identified by the MAJCOM PRAP monitors, are trained on the PRAP with the applicable training materials found on the AF PRAP website. (T-1)

g. (Added) (AF) Unit monitor ensures all unit personnel are trained on PRP, including the RO/CO/commander/director. (T-1)

16. (Added) (AF) PRAP MONITOR – Medical Treatment Facility (RMU/GMU)

- a. (Added) (AF) Provides support to the MTF (RMU/GMU) Commander/Director, MTF (RMU/GMU)/SGP, AQC, and CMAs in administering the PRAP. (T-1)**
- b. (Added) (AF) Ensures initial and refresher training is conducted for MTF (RMU/GMU) personnel.**
- c. (Added) (AF) Compares installation's PRP roster with health records maintained at MTF (RMU/GMU) to ensure all PRP health records have been identified. (T-1)**
- d. (Added) (AF) Assists CMA in making PRAP health notifications to the CO. (T-1)**

17. (Added) (AF) AIR FORCE PERSONNEL CENTER (AFPC). 550 C Street West, Randolph AFB, TX 78150.

- a. (Added) (AF) Serves as subject matter expert for updating the MilPDS.**
- b. (Added) (AF) Monitors filing of PRP documentation in the individual's Official Military Personnel File (OMPF). (T-1)**
- c. (Added) (AF) Coordinates with AF/A10P on personnel programs that may affect PRAP and assist with providing guidance and procedural information to the field. (T-1)**
- d. (Added) (AF) Monitors Category 1 (CAT 1) processing discrepancies in accordance with (Reference [dd]). (T-1)**
- e. (Added) (AF) Operates the AQC. (T-1)**

18. (Added) (AF) SUPERVISORS/FIRST SERGEANTS. Monitors the reliability of subordinates and notifies the certifying official of any information which may impact consideration of suitability factors. (T-1)**19. (Added) (AF) INDIVIDUALS.**

- a. (Added) (AF) Continuously monitors own reliability and the reliability of others performing PRP duties. Failure to discharge this responsibility may cast doubt on an individual's reliability. (T-3)**
- b. (Added) (AF) Informs supervisors, the unit PRP monitor and/or the certifying**

official of any factors that could have an adverse impact on his/her performance, reliability, or safety while performing PRP duties. (T-3)

c. (Added) (AF) Informs support agencies (as determined by MAJCOM) of his/her active PRP status before treatment or consultation. (T-3)

d. (Added) (AF) Informs supervisors, the unit PRP monitor and/or the certifying official when another individual in the PRP appears to be involved in situations that may affect their reliability. (T-3)

e. (Added) (AF) Informs the unit PRP monitor and/or CO of medical and mental health treatment that may affect/impact an individual's reliability and submit documentation to the CMA as early as possible for review and CO advisement. (T-3)

f. (Added) (AF) Completes and submits their personnel security investigation when notified. Failure to complete this action can result in termination of access to classified information, removal from PRP, or both. (T-3)

20. (Added) (AF) DOD CENTRAL ADJUDICATION FACILITY (DoD CAF/AF). The designated authority to grant, suspend, deny, or revoke personnel security clearance eligibility to include Sensitive Compartmented Information. Issues security clearance eligibility and enters the determination into the Joint Personnel Adjudication System (JPAS) or successor system.

ENCLOSURE 3

PROCEDURES

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

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

b. Only those individuals who demonstrate the highest levels of integrity and dependability will be chosen for PRP duties. PRP ensures that each person trusted with U.S. nuclear weapons, NC2 systems and equipment, PCM, and SNM, in accordance with DoD Directive S-5210.81 (Reference (j)) and Reference (d), meets the highest levels of reliability. Those trusted with PRP duties have an obligation to report any behavior or circumstance about themselves or others in PRP that may affect reliability or result in an unsafe or insecure condition.

c. Only certified personnel will be assigned to designated PRP positions. All PRP positions will be formally designated as either critical or controlled and restricted to the minimum number required to accomplish the mission. Unless required by other PRP duties, the reviewing official need not be designated as a PRP position. Examples of typical PRP positions are shown in Appendix 3 to this enclosure. **(Added) (AF) Administratively qualified members and/or members who are pending certification (PRP status code B) should be assigned to designated PRP positions (at gaining assignment). (T-1) This is administrative in nature and is not directly related to nuclear surety.**

2. EVALUATION GUIDELINES. Certifying officials are responsible for ensuring that all military, civilian, and contractor personnel under the terms of their contracts assigned to PRP positions meet all of the requirements of the continuing evaluation process. Certifying officials must observe the behavior and performance of members certified under PRP on a frequent and consistent basis. The primary consideration for certifying officials should be that the sum of all observations, including personal and peer observation and reporting, is sufficiently detailed to allow for thorough evaluation of the individual. **(Added) (AF) 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 of eligibility or the revocation of certification for assignment to PRP positions is neither a punitive measure nor the basis for disciplinary action (Reference [c]). The failure of an**

individual to be certified for assignment to PRP duties does not necessarily reflect unfavorably on the individual's suitability for assignment to other duties (Reference [c]).

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

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

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

(a). (Added) (AF) Guard and Reserve individuals (with the exception of AF Airborne Emergency Action Officers) who exceed 75 calendar days without performing official nuclear duty/training will be removed from PRP duties (Table 2, PRP status code G) and entry control authorities will be notified. (T-1) Upon return, the individual's personnel and medical records will be screened for factors that may affect their suitability for PRP (back to date of the G code) and the CO will conduct an interview. (T-1)

(b). (Added) (AF) PRP-certified individuals who are PRP status code K for deployment/TDY/leave for over 60 days are not required to contact their certifying official prior to medical care. Upon return, the individuals' records will be screened for factors that may affect suitability for PRP (back to date of K code) and the CO will conduct an interview; this screening and interview will be documented. (T-1) Individuals are responsible for informing their CO of any situation that may affect their reliability under PRP. (T-1) Recertification is not required.

b. Medical Care. When an individual's performance may be impaired by medical care or

the use of prescribed medication or short-term stress, the certifying official will be notified to decide if the individual needs to be removed from PRP duties for the period of medical care, stress, or use of medication, as determined by the CMA.

(1) The CMA is responsible for determining what information qualifies as medical factors that may affect an individual's suitability for PRP, and will convey these factors to the certifying official. DoD Components may establish protocols that may be applied by independent duty medical technicians (IDMTs) at munitions support squadrons and independent duty corpsmen (IDCs) not designated as CMAs. **(Added) (AF) IDMTs may not be CMAs. (T-1) At GSUs without a CMA, the IDMT will consult with the CMA at the servicing MTF to discuss suitability factors that could impact PRP. (T-1) The CMA will determine what factors are impacting PRP and the IDMT will convey those factors to the CO. (T-1) The IDMT will document the name of the CMA contacted in the medical record. (T-1)**

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

c. Contractor PRP Continuing Evaluation. Contractor employees who, under the terms of the contracts, have been determined eligible by the contract monitor and have been assigned to PRP positions will be annotated in the DoD designated personnel security information system of record (currently Joint Personnel Adjudication System (JPAS)). Any file documentation that can't be submitted through JPAS should be submitted to the DoD Consolidated Adjudications Facility (CAF) Division A, 600 10th Street, Suite 160, Ft. Meade, MD 20755, or the Defense Security Service, Personnel Security Management Office for Industry (PSMO-I), 7556 Teague Road, Suite 500, Hanover, MD 21076, whichever holds the clearance or reviews and triages continuous evaluation information. On receipt of any information that may affect the reliability of a contractor employee under the PRP, the DoD CAF or PSMO-I will forward that information to the appropriate certifying official.

3. REMOVAL AND REINSTATEMENT

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

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

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

APPENDIX 1 TO ENCLOSURE 3PRP ADMINISTRATION1. ROLESa. Reviewing and Certifying Officials

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

(a) (Added) (AF) PRP CO/RO may have access to portions of the medical records where the CMA has identified factors that may affect their suitability for PRP. Review of the medical records must be under the guidance of the CMA. (T-1)

(b) (Added) (AF) Reviews all decertification and permanent disqualifications. (T-1)

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

(a) (Added) (AF) Certifying Official (CO). Commanders/Directors at wing-level and below, who serve and perform duties in a PRP position will be PRP certified. (T-1) 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. (T-1) If a CO is the wing commander/director equivalent, the next level of command in the PRP operational chain will assume RO responsibilities. (T-1)

(b) (Added) (AF) Certifying Officials for MAJCOM Commanders will be the Vice Chief of Staff of the Air Force. (T-1)

(c) (Added) (AF) The Wing Commander may designate the Chief of the Command Post as the CO for command post personnel.

(d) (Added) (AF) Limited Delegation. Commanders/Directors may delegate RO, CO and administrative qualification authority in writing to their vice/deputy (or equivalent, to include Director of Operations, Operations Officer and Maintenance Ops Officer at unit level). (T-1) Delegation of duties should be limited to instances of

TDY/extended absence and not utilized on a routine basis. At or below-wing-level delegated COs must be in a PRP position, certified (critical or controlled) equal to, or higher than the personnel they are certifying, and appropriately trained. If no commander/CO is designated (generally on an AF Form 35, *Request and Authorization For Assumption of/Appointment to Command*), then the next higher echelon in the operational chain of command will assume CO duties. If the CO is decertified or otherwise removed from duties, the RO will appoint a replacement to perform CO duties, as appropriate.

(e) (Added) (AF) Commanders/Directors at Non-PRP Installations. Commanders/Directors/AQC who perform administrative qualification 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. (T-1) Delegation of duties should be limited and not used on a routine basis, with the exception of the AQC.

(f) (Added) (AF) If the organization does not have a vice/deputy (or equivalent) then the section commander (if any) designated on an AF Form 35, may assume administrative qualification duties. If no commander is designated on an AF Form 35, then the next higher echelon in the operational chain of command will assume administrative qualification duties. (T-1)

b. CMA. The CMA will act as a PRP medical consultant to provide recommendations to reviewing and certifying officials on individuals' suitability to perform PRP duties.

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

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

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

(3) Conducts staff assistance visits to all subordinate units with a PRP.

d. (Added) (AF) MAJCOM PRAP Monitor. Each MAJCOM will appoint a lead directorate who will appoint individuals as the command focal points for all applicable PRAP functional areas. These individuals will be aligned under a single organizational authority and will administer both PRP and AUoF (Chapter 4 - AFI 31-117, *Arming and Use of Force for Air Force Personnel*) reliability programs simultaneously. (T-1)

e. (Added) (AF) Installation PRAP Monitor.

(1) (Added) (AF) For units with a nuclear mission, the installation commander/director will appoint an installation PRAP monitor(s) to administer the day-to-day administrative functions of PRAP, and the installation monitor(s) will

report PRAP reliability matters directly to the Installation Commander. These individuals will administer both PRP and AUoF programs simultaneously. (T-1)

(2) (Added) (AF) For units without a nuclear mission, the installation commander/director will appoint installation PRAP monitor(s) to administer the day-to-day administrative functions of PRAP, or can delegate the appointment authority to the FSS/CC. The installation PRAP monitor(s) may act as both the installation PRAP

monitor(s) and unit PRP monitor(s) (PRP/AUoF as appropriate). The appointment letter will identify the individuals as both the installation and unit monitor(s). (T-1)

f. (Added) (AF) Unit PRAP/PRP Monitor. The unit CO/CC/Civilian Leader/Director will appoint a unit PRP monitor as the focal point for the day-to-day administrative functions of PRP, and notify Installation and MTF PRAP monitors of appropriate personnel to send factors that may affect their suitability for PRP. (T-1) 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. (T-1) Note: See Chapter 4 of AFI 31-117 for AUoF Unit Monitor requirements.

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

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

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

c. (Added) (AF) On Joint Base installations, the senior Air Force Officer in the PRAP unit's chain of command appoints the installation PRAP monitor(s) to administer the day-to-day administrative functions of PRAP, or can delegate the appointment authority to the FSS/CC. (T-1) The installation monitor(s) will report PRAP matters directly to the Wing Commander, regardless of Military Service or DoD Component affiliation. (T-1)

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

a. PRP purpose and applicability.

- b. PRP roles and responsibilities.
- c. PRP certification.
- d. Continuing evaluation.
- e. Disqualification, removal, and reinstatement.
- f. Requirements of Public Law 104-191 (Reference (l)) and DoD 6025.18-R (Reference (m)).
- g. (Added) (AF) The Lead or Alternate Lead CMA will train all functional CMAs on CMA duties. The MTF Lead or Alternate Lead CMA and/or Lead MTF PRAP Monitor will train all functional MTF PRAP Monitors and will ensure all other medical personnel are trained as designated on the AF PRAP website. (T-1)**
- h. (Added) (AF) The Lead CMA, primary/alternate CMA (if designated), and lead MTF (RMU/GMU) PRAP monitor will attend the one-time USAFSAM Medical PRAP course for certification within six months of assignment to duty supporting PRAP. This training is required prior to PCS for members going to OCONUS locations. The requirement for training before PCS may be waived by the MAJCOM/SGP, but the member will still require this training within six months of assignment to duty supporting PRAP. (T-1)**
- i. (Added) (AF) Current training will be documented (i.e. Initial or refresher). PRP refresher training will be conducted in a period not to exceed 15 months. Individuals must be trained in PRAP before performing CMA, PRAP Monitor, CO, administrative qualification, on any duty referenced in Enclosure 3 paragraph 1.b. (T-1) Nuclear Surety training is conducted in accordance with (Reference[y]).**
- j. (Added) (AF) All training will include the AF Standardized PRP Training found on the Air Force PRAP website. (T-1)**

4. PRP REVIEW AND EVALUATION

- a. DoD Components will ensure that PRP is reviewed and evaluated for effectiveness during appropriate inspections and staff visits at all levels of command.
- b. PII collected, maintained, used, or disseminated in PRP execution must be safeguarded to prevent any unauthorized use. The DoD Components will ensure the collection, use, and dissemination of PII complies with the requirements of References (h) and (i).

