

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE (AFMC)**



**AIR FORCE INSTRUCTION 31-501
HILL AIR FORCE BASE
Supplement 1
13 NOVEMBER 2000**

Security

PERSONNEL SECURITY PROGRAM MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the Hill AFB WWW site at: <http://hafb.hill.af.mil/scsweb/pdl/pubs.htm>. Personnel without access to digital media publications may contact the Base Publishing Manager, (75 CS/SCSP), DSN 777-3658.

OPR: 75 SFS/SFAI (Ms. Jaylynn Golightly) Certified By: 75 SFS/CC (Maj Warren L. Keithley, Jr.)
Pages: 3
Distribution: F

AFI 31-501, 1 August 2000, is supplemented as follows:

3.11.5. (Added). When requesting interim top secret/secret clearances, submit a completed *AF Form 2583, Request for Personnel Security Action*, along with a letter of justification signed by commander/staff agency chief to 75th Security Force Squadron, Information Security Section (75 SFS/SFAI).

3.28. Security managers direct periodic reinvestigation (PR) submittals. Ensure all personnel security investigation (PSI) packages are forwarded to 75 SFS/SFAI. Seek support from commanders and agency chiefs on those personnel not responsive.

5.2.1. 75 SFS/SFAI is the Hill AFB authorized requester.

5.2.4.1. (Added). 75 SFS/SFAI is authorized to authenticate and certify *DD Form 1879, DoD Request for Personnel Security Investigation*, and accompanying documentation.

5.3.1. (Added) To be included with security investigation packages, *AF Form 2583, Electronic Personnel Security Questionnaire (EPSQ)* diskette, Error-Free Validation Form, and 2 hard copies of EPSQ for both military and civilians.

5.6.1.1. (Added). Signatures on EPSQ forms and fingerprint cards, *FD 258, FBI Fingerprint Card*; and *SF 87, US Civil Service Commission Fingerprint Card*, may not exceed 14 duty days.

5.7. (Added). Directors of personnel will provide 75 SFS/SFAI notification of individuals making a permanent change of station or separating from civilian/military service.

7.4.6. (Added). Personnel systems management offices (75 MSS/DPMD, 419 MPF/DPMD, and OO-ALC/DPCD) print one complete basewide Automated Security Clearance Approval System (ASCAS) roster (ALPHA sorted) and distribute it to 75 SFS/SFAI monthly.

7.6.1. NOTE: Only authorized personnel within security forces are permitted to call the Directorate of Security and Communications Management (497 IG/INS).

7.6.2. (Added). Security Forces will only release information concerning personnel security investigations to commanders, directors, staff agency chiefs, or their appointed unit security manager.

8.2.1.3. Unit commanders/staff agency chiefs will notify 75 SFS/SFAI whenever they believe sufficient reason exists to delay establishment of a Security Information File (SIF) for 45 days.

8.2.1.4.1. (Added) When applicable, the *AF Form 2587, Security Termination Statement*, annotated by the subject that he or she understands withdrawal action, must be attached to the SIF establishment letter and sent to 75 SFS/SFAI. Restricted area badge, if issued, must be withdrawn and sent to pass and registration (75 SFS/SFO).

8.2.1.8. The chief of security forces is the installation commander's designee for requesting immediate favorable closure of an SIF.

8.2.1.10. (Added). Debrief all personnel regardless of access, using the *AF Form 2587* for who access to classified information has been suspended or placed in pending adjudication status. Send the original signed *AF Form 2587* to 75 SFS/SFAI when an SIF has been established locally by the unit or installation commander.

8.2.1.11. (Added). Units must provide status updates in writing to the 75 SFS/SFAI at 90-day intervals regardless as to whether any action has been taken since the last update or establishment of the SIF.

8.2.1.12. (Added). Process all correspondence through 75 SFS/SFAI.

8.2.1.13. (Added). The unit commander/supervisor must immediately notify the SIF custodian, 75 SFS/SFAI, of retirements, projected departure, or transfer of individuals with an SIF, by providing a copy of the applicable orders/personnel actions.

8.7.1. (Added). Send requests through 75 SFS/SFAI.

9.1.1.2.1. (Added). Send all derogatory information to 75 SFS/SFAI. For sensitive compartmented information (SCI) indoctrinated personnel, send a copy to the applicable SCI special security office (SSO).

9.4.3. (Added). In accordance with *DoD 5200.2-R, page IX-4, paragraph 9-203*, security manager's records of foreign travel must include:

9.4.3.1. Each country and city (if possible) visited.

9.4.3.2. Dates of travel.

9.4.3.3. Purpose (visit relatives, tourist, school, etc.).

9.4.3.4. Method of travel.

9.4.3.5. Dates of travel brief/debrief when required, and identity of briefer.

9.4.4. (Added). Security managers will report to 75 SFS/SFAI all suspicious contacts who will then provide guidance.

11.1.4. The Personnel Security Program for Hill AFB will be managed by 75 SFS/SFAI.

A1, Terms. The “**Servicing Security Activity**” at Hill AFB is 75 SFS/SFAI. The 75 SFS/SFAI is now authorized to submit investigations to OPM.

A2.6.5. (Added). Signatures on *AF Form 2583* will not exceed 60 calendar days.

KENNETH M. PAGE, Colonel, USAF
Commander, 75th Air Base Wing