5. PERSONNEL TRANSFER. When a PRP-certified individual is transferred to another PRP position, he or she must be interviewed by the new certifying official. If this transfer does not involve a change in the reviewing official, the individual's medical and personnel records do not need to be re-screened. **(Added) (AF) If the transfer does not involve the**

change of the reviewing official a new AF Form 286, *Personnel Reliability Program (PRP) Qualification/Certification Action*, is not required. MilPDS will reflect the original certification date on the most current AF Form 286. (T-1)

a. (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 or losing unit updates Personnel Data System (PDS) with PRP status code B (date member last performed PRP duties). (T-1) Gaining unit rescreens from the last day the individual performed PRP duties to present and completes a new AF Form 286. Forward the AF Form 286 to AFPC utilizing Case Management System (CMS). (T-1)

b. (Added) (AF) If a certified PRP member transfers to a PRP position on the wing staff, the wing CC becomes the CO, and a new interview will be conducted. (T-1) The appropriate NAF/CC becomes the RO which requires a rescreening via a new AF Form 286 prior to individual continuing PRP duties. The new form will need to reflect all previous screening dates except for the PSI and the form will reflect a new certification date. (T-1)

c. (Added) (AF) When a PRP-certified (includes Interim and Additional Duty) individual is transferred to a non-PRP position, the certification will administratively terminate. Update PDS (PRP status code J) with the date last performed PRP (see Table 2). (T-1)

d. (Added) (AF) All PRP-certified individuals who change from Critical to Controlled PRP position or Controlled to Critical PRP position with the same RO will require a new AF Form 286 be completed using the original PRP certification date. (T-1)

6. **SUSPENSION.** When suspending an individual and removing him or her from PRP duties, the certifying official will notify the individual and his or her supervisor of the nature and circumstances of the suspension. A suspension can initially last up to 3 months. The certifying official may extend the period of suspension to 1 year in 3 month increments. (Added) (AF) **After 1 year, if the reason or conditions for suspension still exist and impacts reliability, the individual will be decertified.** (T-1) COs may return an individual to PRP duties at any point during the suspension timeframe if the reason or conditions for suspension no longer exist or impacts to reliability are mitigated. (Added) (AF) A RO or CO who is suspended from PRP (not able to perform their operational duties) may perform PRP administrative functions.

7. **DECERTIFICATION.** Individuals who have been determined by the certifying official to no longer meet PRP standards will be decertified. Within 15 workdays of the determination, the certifying official will advise the individual, in writing, of the reasons for decertification and of the requirement for review by the reviewing official.

a. To ensure uniform application of the PRP standards specified by this manual, the reviewing official will review each case involving a decertification decision. The reviewing

official may seek additional information or explanations of extenuating circumstances from the certifying official, the CMA, personnel officials, and the individual concerned, if appropriate.

b. After reviewing the decertification action, the reviewing official will notify the individual and the certifying official of the findings and conclusion within 15 work days. In the case of a DoD contractor employee, the contractor will be told that the employee has been decertified and may no longer be assigned to or continue performing PRP duties in compliance with contractual requirements.

c. If the reviewing official approves the decertification, the individual will be removed from positions requiring PRP certification, and the action will be made a matter of permanent record. **(Added) (AF) Document the decertification/permanent disqualification using the AF Form 286A. Forward the AF Form 286A to AFPC utilizing CMS. Maintain an electronic copy on file until the original is verified and filed in the individual's automated record. Update PDS with the applicable PRP status code (date RO signed the AF Form 286A). If the RO disapproves, the case file and AF Form 286A are destroyed. (T-1)**

8. REQUALIFICATION AND REINSTATEMENT

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

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

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

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

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

c. **(Added) (AF) Forward requests to reinstate PRP eligibility (P/R codes only) to AF/A10P for approval. The request will include the chain of command recommendations (including CMA, and any specialist consultations if health-related, CO, RO, MAJCOM SGP or CMA if health related, and MAJCOM PRAP monitors) and documentation that supports the opinion that the condition or reason for decertification or permanent disqualification no longer exists. (T-1) NOTE: Ensure requests are in compliance with**

Privacy Act of 1974, Health Insurance Portability and Accountability Act of 1996, AFI 33-332, Air Force Privacy and Civil Liberties Program, and AFI 41-200 Health Portability and Accountability Act (HIPAA).

9. (Added) (AF) **INDIVIDUAL'S REQUEST** (Added) (AF) An individual may request a reconsideration of a PRP decertification or permanent disqualification. Individuals must provide a written request for the reconsideration, with rationale and supporting evidence. Forward all requests to AF/A10P 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 or CMA if health related, and MAJCOM PRAP monitor) and all documentation that supports the opinion that the condition or reason for decertification or permanent disqualification no longer exists. (T-1) NOTE: Ensure requests are in compliance with the *Privacy Act of 1974, Health Insurance Portability and Accountability Act of 1996, AFI 33-332, and AFI 41-200.*

10. (Added) (AF) **INFORMATION COLLECTIONS, RECORDS AND FORMS.**

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

b. (Added) (AF) Records. This publication creates records.

c. (Added) (AF) Adopted Forms. AF Form 35, *Request and Authorization For Assumption of/Appointment to Command*, and AF Form 847, *Recommendation for Change of Publication*.

d. (Added) (AF) Prescribed Forms.

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

(2) (Added) (AF) AF Form 164, *Personnel Reliability Program Notification and Removal Log*. Form is used to track each notification and recommendation to CO and decision of PRP status.

(3) (Added) (AF) AF Form 286A, *Personnel Reliability Program (PRP) Disqualification/Decertification Action*. Form is used to document permanent disqualification and decertification from the PRP.

APPENDIX 2 TO ENCLOSURE 3CERTIFICATION

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

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

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

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

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

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

(5) (Added) (AF) Document the certification using the AF Form 286. Update the applicable PRP status code in MilPDS (See Table 2) and follow the form's disposition instructions. (T-1)

b. PSI. The primary purpose of a PSI and national security adjudication is to ensure a trusted workforce. Standards for access to classified information or assignment to sensitive duties are outlined in DoD 5200.2-R (Reference (o)). Personnel selected for designated NC2 PRP positions in accordance with Reference (j) will be subject to random counterintelligence- scope polygraph examinations administered in accordance with DoD Instruction 5210.91 (Reference (p)).

(1) All civilian, Regular Air Force, Reserve and National Guard personnel, and contractor personnel under the terms of contracts assigned to PRP positions will be subject to a periodic reinvestigation every 5 years, in accordance with Reference (o). Additionally:

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

(b) The certifying official may request a new PSI based on newly

discovered significant derogatory information or allegations.

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

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

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

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

g. (Added) (AF) **ADMINISTRATIVE QUALIFICATION**: Administrative Qualification is a PRP screening process which ensures Regular Air Force military personnel meet PRP standards before they depart for training or assignment to PRP duties. This process will be accomplished using the same criteria and standards as a formal certification and with equivalent record access for a RO, CO, commander, director and the AQC. (T-1) The AQC or losing commander (if applicable) accomplishes AQs (AFPC maintains the AFPC Personnel Services Delivery Guide to assist commanders with this process). (T-1) Unit commanders/directors need not be PRP certified to perform administrative qualification. This process is optional for Guard/Reserve personnel.

(1) (Added) (AF) The AQC or losing commander (if applicable), in coordination with the gaining CO, will review factors that may affect suitability for PRP and complete administrative qualification decision within 60 days of assignment notification.

(a) (Added) (AF) Administrative qualifications for the sources of commissioning (ROTC, OTS, and USAFA) will be accomplished by the losing commander. (T-2)

(b) (Added) (AF) The gaining CO decision is not required on packages that do not contain factors that may affect suitability for PRP. (T-1)

(2) (Added) (AF) **Security Requirement**. Individual must have a current security clearance. If individual does not possess a valid security investigation or the PR is over 4 years and 10 months prior to member's departure date, a security investigation or PR must be submitted to the Office of Personnel Management (OPM). (T-1)

(3) (Added) (AF) Continuous Monitoring. Once administrative qualification is complete, continuous monitoring is required and the responsibility of the losing installation. (T-1)

(a) (Added) (AF) The Installation PRAP Monitor will notify the losing CC, the unit PRP monitor, the individual's supervisor and First Sergeant of the pending PRP assignment in order to maintain continuous monitoring. (T-1)

(b) (Added) (AF) The losing CC will continue to pass to the gaining CO any suitability factor or situation that may affect the individual's PRP assignment eligibility. (T-1)

(c) (Added) (AF) The CMA at the losing base, in collaboration with the MTF PRP Monitor, will continue to pass any suitability factors that negatively impact the individual's reliability. (T-1)

(4) (Added) (AF) CAT I Discrepancy Reporting. AFPC maintains the AFPC Personnel Service Delivery Guide, Category 1 and 2 Discrepancy Reporting Process to assist with this process. (T-1)

2. INITIAL CERTIFICATION

a. Security Clearance Eligibility Requirements. As part of the required screening process, the certifying official will verify personnel security clearance eligibility. If appropriate, the certifying official will review the results of the investigation. The DoD Components may establish procedures to facilitate timely screening of individuals required to support wartime missions.

(1) Critical Position. Top Secret eligibility, a security clearance to have been completed (investigation closed) within the last 5 years and favorably adjudicated in accordance with Reference (o) is required. If it becomes necessary to consider an individual for a critical position and the required investigation has not been completed, the certifying official may grant interim certification (see section 3 of this appendix for interim certification conditions). However, individuals with current Top Secret PSI may be PRP certified if:

(a) The periodic reinvestigation was submitted to OPM prior to the 5-year anniversary of the last investigation.

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

(2) Controlled Position. Secret eligibility or higher level investigation, a security clearance to have been completed (investigation closed) within the last 5 years, and favorably adjudicated in accordance with Reference (o) is required. If it becomes necessary to consider

an individual for a controlled position and the required investigation has not been completed, the certifying official may grant interim certification (see section 3 of this appendix for interim certification conditions).

b. Medical Evaluation. As part of the required screening process, the CMA or other medical personnel specifically trained and designated will evaluate health history and records to determine the candidate's medical qualifications under PRP standards.

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

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

(3) (Added) (AF) Medical record reviews on PRP status code J personnel are only required from the date the member last performed PRP duties. (T-1)

c. Personnel File Review. The certifying official will review in detail the individual's personnel file, other official records, and information locally available about the individual's reliability. **(Added) (AF) Personnel file reviews on PRP status code J personnel are only required from the date the member last performed PRP duties. (T-1)**

d. Personal Interview. During a personal interview the certifying official will inform the individual of his or her significance to national security and nuclear surety, PRP standards, the need for reliable performance, the individual's responsibility for self-reporting, and peer review of factors and situations that could adversely affect job performance or reliability. The certifying official will determine suitability using Appendix 4 to this enclosure as a guide.

e. Drug Testing. Mandatory drug testing for illegal or unauthorized substances of all military and civilian personnel assigned to PRP duties will be conducted in accordance with DoD Instructions 1010.01 (Reference

f. (q)) and 1010.09 (Reference (r)). Drug testing requirements applicable to contractor personnel assigned to PRP duties will be prescribed in applicable contracts in accordance with Reference (g).

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

3. INTERIM CERTIFICATION

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

(1) The individual must have either Secret eligibility, a security clearance to have been completed (investigation closed) within the last 5 years and favorably adjudicated, or Top Secret eligibility, a security clearance to have been completed (investigation closed) within the last 10 years and favorably adjudicated, without a break in active service or employment longer than 24 months.

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

(3) (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.

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

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

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

(3) (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.

c. Individuals with Interim Certification

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

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

(3) (Added) (AF) Interim Certification Documentation. Document an interim certification using the same procedure as a certification. (T-1)

d. (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 DoD CAF. (T-1)

4. (Added) (AF) IN-PLACE CERTIFICATION: A PRP screening process for personnel who require initial certification at their current installation of assignment. This could be due to changes in mission requirements or a Permanent Change of Assignment (PCA). This process must be accomplished with the same criteria and standards as any other certification and with equivalent record access for a RO/CO/commander/director.

a. (Added) (AF) Individuals assigned to positions requiring PRP in units undergoing in-place certification should be PRP status code L in MilPDS. (T-1) The use of the PRP status code L is not mandatory for PCAs.

b. (Added) (AF) Prior to the application of the PRP status code L, the Certifying Official must personally review the member’s PRP questionnaire, sections 1 and 2, for factors that may affect their suitability. (T-1) The member must acknowledge, in writing, individual understanding of the requirements under PRP. (T-1) The member will be subject to continuous monitoring upon receiving PRP status code L.

c. (Added) (AF) Medical and personnel records will be screened for suitability factors. Initiate a review of the member’s records upon application of PRP status code L. (T-1) Records screening for previously PRP certified individuals need only be screened since the date the member last performed PRP duties. (T-1) This also applies to subsequent certifications after member’s first certification. (T-1)

d. (Added) (AF) Individual must have a current security clearance. If an individual’s records do not reflect a current security investigation or the investigation is over 4 years and 10 months old, a security investigation or reinvestigation must be submitted to the investigative service provider prior to completing in-place certification. (T-1) If it becomes necessary to consider an individual for PRP duties and the required investigation has not been completed, the certifying official may grant interim certification, if all other requirements are met. (T-1)

e. (Added) (AF) Once the member’s records have been reviewed and the security clearance investigation questionnaire is submitted (if required), update the individual’s PRP status code as appropriate.

f. (Added) (AF) If required, PRP status code K may be used if it is not possible to complete formal certification prior to the member’s deployment/TDY/Leave. Upon return, the individuals’ entire medical and personnel record will be screened for factors that may affect suitability for PRP and the CO will conduct an interview; this screening and

interview will be documented. (T-1)

5. (Added) (AF) FULFILLING INVESTIGATIVE REQUIREMENTS

a. (Added) (AF) Periodic Reinvestigations (PR) are required every 5 years for both critical and controlled positions. (T-1)

b. (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 DoDMAN5200.02_AFMAN16-1405, *Air Force Personnel Security Program*, 1 Aug 2018 (Reference [bb]) will be allowed to remain certified until the discharge date with no PR requested. However, should the individual decide not to separate/retire and the Commander approves the request, a PR must be requested. (T-1)

c. (Added) (AF) The Joint Personnel Adjudication System (JPAS) or successor system, or confirmation from the DoD CAF, is the official source for validating currency of Personnel Security Investigations. Individuals with Personnel Security Investigations over 5 years (using the completion date of the last investigation) who are currently certified in the Personnel Reliability Program (PRP), may remain certified if the periodic reinvestigation is submitted to the investigative service provider. (T-1)

APPENDIX 3 TO ENCLOSURE 3PRP POSITIONS

1. GENERAL. The reliability standards established in Appendix 2 to this enclosure will be used to determine an individual's eligibility for a PRP position. All PRP positions will be formally designated as either critical or controlled and will be restricted to the minimum number required to accomplish the mission. Only certified personnel will be assigned to designated PRP positions and when PRP positions become vacant, certified personnel will be assigned as rapidly as possible. Examples of typical PRP positions are shown in the Table.

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

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

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

A – CRITICAL FOR NUCLEAR WEAPONS PRP

D – CONTROL FOR NUCLEAR WEAPONS PRP

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

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

Z – NUCLEAR EXPERIENCED (NON-PRP)

c. **(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 manual but do not document these requirements on the Unit Manpower Document. (T-1)**

d. **(Added) (AF) CIVILIAN POSITIONS. Government civilian positions which require PRP certification will be identified on the Unit Manpower Document as a PRP position and the position description will include PRP duties. (T-1)**

e. **(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. (T-1)

f. (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. (T-1)

g. (Added) (AF) Coordinate all PRP positions under consideration for outsourcing (contractors) with AF/A10P. Additionally, employees will 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. (T-1)

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

Table. Identifying PRP Positions

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

Duty Position	Duty Position Example	PRP Designation
8. Custodial unit personnel		
a. Custodians		Critical
b. Custodial agents		Controlled
9. Explosive Ordnance Disposal (EOD)		
a. EOD technicians designated to conduct follow-on render safe procedures and disposal procedures in accordance with DoD Manual 3150.08 (Reference (s))	Military Service EOD technicians with an assigned mission to support a response task force (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
b. EOD technicians conducting initial response in accordance with Reference (s).	EOD technicians providing emergency support to an initial response force; 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 O-5210.41 (Reference (t)) for additional security requirements.		
(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 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 Army SNM.	Controlled
(2) Alarm monitors	Persons controlling and monitoring primary and redundant intrusion detection system for Army SNM.	Controlled

Duty Position	Duty Position Example	PRP Designation
(2) Security system operators and administrators, security controllers and intercontinental ballistic missile flight security controllers	Security forces personnel who operate, monitor, or administer primary, remote or redundant nuclear area or facility electronic security systems, integrated security systems, or subsystems. Security personnel who provide primary command, control, and communications for nuclear weapon security operations.	Controlled
(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) Response Forces	a. Posted in a restricted (limited) or exclusion areas.	Controlled
	b. Posted outside of a restricted (limited) or exclusion area.	None
(7) Backup Forces	a. Posted in a restricted (limited) area.	Controlled
	b. Posted outside of a restricted (limited) area (or have other than nuclear security as duty)	None
11. Nuclear weapon inspectors		
a. With access	Position equal to that being inspected.	Critical or controlled
b. Without access		None
12. Others		
a. Personnel in command and control line	Persons who control or use authenticators and/or emergency action messages; permissive action link (PAL) teams and PAL and other coded control devices teams; staff officers, contractors and other personnel who control or use strategic or tactical nuclear-certified computer data.	Critical May also be specially designated personnel – (See position example 12 c below.)
b. Communications security personnel	Persons who receive and distribute sealed authenticators, PAL material, or related PCM codes.	Critical

Duty Position	Duty Position Example	PRP Designation
c. Designated NC2 personnel	Personnel with access to NC2 coding and authentication processes and a communications medium necessary to transmit release, execution, or termination orders; personnel involved in the preparation and production of NC2 PCM coding and authentication documents and equipment; personnel involved in preparation and production of nuclear weapons targeting tapes and materials; and other personnel who could have an adverse impact on system performance for nodes and equipment that represent near-single-point-failure elements for the NC2 system.	Critical
d. Designated SNM personnel	Personnel in positions that would allow the individual, acting alone, the opportunity to divert, or cause the diversion of, Category I- or Category II-specified quantities of SNM.	Controlled

APPENDIX 4 TO ENCLOSURE 3PRP SUITABILITY FACTORS

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

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

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

(a) Reliable, unfavorable information.

(b) Deliberate provision of false or misleading information.

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

(d) A pattern of dishonesty or rule violations.

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

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

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

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

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

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

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

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

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

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

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

(a) An opinion by a credentialed mental health professional that the individual has a condition or treatment that may indicate a defect in judgment, reliability, or stability.

(b) Information that suggests that an individual has failed to follow appropriate medical advice relating to treatment of a condition, e.g., failure to take prescribed medication.

(c) A pattern of high-risk, irresponsible, aggressive, anti-social, or emotionally unstable behavior.

(d) Information that suggests that the individual's current behavior indicates a defect in his or her judgment or reliability.

(e) Information that suggests the individual displays psychological symptoms that impact reliability because he or she has witnessed or experienced personal trauma in the course of his or her duties, including but not limited to such events as family illness or death and violent crime. When individuals affected by personal trauma seek treatment, the CMA will assess potential impact upon reliability and advise the certifying official accordingly. The CMA will not disclose the personal circumstance that resulted in trauma, but is required to inform the certifying official of the specific medical or psychological diagnosis and treatment that may potentially impact reliability.

(f) Poor attitude or lack of motivation.

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

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

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

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

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

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

(a) A history of not meeting financial obligations.

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

(c) Inability or unwillingness to satisfy debts.

(d) Unexplained affluence.

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

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

(a) The behavior was not recent.

(b) It was an isolated incident.

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

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

(e) The affluence resulted from a legal source.

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

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

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

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

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

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

(a) The criminal behavior was not recent.

(b) The crime was an isolated incident.

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

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

(e) Acquittal.

(f) There is clear evidence of successful rehabilitation.

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

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

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

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

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

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

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

- (a) The substance or drug misuse was not recent.
- (b) The substance or drug misuse was an isolated incident or aberrant event.
- (c) The individual has displayed a demonstrated intent not to misuse any substances or drugs in the future.
- (d) The individual has satisfactorily completed a prescribed drug treatment program, including rehabilitation and aftercare requirements, without recurrence of abuse, and received a favorable prognosis by a credentialed medical professional.

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

- (1) Conditions that the certifying official should carefully consider include:
 - (a) Alcohol-related incidents away from work, such as driving while under the influence, fighting, child or spouse abuse, or other criminal incidents related to alcohol use.
 - (b) Alcohol-related incidents at work, such as reporting for work or duty in an intoxicated or impaired condition or drinking on the job.
 - (c) Diagnosis by a credentialed medical professional (e.g., physician, clinical psychologist, or psychiatrist) of moderate or severe alcohol use disorder.
 - (d) Evaluation of moderate or severe alcohol use disorder by a licensed clinical social worker who is a staff member of a recognized alcohol treatment program.
 - (e) Habitual or binge consumption of alcohol to the point of impaired judgment.
 - (f) Consumption of alcohol, subsequent to a diagnosis of moderate or severe alcohol use disorder by a credentialed medical professional and following completion of an alcohol rehabilitation program.
- (2) Conditions the certifying official might consider to mitigate reliability concerns include:
 - (a) The alcohol related incidents do not indicate a pattern.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (a) Unauthorized disclosure of classified information.
- (b) Violations that are deliberate or multiple or due to negligence.
- (2) Conditions the certifying official might consider to mitigate reliability concerns include:
 - (a) The violations were inadvertent.
 - (b) The violations were isolated or infrequent.
 - (c) The violations were due to improper or inadequate training.
 - (d) The individual demonstrates a positive attitude toward the discharge of PRP responsibilities.

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

- (1) Conditions that the certifying official should carefully consider include:
 - (a) Illegal or unauthorized entry into any information technology system.
 - (b) Illegal or unauthorized modification, destruction, manipulation, or denial of access to information residing on an information technology system.
 - (c) Removal (or use) of hardware, software, or media from any information technology system without authorization, when specifically prohibited by rules, procedures, guidelines, or regulations.
 - (d) Introduction of hardware, software, or media into any information technology system without authorization, when specifically prohibited by rules, procedures, guidelines, or regulations.
- (2) Conditions the certifying official might consider to mitigate reliability concerns include:
 - (a) The conduct was unintentional or inadvertent.
 - (b) The introduction or removal of media was authorized.
 - (c) The misuse was followed by a prompt, good faith effort to correct the situation.

2. MANDATORY DECERTIFICATION OR DISQUALIFICATION. Any of the following conditions will result in decertification or disqualification of individuals being considered for a

PRP position:

- a. An individual diagnosed with alcohol use disorder who subsequently fails or fails to participate in the prescribed rehabilitation program or treatment regimen.
- b. An individual found to be involved in the unauthorized trafficking, cultivation, processing, manufacturing, or sale of any controlled or illegal drug, including cannabis-based products.
- c. An individual found to have ever used a drug that could cause flashbacks.
- d. An individual diagnosed with severe substance use disorder. **(Added) (AF) For the purposes of this instruction, alcohol related disorders are defined separately from other substance use disorders.**
- e. Loss of confidence by the certifying official in the reliability in the individual.
- f. Revocation of the individual's security clearance.

APPENDIX 5 TO ENCLOSURE 3DoD NUCLEAR WEAPON PRP ANNUAL REPORT

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

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

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

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

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

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

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

MilPDS PRP STATUS CODES (see Notes 8 and 10)

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

NOTES:

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

PRP DECERTIFICATION/DISQUALIFICATION CAUSE CODES

CODE	DESCRIPTION (See Notes)
A200	Personal Conduct/Loss of Confidence

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

NOTES:

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

PRP DECERTIFICATION/DISQUALIFICATION CAUSE/EXTENT CODES

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

NOTES:

1. The PDS can be corrected locally within 30 days of the decertification or permanent disqualification date. After 30 calendar days, forward requests for correction to the PDS for decertification or permanent disqualification updates to AF/A10P in writing via 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.

(Added) (AF)

TABLE 3**DCPDS PRP STATUS CODES** (see Notes 4 and 5)

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

NOTES:

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

GLOSSARYPART I. ABBREVIATIONS AND
ACRONYMS

ASD(NCB)	Assistant Secretary of Defense for Nuclear, Chemical, and Biological Defense Programs
CAF	Consolidated Adjudications Facility
CDRUSSTRATCOM	Commander, United States Strategic Command
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
CMA	competent medical authority
DASD(NM)	Deputy Assistant Secretary of Defense for Nuclear Matters
DTRA	Defense Threat Reduction Agency
IDC	independent duty corpsman
IDMT	independent duty medical technician
JPAS	Joint Personnel Adjudication System
NC2	nuclear command and control
NCCD	nuclear-certified computer data
PAL	permissive action link
PCM	positive control material
PII	personally identifiable information
PRP	Personnel Reliability Program
PSI	personnel security investigation
PSMO-I	Personnel Security Management Office for Industry
SNM	special nuclear material
(Added) (AF) AEAO	Airborne Emergency Action Officer
(Added) (AF) CMS	Case Management System
(Added) (AF) CO	Certifying Official
(Added) (AF) CPF	Civilian Personnel Flight
(Added) (AF) DCPDS	Defense Civilian Personnel Data System
(Added) (AF) FSS	Force Support Squadron
(Added) (AF) GMU	Guard Medical Unit
(Added) (AF) GSU	Geographically Separated Unit
(Added) (AF) HIPAA	Health Information and Portability Accountability Act
(Added) (AF) MTF	Medical Treatment Facility

(Added) (AF) MilPDS	Military Personnel Data System
(Added) (AF) OPM	Office of Personnel Management
(Added) (AF) OTS	Officer Training School
(Added) (AF) PCA	Permanent Change of Assignment
(Added) (AF) PDS	Personnel Data System
(Added) (AF) PR	Periodic Reinvestigation
(Added) (AF) PRAP	Personnel Reliability Assurance Program
(Added) (AF) RMU	Reserve Medical Unit
(Added) (AF) RO	Reviewing Official
(Added) (AF) ROTC	Reserve Officer Training Corps

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this manual.

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

active service. For assignment to PRP: active duty in the U.S. military; employment in the federal civil service; employment by a U.S. Government contractor involving access to classified

information under the National Industrial Security Program; continuous federal service by National Guard members; service as a cadet or midshipmen in the Military, Naval, Air Force, or Coast Guard academies; members of the Selected Reserve, as defined in DoD Instruction 1215.06 (Reference (u)). For PRP purposes, the following apply:

An interruption in active service of over 24 months constitutes a break in active service.

Assignment as a Reserve Officers Training Corps, Merchant Marine Academy, and Maritime Academy cadet or midshipman is not considered active service. **(Added) (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.**

agency and installation PRP monitor. An individual in the military grade of E-5 or above or a civilian in the equivalent grade who is specifically appointed to administer and conduct oversight of the day-to-day functions of the PRP at DoD Components and installations.

alcohol-related incident. Any substandard behavior or performance in which the consumption of alcohol by the individual is a contributing factor. **(Added) (AF) The CO after consultation with a CMA, will make the decision on if an incident is an alcohol-related incident or not.**

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

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

CAF. A single facility with the primary responsibility to evaluate PSI and other relevant information and to render personnel security determinations.

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

CMA. A U.S. military healthcare provider or a U.S. healthcare provider employed by or under contract or subcontract to the U.S. Government or U.S. Government contractor. Nurse practitioners, physician assistants, and indirectly supervised, certified independent duty hospital corpsman may be CMAs. CMAs must be:

(Added) (AF) A US citizen.

Awarded regular clinical privileges for independent practice according to Military Service regulations by the healthcare facility responsible for the provider's place of duty, or if not privileged for independent practice, then be supervised by a physician who is privileged to practice independently.

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

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

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

Has access, but no technical knowledge;

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

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

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

counterintelligence-scope polygraph examination. Defined in Reference (p).

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

Has access and technical knowledge;

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

Has accountability, control, or use of positive control materials or devices such as sealed authentication systems, 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

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

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

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

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

disqualification. Before certification, an action taken based on the receipt of disqualifying information to deny PRP eligibility of an individual considered for, or in training leading to the assignment to, duties involving nuclear weapons, NC2 systems and equipment, or specified quantities of SNM. **(Added) (AF) Individual continues to be eligible to qualify for future PRP duties.**

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

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

healthcare provider. Any member of the Military Services, civilian employee of the DoD, or personal services contractor in accordance with section 1091 of Title 10, United States Code (Reference (x)) authorized by the DoD to perform health care functions. The term does not include any contract provider that is not a personal services contractor. Treatment performed by healthcare providers must be reviewed by CMAs or other medical personnel specifically trained

and formally designated to perform these duties for PRP purposes. **(Added) (AF) Review requirements apply to non-CMA healthcare providers only.**

health records. Documents that include medical, mental health, and dental records.

(Added) (AF) The medical record includes all outpatient, inpatient, Mental Health, Alcohol and Drug Abuse Prevention and Treatment (ADAPT), Family Advocacy, Obstetric, or any combination thereof.

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

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

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

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

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

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

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

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

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

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

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

Quid pro quo sexual harassment are conditions placed on a person's career or terms of

employment in return for sexual favors. It involves threats of adverse actions if the victim does not submit or promises of favorable actions if the person does submit.

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

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

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

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

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

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

(Added) (AF) Administrative Qualification. A PRP screening process to ensure Regular Air Force military members meet PRP standards before assignment, or while at training for PRP duties. Once the individual is administratively qualified, continuous monitoring procedures apply.

(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.

(Added) (AF) Continuous Monitoring. Requirement for ensuring the individual maintains PRP assignment eligibility while Administratively Qualified.

(Added) (AF) Interim Certification. A certification that limits access when an individual, whose security investigation has not yet been favorably adjudicated at the required level, is placed in PRP status and meets all other requirements for certification. Document the interim certification using the AF Form 286. Instructions for completing the AF Form 286 are included on the form.

(Added) (AF) Non-PRP Installation. Installation without an active PRP unit or mission.

(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 factors that may affect PRP suitability.

(Added) (AF) Permanent Disqualification. Prior to certification, an action taken when the Commander/Director has determined an individual has a mandatory disqualifier or will not likely meet qualification standards.

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

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

DoDM5210.42_AFMAN13-501



19 SEPTEMBER 2018

Nuclear, Space, Missile, Command and Control

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This manual implements Air Force Policy Directive (AFPD) 13-5, *Air Force Nuclear Mission and* provides supplemental Air Force guidance to Department of Defense (DoD) Manual 5210.42 *Nuclear Weapons Personnel Reliability Program (PRP)*. Original DoD text appears in regular font and added Air Force text appears in bold. 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. This manual applies to Regular Air Force, Air National Guard of the United States, Air Force Reserve, Department of the Air Force civilian personnel, and contractor 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 authorities to waive wing/unit level requirements in this Air Force Manual (AFMAN) are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. The Deputy Chief of Staff for Strategic Deterrence and Nuclear Integration (AF/A10), Functional Authority Division (AF/A10P) is the coordination office for any recommended waivers from the Air Force (AF) to DoD Manual 5210.42.

This Supplement requires the collection and or maintenance of information protected by the Privacy Act of 1974 and Health Information and Portability Accountability Act (HIPAA) authorized by Title 10, United States Code Section 8013, Secretary of the Air Force. The applicable SORN F036 AF PC Q, Personnel Data System (PDS) is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

No supplemental guidance to this manual is authorized.



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USD(AT&L)

SUBJECT: Nuclear Weapons Personnel Reliability

Program References: See Enclosure 1

1. **PURPOSE.** This manual reissues DoD 5210.42-R (Reference (a)) as a DoD manual in accordance with the authority in DoD Directive 5134.08 (Reference (b)). It implements the policy in DoD Instruction 5210.42 (Reference (c)), assigns responsibilities, and prescribes mandatory procedures for the DoD Nuclear Weapons Personnel Reliability Program (PRP) to ensure the safety and security of the U.S. nuclear deterrent mission.
2. **APPLICABILITY.** This manual applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this manual as the "DoD Components").
3. **POLICY.** In accordance with Reference (c), it is DoD policy that:
 - a. Nuclear weapons require special consideration because of their policy implications, military importance, destructive power, and the political consequences of an accident or an unauthorized act. The safety, security, control, and effectiveness of nuclear weapons are of paramount importance to the security of the United States.
 - b. Only those persons who demonstrate reliability will be certified to perform specified duties associated with U.S. nuclear weapons, nuclear command and control (NC2) systems, material, and equipment, and special nuclear material (SNM). Those persons will be continuously evaluated for adherence to PRP standards in order to maintain PRP status.
 - c. DoD personnel who are assigned to positions or who are in training for assignments to sensitive positions within nuclear capable units will be enrolled in PRP.
4. **RESPONSIBILITIES.** See Enclosure 2.

5. PROCEDURES. See Enclosure 3.
6. INFORMATION COLLECTIONS REQUIREMENTS. The DoD Nuclear Weapons PRP Annual Status Report, referred to in paragraphs 2b and 5p of Enclosure 2 and Appendix 5 to Enclosure 3 of this manual, has been assigned report control symbol DD-AT&L(A)1403 in accordance with the procedures in Volume 1 of DoD Manual 8910.01 (Reference (d)).
7. RELEASABILITY. **Cleared for public release**. This manual is available on the ~~Internet from the~~ DoD Issuances Website at <http://www.dtic.mil/whs/directives>.
8. EFFECTIVE DATE. This manual is effective January 13, 2015.



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

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1. References
2. Responsibilities
3. Procedures
4. Glossary

JACK WEINSTEIN, Lt Gen, USAF
DCS, Strategic Deterrence & Nuclear Integration

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ENCLOSURE 1REFERENCES

- (a) DoD 5210.42-R, "Nuclear Weapons Personnel Reliability Program (PRP) Regulation," June 30, 2006, as amended (hereby cancelled)
- (b) DoD Directive 5134.08, "Assistant Secretary of Defense for Nuclear, Chemical, and Biological Defense Programs (ASD(NCB))," January 14, 2009, as amended
- (c) DoD Instruction 5210.42, "DoD Nuclear Weapons Personnel Reliability Assurance," April 27, 2016
- (d) DoD Manual 8910.01, Volume 1, "DoD Information Collections: Procedures for DoD Internal Information Collections," June 30, 2014, *as amended*
- (e) Chairman of the Joint Chiefs of Staff Instruction 3263.05B, "Nuclear Weapons Technical Inspections," November 17, 2014
- (f) Chairman of the Joint Chiefs of Staff Instruction 3262.01H, "Nuclear Command and Control Staff Assessment Visit Program,"¹ February 20, 2015
- (g) Defense Federal Acquisition Regulation Supplement (DFARS), current edition
- (h) DoD Directive 5400.11, "DoD Privacy Program," October 29, 2014
- (i) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (j) DoD Directive S-5210.81, "United States Nuclear Weapons Command and Control, Safety, and Security (U)," August 8, 2005, as amended
- (k) DoD Instruction 6495.02, "Sexual Assault Prevention and Response (SAPR) Program Procedures," March 28, 2013, as amended
- (l) Public Law 104-191, "Health Insurance Portability and Accountability Act of 1996," August 21, 1996
- (m) DoD 6025.18-R, "DoD Health Information Privacy Regulation," January 24, 2003
- (n) DoD Instruction 1010.04, "Problematic Substance Use by DoD Personnel," February 20, 2014
- (o) DoD 5200.2-R, "Personnel Security Program," January 1, 1987, as amended
- (p) DoD Instruction 5210.91, "Polygraph and Credibility Assessment (PCA) Procedures," August 12, 2010, as amended
- (q) DoD Instruction 1010.01, "Military Personnel Drug Abuse Testing Program (MPDATP)," September 13, 2012
- (r) DoD Instruction 1010.09, "DoD Civilian Employee Drug-Free Workplace Program," June 22, 2012
- (s) DoD Manual 3150.08, "Nuclear Weapon Accident Response Procedures (NARP)," August 22, 2013
- (t) DoD Directive 5210.41, "Security Policy for Protecting Nuclear Weapons," January 22, 2015
- (u) DoD Instruction 1215.06, "Uniform Reserve, Training, and Retirement Categories for the Reserve Components," March 11, 2014, as amended
- (v) American Psychiatric Association, "Diagnostic and Statistical Manual of Mental Disorders," 5th Edition²

¹ This is a classified document. Available through SIPRNET from the CJCS Electronic Library.

- (w) DoD Directive 5210.56, ~~“Carrying of Firearms and the Use of Force by DoD Personnel Engaged in Security, Law and Order, or Counterintelligence Activities,” April 1, 2011~~ *“Arming and the Use of Force,” November 18, 2016*
- (x) Section 1091 of Title 10, United States Code
- (y) **AFI 91-101, *Air Force Nuclear Weapons Surety Program*, August 15, 2014**
- (z) ***AFPC Personnel Service Delivery Guides – PRP and AQC***
- (aa) **AF PRAP Website (AF Portal): AF Portal – AF Personnel Reliability Assurance Program**
- (bb) **DoDMAN5200.02_AFMAN16-1405, *Air Force Personnel Security Program*, 1 Aug 2018**
- (cc) ***AFPC Personnel Service Delivery Guide, Category 1 and 2 Discrepancy Reporting Process***
- (dd) **AFPD 13-5, *Air Force Nuclear Mission*, July 17, 2018**
- (ee) **AFMAN 33-363, *Management of Records*, March 1, 2008**
- (ff) **AFI 33-360, *Publications and Forms Management*, 1 Dec 2015**
- (gg) **AFI 31-117, *Arming and Use of Force by Air Force Personnel*, February 2, 2016 & AFI 31-117_AFGM2018-01, 2 May 2018**
- (hh) **Title 5, United States Code Section 552A, *The Privacy Act of 1974*, December 31, 1974**
- (ii) **AFI 33-332, *Air Force Privacy and Civil Liberties Program*, January 12, 2015**
- (jj) **AFI 41-200, *Health Portability and Accountability Act (HIPAA)*, July 25, 2017**
- (kk) **Title 10 United States Code Section 8013, *Secretary of the Air Force*, January 7, 2011**

² Published by the American Psychiatric Association, 1400 K St., NW, Washington, DC 2000

ENCLOSURE 2RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR NUCLEAR, CHEMICAL, AND BIOLOGICAL DEFENSE PROGRAMS (ASD(NCB)). Under the authority, direction, and control of the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)), the ASD(NCB):

- a. Develops PRP policy and reviews DoD Component implementation guidance for consistency and compliance with policy.
- b. Serves as the OSD principal point of contact for DoD PRP with the DoD Components.
- c. Maintains liaison activities with the Department of Energy, National Nuclear Security Administration, and with other departments and agencies on mutual PRP-related matters.
- d. Ensures that the North Atlantic Treaty Organization Program of Cooperation nations, where personnel of such nations have access to U.S. nuclear weapons (but not to U.S. NC2 systems, material, or equipment), implement a national PRP equivalent to the U.S. PRP.

2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR NUCLEAR MATTERS (DASD(NM)). Under the authority, direction, and control of the USD(AT&L) and through the ASD(NCB), the DASD(NM):

- a. Assists the ASD(NCB) execute assigned responsibilities and functions related to the PRP pursuant to Reference (b).
- b. Compiles and analyzes DoD Component annual PRP status reports. Provides significant negative decertification trend information to the DoD Components.
- c. Reviews all DoD Component PRP implementation guidance to ensure consistency with this manual.

3. DIRECTOR, DEFENSE THREAT REDUCTION AGENCY (DTRA). Under the authority, direction, and control of the USD(AT&L), the Director, DTRA:

- a. Conducts Defense Nuclear Surety Inspection Oversight for the Chairman of the Joint Chiefs of Staff and PRP Staff Assessment Visits in accordance with CJCS Instruction (CJCSI) 3263.05A (Reference (e)), CJCSI 3262.01 (Reference (f)), and Enclosure 3 of this manual.

b. Develops and maintains DoD-level PRP training programs.

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

a. Incorporate the requirements of this manual into and make these requirements part of contracts for services and resources related to nuclear operations.

b. Select personnel for PRP who meet the reliability standards in this manual.

c. Establish procedures for formally designating reviewing and certifying officials.

d. Develop and implement a continuous oversight plan to help the certifying officials continually evaluate PRP-certified National Guard and Reserve personnel.

e. Provide initial and refresher training for PRP personnel. Define and establish training requirements in Component guidance, including frequency of refresher training.

f. Train all appropriate medical personnel in the purpose of PRP and advise them of their responsibilities.

g. Train all appropriate personnel in the personnel security requirements for assignment to the nuclear weapons PRP and their responsibility to advise the certifying official of personnel security issues that adversely affect the certification of PRP members.

h. Define roles and responsibilities for PRP individuals, supervisors, and administrators.

i. Define contractor requirements on procedures for incorporation into contracts when the statement of work under the contract involves activities that are subject to the PRP.

j. Establish procedures to appoint agency or installation competent medical authorities (CMAs) and procedures for individual health record information review.

k. Prescribe procedures for conducting PRP inspections and staff assessments as part of the Nuclear Weapons Technical Inspection system in accordance with Reference (e).

l. Establish a drug abuse testing program for all personnel assigned to PRP positions, and for contractor personnel under the terms of applicable contracts and part 223.5 of Defense Federal Acquisition Regulation Supplement (DFARS) (Reference (g)), as appropriate, and determine the criteria and extent to which PRP personnel will be tested.

m. Develop and implement standards and procedures for ensuring due process for

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

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

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

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

q. Ensure that personally identifiable information (PII) involved in the execution of PRP is collected, maintained, used, and disseminated in accordance with DoD Directive 5400.11 (Reference (h)) and DoD 5400.11-R (Reference (i)).

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

a. (Added) (AF) The Air Force executes this manual using a Personnel Reliability Assurance Program (PRAP) comprised of two elements. (PRAP is overarching designation for the Air Force's two nuclear reliability programs, the Personnel Reliability Program (PRP), and Arming and Use of Force (AUoF))

(1) (Added) (AF) Security Forces personnel (AF Specialty Codes 31PX and 3P0XX) will meet the requirements of DoD Instruction 5210.42, *DoD Nuclear Weapons Personnel Reliability Assurance* and this DoD Manual by following the reliability requirements outlined in Chapter 4 of AFI 31-117, *Arming and Use of Force for Air Force Personnel (AUoF)*.

(2) (Added) (AF) All other personnel are subject to PRP in accordance with this DoDM.

b. (Added) (AF) AF/A10 is the OPR for AF PRAP elements.

c. (Added) (AF) The Air Force Personnel Reliability Assurance Program (PRAP) website, which is located on the Air Force Portal (Search engine: AF Portal PRAP), contains training, sample documents and end-user tools.

6. COMMANDER, UNITED STATES STRATEGIC COMMAND (CDRUSSTRATCOM).

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

- a. If their current duties do not require PRP certification; or
- b. They are currently assigned to commands without an existing program

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

(1) (Added) (AF) If not assigned to a PRP billet, additional duty certification (PRP status code F in accordance with Table 2) is required. (T-1)

(2) (Added) (AF) When an AF AEAO transfers or is reassigned to a non PRP billet and no longer performs PRP or AEAO duties, member must be PRP status code J in the Military Personnel Data System (MilPDS). (T-1)

7. (Added) (AF) **AIR FORCE MEDICAL SUPPORT AGENCY**. Aerospace Medicine Division/SGP (AFMSA/SG3PF):

- a. (Added) (AF) Coordinates health-related PRP issues with AF/A10. (T-1)
- b. (Added) (AF) Appoints CMA and/or Medical managers to Headquarters Air Force, Direct Reporting Units, Field Operating Agencies, etc. as needed to administer PRP. (T-1)

8. (Added) (AF) **AIR FORCE OFFICE OF SPECIAL INVESTIGATIONS (AFOSI)**. Notifies the CO/commander/director of factors that may affect an individual's suitability for PRP discovered during an AFOSI investigation (reference Appendix 4 to Enclosure 3 for DoD suitability factors). (T-1)

9. (Added) (AF) **INSTALLATION CONTRACTING OFFICER**. Prepares PRP support contracts as necessary. The government entity requiring contract support is responsible to work with a contracting officer to prepare the draft Performance Work Statement or Statement of Work ensuring that the resulting contract includes the necessary standards, procedures, and requirements prescribed in this manual. (T-1)

10. (Added) (AF) CHIEF OF CIVILIAN FORCE POLICY. (AF/A1C) Assists with civilian PRP matters and provides annual PRP statistics reporting to AF/A10P per Appendix 5 to Enclosure 3.

11. (Added) (AF) AIR NATIONAL GUARD READINESS CENTER. (NGB/A10N) Monitors ANG PRP matters and provides PRP statistics reporting to AF/A10P per Appendix 5 to Enclosure 3. (T-1)

12. (Added) (AF) MAJCOM PRAP MONITORS:

a. (Added) (AF) Administers the PRAP for the command and serves as liaison on PRAP matters within the command staff.

b. (Added) (AF) Ensures any procedures within their command are consistent with this manual.

c. (Added) (AF) Reviews/coordinates all PRAP issues prior to forwarding to AF/A10P.

d. (Added) (AF) Supports MAJCOM evaluators, inspectors, and installation PRAP monitors within their command.

e. (Added) (AF) Identifies in writing all installation support agencies that require PRAP training within their command.

13. (Added) (AF) Force Support Squadron (FSS) COMMANDER/DIRECTOR. Assists with the administrative qualification process to ensure timely actions from the units and the Medical Treatment Facility (MTF), to include installation monitor responsibilities when needed, and to ensure an individual does not out process until all PRAP requirements are met. (T-1)

14. (Added) (AF) MEDICAL TREATMENT FACILITY/RESERVE MEDICAL UNIT (RMU)/GUARD MEDICAL UNIT (GMU)/CC:

a. (Added) (AF) Oversees the PRAP within the MTF (RMU/GMU) and its Geographically Separated Units (GSU).

b. Aligns the management of the MTF (RMU/GMU) PRP under the Lead Competent Medical Authority (CMA) and the management of *AUoF* under the Chief of the Medical Staff (SGH) or Chief of Aerospace Medicine (SGP).

c. (Added) (AF) Ensures PRAP medical screenings, evaluations, and notifications are accomplished in a timely and accurate manner. (T-1)

d. (Added) (AF) Appoints the MTF (RMU/GMU)/SGP or with MAJCOM SGP approval, another qualified provider as the Lead CMA to act as the primary MTF (RMU/GMU) liaison to the CO for all health related PRAP notifications. (T-1) The MTF (RMU/GMU) Commander/Director may also appoint an Alternate Lead CMA and additional providers qualified to serve as functional CMAs for area responsibilities.

e. (Added) (AF) Ensures the AFPC Administrative Qualification Cell (AQC) has access to all available medical records for individuals being considered for/or performing PRP duties, including previous in-service or pre-employment health records. (T-1)

f. (Added) (AF) Will appoint a MTF (RMU/GMU) PRP monitor to provide administrative support to the PRP and the AQC. (T-1)

15. (Added) (AF) MONITOR – INSTALLATION (PRAP) AND UNIT (PRP). Administers the PRAP for their installation and assists unit monitors to ensure subordinate unit procedures are in compliance with this manual.

a. (Added) (AF) Installation and unit monitors coordinate and disseminate information, provide guidance to the wing staff agencies and unit commanders/directors and their supporting staff agencies on policy or procedural issues. (T-1)

b. (Added) (AF) Installation and unit monitors establish procedures to ensure administrative qualification occurs within the required timeline (pg. 29) from receipt of an assignment by an individual. (T-1)

c. (Added) (AF) Installation and unit monitors ensure the MilPDS reflects the correct data from Table 2, PRP status codes and is updated in a timely and accurate manner. (T-1)

d. (Added) (AF) Installation PRAP monitor publishes PRP rosters from MilPDS, requests Defense Civilian Personnel Data System (DCPDS) roster from the Civilian Personnel Flight (CPF) as needed, and obtains current PRP contract rosters from unit contract monitors, and ensures responsible MTF and unit PRP monitors are in receipt. (T-1)

e. (Added) (AF) Installation PRAP monitor forwards civilian decertification documentation and final decision on reinstatement to local CPF and ensures a copy is sent to AF/A1C and MAJCOM Civilian Personnel Office. (T-1)

f. (Added) (AF) Installation PRAP monitor ensures required MPS and CPF personnel supporting the PRP, unit monitors (including GSUs), and all applicable installation support agencies, as identified by the MAJCOM PRAP monitors, are trained on the PRAP with the applicable training materials found on the AF PRAP website. (T-1)

g. (Added) (AF) Unit monitor ensures all unit personnel are trained on PRP, including the RO/CO/commander/director. (T-1)

16. (Added) (AF) PRAP MONITOR – Medical Treatment Facility (RMU/GMU)

- a. (Added) (AF) Provides support to the MTF (RMU/GMU) Commander/Director, MTF (RMU/GMU)/SGP, AQC, and CMAs in administering the PRAP. (T-1)**
- b. (Added) (AF) Ensures initial and refresher training is conducted for MTF (RMU/GMU) personnel.**
- c. (Added) (AF) Compares installation's PRP roster with health records maintained at MTF (RMU/GMU) to ensure all PRP health records have been identified. (T-1)**
- d. (Added) (AF) Assists CMA in making PRAP health notifications to the CO. (T-1)**

17. (Added) (AF) AIR FORCE PERSONNEL CENTER (AFPC). 550 C Street West, Randolph AFB, TX 78150.

- a. (Added) (AF) Serves as subject matter expert for updating the MilPDS.**
- b. (Added) (AF) Monitors filing of PRP documentation in the individual's Official Military Personnel File (OMPF). (T-1)**
- c. (Added) (AF) Coordinates with AF/A10P on personnel programs that may affect PRAP and assist with providing guidance and procedural information to the field. (T-1)**
- d. (Added) (AF) Monitors Category 1 (CAT 1) processing discrepancies in accordance with (Reference [dd]). (T-1)**
- e. (Added) (AF) Operates the AQC. (T-1)**

18. (Added) (AF) SUPERVISORS/FIRST SERGEANTS. Monitors the reliability of subordinates and notifies the certifying official of any information which may impact consideration of suitability factors. (T-1)**19. (Added) (AF) INDIVIDUALS.**

- a. (Added) (AF) Continuously monitors own reliability and the reliability of others performing PRP duties. Failure to discharge this responsibility may cast doubt on an individual's reliability. (T-3)**
- b. (Added) (AF) Informs supervisors, the unit PRP monitor and/or the certifying**

official of any factors that could have an adverse impact on his/her performance, reliability, or safety while performing PRP duties. (T-3)

c. (Added) (AF) Informs support agencies (as determined by MAJCOM) of his/her active PRP status before treatment or consultation. (T-3)

d. (Added) (AF) Informs supervisors, the unit PRP monitor and/or the certifying official when another individual in the PRP appears to be involved in situations that may affect their reliability. (T-3)

e. (Added) (AF) Informs the unit PRP monitor and/or CO of medical and mental health treatment that may affect/impact an individual's reliability and submit documentation to the CMA as early as possible for review and CO advisement. (T-3)

f. (Added) (AF) Completes and submits their personnel security investigation when notified. Failure to complete this action can result in termination of access to classified information, removal from PRP, or both. (T-3)

20. (Added) (AF) DOD CENTRAL ADJUDICATION FACILITY (DoD CAF/AF). The designated authority to grant, suspend, deny, or revoke personnel security clearance eligibility to include Sensitive Compartmented Information. Issues security clearance eligibility and enters the determination into the Joint Personnel Adjudication System (JPAS) or successor system.

ENCLOSURE 3PROCEDURES

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

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

b. Only those individuals who demonstrate the highest levels of integrity and dependability will be chosen for PRP duties. PRP ensures that each person trusted with U.S. nuclear weapons, NC2 systems and equipment, PCM, and SNM, in accordance with DoD Directive S-5210.81 (Reference (j)) and Reference (d), meets the highest levels of reliability. Those trusted with PRP duties have an obligation to report any behavior or circumstance about themselves or others in PRP that may affect reliability or result in an unsafe or insecure condition.

c. Only certified personnel will be assigned to designated PRP positions. All PRP positions will be formally designated as either critical or controlled and restricted to the minimum number required to accomplish the mission. Unless required by other PRP duties, the reviewing official need not be designated as a PRP position. Examples of typical PRP positions are shown in Appendix 3 to this enclosure. **(Added) (AF) Administratively qualified members and/or members who are pending certification (PRP status code B) should be assigned to designated PRP positions (at gaining assignment). (T-1) This is administrative in nature and is not directly related to nuclear surety.**

2. EVALUATION GUIDELINES. Certifying officials are responsible for ensuring that all military, civilian, and contractor personnel under the terms of their contracts assigned to PRP positions meet all of the requirements of the continuing evaluation process. Certifying officials must observe the behavior and performance of members certified under PRP on a frequent and consistent basis. The primary consideration for certifying officials should be that the sum of all observations, including personal and peer observation and reporting, is sufficiently detailed to allow for thorough evaluation of the individual. **(Added) (AF) 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 of eligibility or the revocation of certification for assignment to PRP positions is neither a punitive measure nor the basis for disciplinary action (Reference [c]). The failure of an**

individual to be certified for assignment to PRP duties does not necessarily reflect unfavorably on the individual's suitability for assignment to other duties (Reference [c]).

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

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

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

(a). (Added) (AF) Guard and Reserve individuals (with the exception of AF Airborne Emergency Action Officers) who exceed 75 calendar days without performing official nuclear duty/training will be removed from PRP duties (Table 2, PRP status code G) and entry control authorities will be notified. (T-1) Upon return, the individual's personnel and medical records will be screened for factors that may affect their suitability for PRP (back to date of the G code) and the CO will conduct an interview. (T-1)

(b). (Added) (AF) PRP-certified individuals who are PRP status code K for deployment/TDY/leave for over 60 days are not required to contact their certifying official prior to medical care. Upon return, the individuals' records will be screened for factors that may affect suitability for PRP (back to date of K code) and the CO will conduct an interview; this screening and interview will be documented. (T-1) Individuals are responsible for informing their CO of any situation that may affect their reliability under PRP. (T-1) Recertification is not required.

b. Medical Care. When an individual's performance may be impaired by medical care or

the use of prescribed medication or short-term stress, the certifying official will be notified to decide if the individual needs to be removed from PRP duties for the period of medical care, stress, or use of medication, as determined by the CMA.

(1) The CMA is responsible for determining what information qualifies as medical factors that may affect an individual's suitability for PRP, and will convey these factors to the certifying official. DoD Components may establish protocols that may be applied by independent duty medical technicians (IDMTs) at munitions support squadrons and independent duty corpsmen (IDCs) not designated as CMAs. **(Added) (AF) IDMTs may not be CMAs. (T-1) At GSUs without a CMA, the IDMT will consult with the CMA at the servicing MTF to discuss suitability factors that could impact PRP. (T-1) The CMA will determine what factors are impacting PRP and the IDMT will convey those factors to the CO. (T-1) The IDMT will document the name of the CMA contacted in the medical record. (T-1)**

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

c. Contractor PRP Continuing Evaluation. Contractor employees who, under the terms of the contracts, have been determined eligible by the contract monitor and have been assigned to PRP positions will be annotated in the DoD designated personnel security information system of record (currently Joint Personnel Adjudication System (JPAS)). Any file documentation that can't be submitted through JPAS should be submitted to the DoD Consolidated Adjudications Facility (CAF) Division A, 600 10th Street, Suite 160, Ft. Meade, MD 20755, or the Defense Security Service, Personnel Security Management Office for Industry (PSMO-I), 7556 Teague Road, Suite 500, Hanover, MD 21076, whichever holds the clearance or reviews and triages continuous evaluation information. On receipt of any information that may affect the reliability of a contractor employee under the PRP, the DoD CAF or PSMO-I will forward that information to the appropriate certifying official.

3. REMOVAL AND REINSTATEMENT

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

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

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

APPENDIX 1 TO ENCLOSURE 3PRP ADMINISTRATION1. ROLESa. Reviewing and Certifying Officials

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

(a) (Added) (AF) PRP CO/RO may have access to portions of the medical records where the CMA has identified factors that may affect their suitability for PRP. Review of the medical records must be under the guidance of the CMA. (T-1)

(b) (Added) (AF) Reviews all decertification and permanent disqualifications. (T-1)

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

(a) (Added) (AF) Certifying Official (CO). Commanders/Directors at wing-level and below, who serve and perform duties in a PRP position will be PRP certified. (T-1) 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. (T-1) If a CO is the wing commander/director equivalent, the next level of command in the PRP operational chain will assume RO responsibilities. (T-1)

(b) (Added) (AF) Certifying Officials for MAJCOM Commanders will be the Vice Chief of Staff of the Air Force. (T-1)

(c) (Added) (AF) The Wing Commander may designate the Chief of the Command Post as the CO for command post personnel.

(d) (Added) (AF) Limited Delegation. Commanders/Directors may delegate RO, CO and administrative qualification authority in writing to their vice/deputy (or equivalent, to include Director of Operations, Operations Officer and Maintenance Ops Officer at unit level). (T-1) Delegation of duties should be limited to instances of

TDY/extended absence and not utilized on a routine basis. At or below-wing-level delegated COs must be in a PRP position, certified (critical or controlled) equal to, or higher than the personnel they are certifying, and appropriately trained. If no commander/CO is designated (generally on an AF Form 35, *Request and Authorization For Assumption of/Appointment to Command*), then the next higher echelon in the operational chain of command will assume CO duties. If the CO is decertified or otherwise removed from duties, the RO will appoint a replacement to perform CO duties, as appropriate.

(e) (Added) (AF) Commanders/Directors at Non-PRP Installations. Commanders/Directors/AQC who perform administrative qualification 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. (T-1) Delegation of duties should be limited and not used on a routine basis, with the exception of the AQC.

(f) (Added) (AF) If the organization does not have a vice/deputy (or equivalent) then the section commander (if any) designated on an AF Form 35, may assume administrative qualification duties. If no commander is designated on an AF Form 35, then the next higher echelon in the operational chain of command will assume administrative qualification duties. (T-1)

b. CMA. The CMA will act as a PRP medical consultant to provide recommendations to reviewing and certifying officials on individuals' suitability to perform PRP duties.

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

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

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

(3) Conducts staff assistance visits to all subordinate units with a PRP.

d. (Added) (AF) MAJCOM PRAP Monitor. Each MAJCOM will appoint a lead directorate who will appoint individuals as the command focal points for all applicable PRAP functional areas. These individuals will be aligned under a single organizational authority and will administer both PRP and AUoF (Chapter 4 - AFI 31-117, *Arming and Use of Force for Air Force Personnel*) reliability programs simultaneously. (T-1)

e. (Added) (AF) Installation PRAP Monitor.

(1) (Added) (AF) For units with a nuclear mission, the installation commander/director will appoint an installation PRAP monitor(s) to administer the day-to-day administrative functions of PRAP, and the installation monitor(s) will

report PRAP reliability matters directly to the Installation Commander. These individuals will administer both PRP and AUoF programs simultaneously. (T-1)

(2) (Added) (AF) For units without a nuclear mission, the installation commander/director will appoint installation PRAP monitor(s) to administer the day-to-day administrative functions of PRAP, or can delegate the appointment authority to the FSS/CC. The installation PRAP monitor(s) may act as both the installation PRAP

monitor(s) and unit PRP monitor(s) (PRP/AUoF as appropriate). The appointment letter will identify the individuals as both the installation and unit monitor(s). (T-1)

f. (Added) (AF) Unit PRAP/PRP Monitor. The unit CO/CC/Civilian Leader/Director will appoint a unit PRP monitor as the focal point for the day-to-day administrative functions of PRP, and notify Installation and MTF PRAP monitors of appropriate personnel to send factors that may affect their suitability for PRP. (T-1) 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. (T-1) Note: See Chapter 4 of AFI 31-117 for AUoF Unit Monitor requirements.

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

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

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

c. (Added) (AF) On Joint Base installations, the senior Air Force Officer in the PRAP unit's chain of command appoints the installation PRAP monitor(s) to administer the day-to-day administrative functions of PRAP, or can delegate the appointment authority to the FSS/CC. (T-1) The installation monitor(s) will report PRAP matters directly to the Wing Commander, regardless of Military Service or DoD Component affiliation. (T-1)

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

a. PRP purpose and applicability.

- b. PRP roles and responsibilities.
- c. PRP certification.
- d. Continuing evaluation.
- e. Disqualification, removal, and reinstatement.
- f. Requirements of Public Law 104-191 (Reference (l)) and DoD 6025.18-R (Reference (m)).
- g. (Added) (AF) The Lead or Alternate Lead CMA will train all functional CMAs on CMA duties. The MTF Lead or Alternate Lead CMA and/or Lead MTF PRAP Monitor will train all functional MTF PRAP Monitors and will ensure all other medical personnel are trained as designated on the AF PRAP website. (T-1)**
- h. (Added) (AF) The Lead CMA, primary/alternate CMA (if designated), and lead MTF (RMU/GMU) PRAP monitor will attend the one-time USAFSAM Medical PRAP course for certification within six months of assignment to duty supporting PRAP. This training is required prior to PCS for members going to OCONUS locations. The requirement for training before PCS may be waived by the MAJCOM/SGP, but the member will still require this training within six months of assignment to duty supporting PRAP. (T-1)**
- i. (Added) (AF) Current training will be documented (i.e. Initial or refresher). PRP refresher training will be conducted in a period not to exceed 15 months. Individuals must be trained in PRAP before performing CMA, PRAP Monitor, CO, administrative qualification, on any duty referenced in Enclosure 3 paragraph 1.b. (T-1) Nuclear Surety training is conducted in accordance with (Reference[y]).**
- j. (Added) (AF) All training will include the AF Standardized PRP Training found on the Air Force PRAP website. (T-1)**

4. PRP REVIEW AND EVALUATION

- a. DoD Components will ensure that PRP is reviewed and evaluated for effectiveness during appropriate inspections and staff visits at all levels of command.
- b. PII collected, maintained, used, or disseminated in PRP execution must be safeguarded to prevent any unauthorized use. The DoD Components will ensure the collection, use, and dissemination of PII complies with the requirements of References (h) and (i).

5. PERSONNEL TRANSFER. When a PRP-certified individual is transferred to another PRP position, he or she must be interviewed by the new certifying official. If this transfer does not involve a change in the reviewing official, the individual's medical and personnel records do not need to be re-screened. **(Added) (AF) If the transfer does not involve the**

change of the reviewing official a new AF Form 286, *Personnel Reliability Program (PRP) Qualification/Certification Action*, is not required. MilPDS will reflect the original certification date on the most current AF Form 286. (T-1)

a. (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 or losing unit updates Personnel Data System (PDS) with PRP status code B (date member last performed PRP duties). (T-1) Gaining unit rescreens from the last day the individual performed PRP duties to present and completes a new AF Form 286. Forward the AF Form 286 to AFPC utilizing Case Management System (CMS). (T-1)

b. (Added) (AF) If a certified PRP member transfers to a PRP position on the wing staff, the wing CC becomes the CO, and a new interview will be conducted. (T-1) The appropriate NAF/CC becomes the RO which requires a rescreening via a new AF Form 286 prior to individual continuing PRP duties. The new form will need to reflect all previous screening dates except for the PSI and the form will reflect a new certification date. (T-1)

c. (Added) (AF) When a PRP-certified (includes Interim and Additional Duty) individual is transferred to a non-PRP position, the certification will administratively terminate. Update PDS (PRP status code J) with the date last performed PRP (see Table 2). (T-1)

d. (Added) (AF) All PRP-certified individuals who change from Critical to Controlled PRP position or Controlled to Critical PRP position with the same RO will require a new AF Form 286 be completed using the original PRP certification date. (T-1)

6. **SUSPENSION.** When suspending an individual and removing him or her from PRP duties, the certifying official will notify the individual and his or her supervisor of the nature and circumstances of the suspension. A suspension can initially last up to 3 months. The certifying official may extend the period of suspension to 1 year in 3 month increments. (Added) (AF) **After 1 year, if the reason or conditions for suspension still exist and impacts reliability, the individual will be decertified.** (T-1) COs may return an individual to PRP duties at any point during the suspension timeframe if the reason or conditions for suspension no longer exist or impacts to reliability are mitigated. (Added) (AF) A RO or CO who is suspended from PRP (not able to perform their operational duties) may perform PRP administrative functions.

7. **DECERTIFICATION.** Individuals who have been determined by the certifying official to no longer meet PRP standards will be decertified. Within 15 workdays of the determination, the certifying official will advise the individual, in writing, of the reasons for decertification and of the requirement for review by the reviewing official.

a. To ensure uniform application of the PRP standards specified by this manual, the reviewing official will review each case involving a decertification decision. The reviewing

official may seek additional information or explanations of extenuating circumstances from the certifying official, the CMA, personnel officials, and the individual concerned, if appropriate.

b. After reviewing the decertification action, the reviewing official will notify the individual and the certifying official of the findings and conclusion within 15 work days. In the case of a DoD contractor employee, the contractor will be told that the employee has been decertified and may no longer be assigned to or continue performing PRP duties in compliance with contractual requirements.

c. If the reviewing official approves the decertification, the individual will be removed from positions requiring PRP certification, and the action will be made a matter of permanent record. **(Added) (AF) Document the decertification/permanent disqualification using the AF Form 286A. Forward the AF Form 286A to AFPC utilizing CMS. Maintain an electronic copy on file until the original is verified and filed in the individual's automated record. Update PDS with the applicable PRP status code (date RO signed the AF Form 286A). If the RO disapproves, the case file and AF Form 286A are destroyed. (T-1)**

8. REQUALIFICATION AND REINSTATEMENT

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

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

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

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

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

c. **(Added) (AF) Forward requests to reinstate PRP eligibility (P/R codes only) to AF/A10P for approval. The request will include the chain of command recommendations (including CMA, and any specialist consultations if health-related, CO, RO, MAJCOM SGP or CMA if health related, and MAJCOM PRAP monitors) and documentation that supports the opinion that the condition or reason for decertification or permanent disqualification no longer exists. (T-1) NOTE: Ensure requests are in compliance with**

Privacy Act of 1974, Health Insurance Portability and Accountability Act of 1996, AFI 33-332, Air Force Privacy and Civil Liberties Program, and AFI 41-200 Health Portability and Accountability Act (HIPAA).

9. (Added) (AF) **INDIVIDUAL'S REQUEST** (Added) (AF) An individual may request a reconsideration of a PRP decertification or permanent disqualification. Individuals must provide a written request for the reconsideration, with rationale and supporting evidence. Forward all requests to AF/A10P 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 or CMA if health related, and MAJCOM PRAP monitor) and all documentation that supports the opinion that the condition or reason for decertification or permanent disqualification no longer exists. (T-1) NOTE: Ensure requests are in compliance with the *Privacy Act of 1974, Health Insurance Portability and Accountability Act of 1996, AFI 33-332, and AFI 41-200.*

10. (Added) (AF) **INFORMATION COLLECTIONS, RECORDS AND FORMS.**

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

b. (Added) (AF) Records. This publication creates records.

c. (Added) (AF) Adopted Forms. AF Form 35, *Request and Authorization For Assumption of/Appointment to Command*, and AF Form 847, *Recommendation for Change of Publication*.

d. (Added) (AF) Prescribed Forms.

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

(2) (Added) (AF) AF Form 164, *Personnel Reliability Program Notification and Removal Log*. Form is used to track each notification and recommendation to CO and decision of PRP status.

(3) (Added) (AF) AF Form 286A, *Personnel Reliability Program (PRP) Disqualification/Decertification Action*. Form is used to document permanent disqualification and decertification from the PRP.

APPENDIX 2 TO ENCLOSURE 3CERTIFICATION

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

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

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

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

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

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

(5) (Added) (AF) Document the certification using the AF Form 286. Update the applicable PRP status code in MilPDS (See Table 2) and follow the form's disposition instructions. (T-1)

b. PSI. The primary purpose of a PSI and national security adjudication is to ensure a trusted workforce. Standards for access to classified information or assignment to sensitive duties are outlined in DoD 5200.2-R (Reference (o)). Personnel selected for designated NC2 PRP positions in accordance with Reference (j) will be subject to random counterintelligence- scope polygraph examinations administered in accordance with DoD Instruction 5210.91 (Reference (p)).

(1) All civilian, Regular Air Force, Reserve and National Guard personnel, and contractor personnel under the terms of contracts assigned to PRP positions will be subject to a periodic reinvestigation every 5 years, in accordance with Reference (o). Additionally:

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

(b) The certifying official may request a new PSI based on newly

discovered significant derogatory information or allegations.

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

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

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

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

g. (Added) (AF) **ADMINISTRATIVE QUALIFICATION**: Administrative Qualification is a PRP screening process which ensures Regular Air Force military personnel meet PRP standards before they depart for training or assignment to PRP duties. This process will be accomplished using the same criteria and standards as a formal certification and with equivalent record access for a RO, CO, commander, director and the AQC. (T-1) The AQC or losing commander (if applicable) accomplishes AQs (AFPC maintains the AFPC Personnel Services Delivery Guide to assist commanders with this process). (T-1) Unit commanders/directors need not be PRP certified to perform administrative qualification. This process is optional for Guard/Reserve personnel.

(1) (Added) (AF) The AQC or losing commander (if applicable), in coordination with the gaining CO, will review factors that may affect suitability for PRP and complete administrative qualification decision within 60 days of assignment notification.

(a) (Added) (AF) Administrative qualifications for the sources of commissioning (ROTC, OTS, and USAFA) will be accomplished by the losing commander. (T-2)

(b) (Added) (AF) The gaining CO decision is not required on packages that do not contain factors that may affect suitability for PRP. (T-1)

(2) (Added) (AF) **Security Requirement**. Individual must have a current security clearance. If individual does not possess a valid security investigation or the PR is over 4 years and 10 months prior to member's departure date, a security investigation or PR must be submitted to the Office of Personnel Management (OPM). (T-1)

(3) (Added) (AF) Continuous Monitoring. Once administrative qualification is complete, continuous monitoring is required and the responsibility of the losing installation. (T-1)

(a) (Added) (AF) The Installation PRAP Monitor will notify the losing CC, the unit PRP monitor, the individual's supervisor and First Sergeant of the pending PRP assignment in order to maintain continuous monitoring. (T-1)

(b) (Added) (AF) The losing CC will continue to pass to the gaining CO any suitability factor or situation that may affect the individual's PRP assignment eligibility. (T-1)

(c) (Added) (AF) The CMA at the losing base, in collaboration with the MTF PRP Monitor, will continue to pass any suitability factors that negatively impact the individual's reliability. (T-1)

(4) (Added) (AF) CAT I Discrepancy Reporting. AFPC maintains the AFPC Personnel Service Delivery Guide, Category 1 and 2 Discrepancy Reporting Process to assist with this process. (T-1)

2. INITIAL CERTIFICATION

a. Security Clearance Eligibility Requirements. As part of the required screening process, the certifying official will verify personnel security clearance eligibility. If appropriate, the certifying official will review the results of the investigation. The DoD Components may establish procedures to facilitate timely screening of individuals required to support wartime missions.

(1) Critical Position. Top Secret eligibility, a security clearance to have been completed (investigation closed) within the last 5 years and favorably adjudicated in accordance with Reference (o) is required. If it becomes necessary to consider an individual for a critical position and the required investigation has not been completed, the certifying official may grant interim certification (see section 3 of this appendix for interim certification conditions). However, individuals with current Top Secret PSI may be PRP certified if:

(a) The periodic reinvestigation was submitted to OPM prior to the 5-year anniversary of the last investigation.

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

(2) Controlled Position. Secret eligibility or higher level investigation, a security clearance to have been completed (investigation closed) within the last 5 years, and favorably adjudicated in accordance with Reference (o) is required. If it becomes necessary to consider

an individual for a controlled position and the required investigation has not been completed, the certifying official may grant interim certification (see section 3 of this appendix for interim certification conditions).

b. Medical Evaluation. As part of the required screening process, the CMA or other medical personnel specifically trained and designated will evaluate health history and records to determine the candidate's medical qualifications under PRP standards.

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

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

(3) (Added) (AF) Medical record reviews on PRP status code J personnel are only required from the date the member last performed PRP duties. (T-1)

c. Personnel File Review. The certifying official will review in detail the individual's personnel file, other official records, and information locally available about the individual's reliability. **(Added) (AF) Personnel file reviews on PRP status code J personnel are only required from the date the member last performed PRP duties. (T-1)**

d. Personal Interview. During a personal interview the certifying official will inform the individual of his or her significance to national security and nuclear surety, PRP standards, the need for reliable performance, the individual's responsibility for self-reporting, and peer review of factors and situations that could adversely affect job performance or reliability. The certifying official will determine suitability using Appendix 4 to this enclosure as a guide.

e. Drug Testing. Mandatory drug testing for illegal or unauthorized substances of all military and civilian personnel assigned to PRP duties will be conducted in accordance with DoD Instructions 1010.01 (Reference

f. (q)) and 1010.09 (Reference (r)). Drug testing requirements applicable to contractor personnel assigned to PRP duties will be prescribed in applicable contracts in accordance with Reference (g).

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

3. INTERIM CERTIFICATION

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

(1) The individual must have either Secret eligibility, a security clearance to have been completed (investigation closed) within the last 5 years and favorably adjudicated, or Top Secret eligibility, a security clearance to have been completed (investigation closed) within the last 10 years and favorably adjudicated, without a break in active service or employment longer than 24 months.

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

(3) (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.

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

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

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

(3) (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.

c. Individuals with Interim Certification

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

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

(3) (Added) (AF) Interim Certification Documentation. Document an interim certification using the same procedure as a certification. (T-1)

d. (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 DoD CAF. (T-1)

4. (Added) (AF) IN-PLACE CERTIFICATION: A PRP screening process for personnel who require initial certification at their current installation of assignment. This could be due to changes in mission requirements or a Permanent Change of Assignment (PCA). This process must be accomplished with the same criteria and standards as any other certification and with equivalent record access for a RO/CO/commander/director.

a. (Added) (AF) Individuals assigned to positions requiring PRP in units undergoing in-place certification should be PRP status code L in MilPDS. (T-1) The use of the PRP status code L is not mandatory for PCAs.

b. (Added) (AF) Prior to the application of the PRP status code L, the Certifying Official must personally review the member’s PRP questionnaire, sections 1 and 2, for factors that may affect their suitability. (T-1) The member must acknowledge, in writing, individual understanding of the requirements under PRP. (T-1) The member will be subject to continuous monitoring upon receiving PRP status code L.

c. (Added) (AF) Medical and personnel records will be screened for suitability factors. Initiate a review of the member’s records upon application of PRP status code L. (T-1) Records screening for previously PRP certified individuals need only be screened since the date the member last performed PRP duties. (T-1) This also applies to subsequent certifications after member’s first certification. (T-1)

d. (Added) (AF) Individual must have a current security clearance. If an individual’s records do not reflect a current security investigation or the investigation is over 4 years and 10 months old, a security investigation or reinvestigation must be submitted to the investigative service provider prior to completing in-place certification. (T-1) If it becomes necessary to consider an individual for PRP duties and the required investigation has not been completed, the certifying official may grant interim certification, if all other requirements are met. (T-1)

e. (Added) (AF) Once the member’s records have been reviewed and the security clearance investigation questionnaire is submitted (if required), update the individual’s PRP status code as appropriate.

f. (Added) (AF) If required, PRP status code K may be used if it is not possible to complete formal certification prior to the member’s deployment/TDY/Leave. Upon return, the individuals’ entire medical and personnel record will be screened for factors that may affect suitability for PRP and the CO will conduct an interview; this screening and

interview will be documented. (T-1)

5. (Added) (AF) FULFILLING INVESTIGATIVE REQUIREMENTS

a. (Added) (AF) Periodic Reinvestigations (PR) are required every 5 years for both critical and controlled positions. (T-1)

b. (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 DoDMAN5200.02_AFMAN16-1405, *Air Force Personnel Security Program*, 1 Aug 2018 (Reference [bb]) will be allowed to remain certified until the discharge date with no PR requested. However, should the individual decide not to separate/retire and the Commander approves the request, a PR must be requested. (T-1)

c. (Added) (AF) The Joint Personnel Adjudication System (JPAS) or successor system, or confirmation from the DoD CAF, is the official source for validating currency of Personnel Security Investigations. Individuals with Personnel Security Investigations over 5 years (using the completion date of the last investigation) who are currently certified in the Personnel Reliability Program (PRP), may remain certified if the periodic reinvestigation is submitted to the investigative service provider. (T-1)

APPENDIX 3 TO ENCLOSURE 3PRP POSITIONS

1. GENERAL. The reliability standards established in Appendix 2 to this enclosure will be used to determine an individual's eligibility for a PRP position. All PRP positions will be formally designated as either critical or controlled and will be restricted to the minimum number required to accomplish the mission. Only certified personnel will be assigned to designated PRP positions and when PRP positions become vacant, certified personnel will be assigned as rapidly as possible. Examples of typical PRP positions are shown in the Table.

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

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

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

A – CRITICAL FOR NUCLEAR WEAPONS PRP

D – CONTROL FOR NUCLEAR WEAPONS PRP

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

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

Z – NUCLEAR EXPERIENCED (NON-PRP)

c. **(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 manual but do not document these requirements on the Unit Manpower Document. (T-1)**

d. **(Added) (AF) CIVILIAN POSITIONS. Government civilian positions which require PRP certification will be identified on the Unit Manpower Document as a PRP position and the position description will include PRP duties. (T-1)**

e. **(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. (T-1)

f. (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. (T-1)

g. (Added) (AF) Coordinate all PRP positions under consideration for outsourcing (contractors) with AF/A10P. Additionally, employees will 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. (T-1)

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

Table. Identifying PRP Positions

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

Duty Position	Duty Position Example	PRP Designation
8. Custodial unit personnel		
a. Custodians		Critical
b. Custodial agents		Controlled
9. Explosive Ordnance Disposal (EOD)		
a. EOD technicians designated to conduct follow-on render safe procedures and disposal procedures in accordance with DoD Manual 3150.08 (Reference (s))	Military Service EOD technicians with an assigned mission to support a response task force (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
b. EOD technicians conducting initial response in accordance with Reference (s).	EOD technicians providing emergency support to an initial response force; 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 O-5210.41 (Reference (t)) for additional security requirements.		
(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 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 Army SNM.	Controlled
(2) Alarm monitors	Persons controlling and monitoring primary and redundant intrusion detection system for Army SNM.	Controlled

Duty Position	Duty Position Example	PRP Designation
(2) Security system operators and administrators, security controllers and intercontinental ballistic missile flight security controllers	Security forces personnel who operate, monitor, or administer primary, remote or redundant nuclear area or facility electronic security systems, integrated security systems, or subsystems. Security personnel who provide primary command, control, and communications for nuclear weapon security operations.	Controlled
(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) Response Forces	a. Posted in a restricted (limited) or exclusion areas.	Controlled
	b. Posted outside of a restricted (limited) or exclusion area.	None
(7) Backup Forces	a. Posted in a restricted (limited) area.	Controlled
	b. Posted outside of a restricted (limited) area (or have other than nuclear security as duty)	None
11. Nuclear weapon inspectors		
a. With access	Position equal to that being inspected.	Critical or controlled
b. Without access		None
12. Others		
a. Personnel in command and control line	Persons who control or use authenticators and/or emergency action messages; permissive action link (PAL) teams and PAL and other coded control devices teams; staff officers, contractors and other personnel who control or use strategic or tactical nuclear-certified computer data.	Critical May also be specially designated personnel – (See position example 12 c below.)
b. Communications security personnel	Persons who receive and distribute sealed authenticators, PAL material, or related PCM codes.	Critical

Duty Position	Duty Position Example	PRP Designation
c. Designated NC2 personnel	Personnel with access to NC2 coding and authentication processes and a communications medium necessary to transmit release, execution, or termination orders; personnel involved in the preparation and production of NC2 PCM coding and authentication documents and equipment; personnel involved in preparation and production of nuclear weapons targeting tapes and materials; and other personnel who could have an adverse impact on system performance for nodes and equipment that represent near-single-point-failure elements for the NC2 system.	Critical
d. Designated SNM personnel	Personnel in positions that would allow the individual, acting alone, the opportunity to divert, or cause the diversion of, Category I- or Category II-specified quantities of SNM.	Controlled

APPENDIX 4 TO ENCLOSURE 3PRP SUITABILITY FACTORS

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

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

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

(a) Reliable, unfavorable information.

(b) Deliberate provision of false or misleading information.

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

(d) A pattern of dishonesty or rule violations.

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

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

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

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

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

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

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

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

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

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

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

(a) An opinion by a credentialed mental health professional that the individual has a condition or treatment that may indicate a defect in judgment, reliability, or stability.

(b) Information that suggests that an individual has failed to follow appropriate medical advice relating to treatment of a condition, e.g., failure to take prescribed medication.

(c) A pattern of high-risk, irresponsible, aggressive, anti-social, or emotionally unstable behavior.

(d) Information that suggests that the individual's current behavior indicates a defect in his or her judgment or reliability.

(e) Information that suggests the individual displays psychological symptoms that impact reliability because he or she has witnessed or experienced personal trauma in the course of his or her duties, including but not limited to such events as family illness or death and violent crime. When individuals affected by personal trauma seek treatment, the CMA will assess potential impact upon reliability and advise the certifying official accordingly. The CMA will not disclose the personal circumstance that resulted in trauma, but is required to inform the certifying official of the specific medical or psychological diagnosis and treatment that may potentially impact reliability.

(f) Poor attitude or lack of motivation.

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

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

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

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

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

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

(a) A history of not meeting financial obligations.

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

(c) Inability or unwillingness to satisfy debts.

(d) Unexplained affluence.

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

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

(a) The behavior was not recent.

(b) It was an isolated incident.

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

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

(e) The affluence resulted from a legal source.

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

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

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

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

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

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

(a) The criminal behavior was not recent.

(b) The crime was an isolated incident.

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

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

(e) Acquittal.

(f) There is clear evidence of successful rehabilitation.

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

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

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

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

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

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

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

- (a) The substance or drug misuse was not recent.
- (b) The substance or drug misuse was an isolated incident or aberrant event.
- (c) The individual has displayed a demonstrated intent not to misuse any substances or drugs in the future.
- (d) The individual has satisfactorily completed a prescribed drug treatment program, including rehabilitation and aftercare requirements, without recurrence of abuse, and received a favorable prognosis by a credentialed medical professional.

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

- (1) Conditions that the certifying official should carefully consider include:
 - (a) Alcohol-related incidents away from work, such as driving while under the influence, fighting, child or spouse abuse, or other criminal incidents related to alcohol use.
 - (b) Alcohol-related incidents at work, such as reporting for work or duty in an intoxicated or impaired condition or drinking on the job.
 - (c) Diagnosis by a credentialed medical professional (e.g., physician, clinical psychologist, or psychiatrist) of moderate or severe alcohol use disorder.
 - (d) Evaluation of moderate or severe alcohol use disorder by a licensed clinical social worker who is a staff member of a recognized alcohol treatment program.
 - (e) Habitual or binge consumption of alcohol to the point of impaired judgment.
 - (f) Consumption of alcohol, subsequent to a diagnosis of moderate or severe alcohol use disorder by a credentialed medical professional and following completion of an alcohol rehabilitation program.
- (2) Conditions the certifying official might consider to mitigate reliability concerns include:
 - (a) The alcohol related incidents do not indicate a pattern.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (a) Unauthorized disclosure of classified information.
- (b) Violations that are deliberate or multiple or due to negligence.
- (2) Conditions the certifying official might consider to mitigate reliability concerns include:
 - (a) The violations were inadvertent.
 - (b) The violations were isolated or infrequent.
 - (c) The violations were due to improper or inadequate training.
 - (d) The individual demonstrates a positive attitude toward the discharge of PRP responsibilities.

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

- (1) Conditions that the certifying official should carefully consider include:
 - (a) Illegal or unauthorized entry into any information technology system.
 - (b) Illegal or unauthorized modification, destruction, manipulation, or denial of access to information residing on an information technology system.
 - (c) Removal (or use) of hardware, software, or media from any information technology system without authorization, when specifically prohibited by rules, procedures, guidelines, or regulations.
 - (d) Introduction of hardware, software, or media into any information technology system without authorization, when specifically prohibited by rules, procedures, guidelines, or regulations.
- (2) Conditions the certifying official might consider to mitigate reliability concerns include:
 - (a) The conduct was unintentional or inadvertent.
 - (b) The introduction or removal of media was authorized.
 - (c) The misuse was followed by a prompt, good faith effort to correct the situation.

2. MANDATORY DECERTIFICATION OR DISQUALIFICATION. Any of the following conditions will result in decertification or disqualification of individuals being considered for a

PRP position:

- a. An individual diagnosed with alcohol use disorder who subsequently fails or fails to participate in the prescribed rehabilitation program or treatment regimen.
- b. An individual found to be involved in the unauthorized trafficking, cultivation, processing, manufacturing, or sale of any controlled or illegal drug, including cannabis-based products.
- c. An individual found to have ever used a drug that could cause flashbacks.
- d. An individual diagnosed with severe substance use disorder. **(Added) (AF) For the purposes of this instruction, alcohol related disorders are defined separately from other substance use disorders.**
- e. Loss of confidence by the certifying official in the reliability in the individual.
- f. Revocation of the individual's security clearance.

APPENDIX 5 TO ENCLOSURE 3DoD NUCLEAR WEAPON PRP ANNUAL REPORT

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

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

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

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

<div> <div>Total PRP</div> <div>Decertifications</div> </div>								
	U.S.		Europe		Pacific		Total	
	Critical	Controlled	Critical	Controlled	Critical	Controlled	Critical	Controlled
Regular AF								
Guard/ Reserves								
Civilians								
Contractors								
Reason for Decertifications								
Personal Conduct								
Regular AF								
Guard/ Reserves								
Civilians								
Contractors								
Emotional, Mental, and Personality Disorder								
Regular AF								
Guard/ Reserves								
Civilians								
Contractors								
Financial								
Regular AF								
Guard/ Reserves								
Civilians								
Contractors								
Criminal Conduct								
Regular AF								
Guard/ Reserves								
Civilians								
Contractors								

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

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

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

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

MilPDS PRP STATUS CODES (see Notes 8 and 10)

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

NOTES:

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

PRP DECERTIFICATION/DISQUALIFICATION CAUSE CODES

CODE	DESCRIPTION (See Notes)
A200	Personal Conduct/Loss of Confidence

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

NOTES:

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

PRP DECERTIFICATION/DISQUALIFICATION CAUSE/EXTENT CODES

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

NOTES:

1. The PDS can be corrected locally within 30 days of the decertification or permanent disqualification date. After 30 calendar days, forward requests for correction to the PDS for decertification or permanent disqualification updates to AF/A10P in writing via 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.

(Added) (AF)

TABLE 3**DCPDS PRP STATUS CODES** (see Notes 4 and 5)

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

NOTES:

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

GLOSSARYPART I. ABBREVIATIONS AND
ACRONYMS

ASD(NCB)	Assistant Secretary of Defense for Nuclear, Chemical, and Biological Defense Programs
CAF	Consolidated Adjudications Facility
CDRUSSTRATCOM	Commander, United States Strategic Command
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
CMA	competent medical authority
DASD(NM)	Deputy Assistant Secretary of Defense for Nuclear Matters
DTRA	Defense Threat Reduction Agency
IDC	independent duty corpsman
IDMT	independent duty medical technician
JPAS	Joint Personnel Adjudication System
NC2	nuclear command and control
NCCD	nuclear-certified computer data
PAL	permissive action link
PCM	positive control material
PII	personally identifiable information
PRP	Personnel Reliability Program
PSI	personnel security investigation
PSMO-I	Personnel Security Management Office for Industry
SNM	special nuclear material
(Added) (AF) AEAO	Airborne Emergency Action Officer
(Added) (AF) CMS	Case Management System
(Added) (AF) CO	Certifying Official
(Added) (AF) CPF	Civilian Personnel Flight
(Added) (AF) DCPDS	Defense Civilian Personnel Data System
(Added) (AF) FSS	Force Support Squadron
(Added) (AF) GMU	Guard Medical Unit
(Added) (AF) GSU	Geographically Separated Unit
(Added) (AF) HIPAA	Health Information and Portability Accountability Act
(Added) (AF) MTF	Medical Treatment Facility

(Added) (AF) MilPDS	Military Personnel Data System
(Added) (AF) OPM	Office of Personnel Management
(Added) (AF) OTS	Officer Training School
(Added) (AF) PCA	Permanent Change of Assignment
(Added) (AF) PDS	Personnel Data System
(Added) (AF) PR	Periodic Reinvestigation
(Added) (AF) PRAP	Personnel Reliability Assurance Program
(Added) (AF) RMU	Reserve Medical Unit
(Added) (AF) RO	Reviewing Official
(Added) (AF) ROTC	Reserve Officer Training Corps

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this manual.

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

active service. For assignment to PRP: active duty in the U.S. military; employment in the federal civil service; employment by a U.S. Government contractor involving access to classified

information under the National Industrial Security Program; continuous federal service by National Guard members; service as a cadet or midshipmen in the Military, Naval, Air Force, or Coast Guard academies; members of the Selected Reserve, as defined in DoD Instruction 1215.06 (Reference (u)). For PRP purposes, the following apply:

An interruption in active service of over 24 months constitutes a break in active service.

Assignment as a Reserve Officers Training Corps, Merchant Marine Academy, and Maritime Academy cadet or midshipman is not considered active service. **(Added) (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.**

agency and installation PRP monitor. An individual in the military grade of E-5 or above or a civilian in the equivalent grade who is specifically appointed to administer and conduct oversight of the day-to-day functions of the PRP at DoD Components and installations.

alcohol-related incident. Any substandard behavior or performance in which the consumption of alcohol by the individual is a contributing factor. **(Added) (AF) The CO after consultation with a CMA, will make the decision on if an incident is an alcohol-related incident or not.**

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

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

CAF. A single facility with the primary responsibility to evaluate PSI and other relevant information and to render personnel security determinations.

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

CMA. A U.S. military healthcare provider or a U.S. healthcare provider employed by or under contract or subcontract to the U.S. Government or U.S. Government contractor. Nurse practitioners, physician assistants, and indirectly supervised, certified independent duty hospital corpsman may be CMAs. CMAs must be:

(Added) (AF) A US citizen.

Awarded regular clinical privileges for independent practice according to Military Service regulations by the healthcare facility responsible for the provider's place of duty, or if not privileged for independent practice, then be supervised by a physician who is privileged to practice independently.

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

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

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

Has access, but no technical knowledge;

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

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

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

counterintelligence-scope polygraph examination. Defined in Reference (p).

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

Has access and technical knowledge;

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

Has accountability, control, or use of positive control materials or devices such as sealed authentication systems, 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

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

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

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

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

disqualification. Before certification, an action taken based on the receipt of disqualifying information to deny PRP eligibility of an individual considered for, or in training leading to the assignment to, duties involving nuclear weapons, NC2 systems and equipment, or specified quantities of SNM. **(Added) (AF) Individual continues to be eligible to qualify for future PRP duties.**

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

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

healthcare provider. Any member of the Military Services, civilian employee of the DoD, or personal services contractor in accordance with section 1091 of Title 10, United States Code (Reference (x)) authorized by the DoD to perform health care functions. The term does not include any contract provider that is not a personal services contractor. Treatment performed by healthcare providers must be reviewed by CMAs or other medical personnel specifically trained

and formally designated to perform these duties for PRP purposes. **(Added) (AF) Review requirements apply to non-CMA healthcare providers only.**

health records. Documents that include medical, mental health, and dental records.

(Added) (AF) The medical record includes all outpatient, inpatient, Mental Health, Alcohol and Drug Abuse Prevention and Treatment (ADAPT), Family Advocacy, Obstetric, or any combination thereof.

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

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

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

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

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

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

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

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

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

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

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

Quid pro quo sexual harassment are conditions placed on a person's career or terms of

employment in return for sexual favors. It involves threats of adverse actions if the victim does not submit or promises of favorable actions if the person does submit.

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

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

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

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

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

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

(Added) (AF) Administrative Qualification. A PRP screening process to ensure Regular Air Force military members meet PRP standards before assignment, or while at training for PRP duties. Once the individual is administratively qualified, continuous monitoring procedures apply.

(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.

(Added) (AF) Continuous Monitoring. Requirement for ensuring the individual maintains PRP assignment eligibility while Administratively Qualified.

(Added) (AF) Interim Certification. A certification that limits access when an individual, whose security investigation has not yet been favorably adjudicated at the required level, is placed in PRP status and meets all other requirements for certification. Document the interim certification using the AF Form 286. Instructions for completing the AF Form 286 are included on the form.

(Added) (AF) Non-PRP Installation. Installation without an active PRP unit or mission.

(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 factors that may affect PRP suitability.

(Added) (AF) Permanent Disqualification. Prior to certification, an action taken when the Commander/Director has determined an individual has a mandatory disqualifier or will not likely meet qualification standards.

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