## POLICY FOR IDENTIFYING PERSONNEL SECURITY INVESTIGATION REQUIREMENTS FOR AF POSITIONS

Position coding will be assigned by the type of investigation required for mission purposes:

| Type of Investigation | Position Code |
|---|---|
| *Single Scope Background Investigation (SSBI)* | *5* |

   The SSBI is the initial investigation for access to Top Secret (including Top Secret Special Access Programs (SAPs), Sensitive Compartmented Information (SCI) and for Critical Sensitive Positions.  Also, Mandatory AFSC or Program Mandate.

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|---|---|
| *National Agency Check, Local Agency Checks and Credit (NACLC )* | *6* |

   The NACLC is the prescribed investigation for initial and continued access to Secret and Confidential information for DoD military and contractor personnel. It is also the reinvestigation requirement for federal employees at the same access levels. Also, all military or Mandatory Program Mandate.

| | |
|---|---|
| *Access National Agency Check and Inquiries (ANACI)* | *7* |

   The ANACI is the investigative requirement for federal employees under Executive Order 10450, "Suitability for Government hire", in non-critical sensitive positions that require access to classified information up to the Secret level.  Access to Secret (civilian) or Mandatory Program Mandate.

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|---|---|
| *National Agency Check Plus Inquiries (NACI)* | *8* |

   The NACI is the baseline investigative requirement for entry into government service under Executive Order 10450 and for federal employees in positions that do not require access to classified information.  All OPM NACIs conducted for DoD includes a credit check.  Suitability Requirement (civilian).

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| *National Agency Check (NAC).* | *9* |

   The NAC is a records check of designated agencies of the Federal Government that maintain record systems containing information relevant to making personnel security determinations.  A NAC is also an integral part of all initial and periodic reinvestigations and is the baseline for trustworthiness determinations. Trustworthiness Positions (Non Appropriated Fund or civilian).

    The corresponding code will be assigned to the investigation type and will be reflected in the Headquarters Air Force Manpower Data System (HAF-MDS), with the goal of implementation by 1 Jan 03.

Positions assigned AFSCs with a mandatory SSBI requirement will be coded "5." A list of the officer and enlisted AFSCs are attached at Atchs 1 and 2 respectively. These AFSCs will be coded by HAF-MDS in concert with field MDS and updated by 1 Jan 03 UMD. This is an interim manual solution, while HAF-MDS pursues a system change request for modifying the MDS by the Standards Systems Group.

Positions with mandatory SSBI program requirements will be coded "5." Commanders will code positions accordingly to the below listing and pass on to their respective manpower offices by 1 Mar 03. The following programs require an SSBI:

*Access to TS*

*Information Technology (IT)-1 (formally Automated Information Systems)*

*Presidential Support Category 1 and 2 duties*

*Personnel Reliability Program Critical duties*

*Sensitive Compartmented Information required*

*Single Integrated Operational Plan-Extremely Sensitive Information (SIOP-ESI) access required*

*Special Access Program TS access mandate*

*DoD or agency external to AF TS access mandate*

*Critical Sensitive Positions (Civilians) (which includes: access to TS; development or approval of war plans, future major or special operations of war; critical and extremely important items of war; or other positions related to national security, regardless of duties, that requires the same degree of trust)*

*Initial assignment to Explosive Ordnance Disposal Involving Nuclear Weapons*

*Defense Courier Service duties*

*Access to NATO COSMIC TS*

*AFOSI investigative agents and investigative support staff, the issuance of personnel security clearances or access authorizations, rendering of personnel security determinations, or duty on personnel security boards.*

Commanders will identify remaining positions as requiring a NACLC, ANACI, NACI, or NAC as appropriate. Commanders will code positions accordingly to the below listing and pass on to their respective manpower offices by 1 Mar 03. The following positions/access requirements will be position coded "6"; "7"; "8"; or "9":

*Access to Secret   (Code 6 (military); Code 7 (civilian))*

*All accessions  (Code 6 (military))*

*All commissioned officers (Code 6 (military))*

*Non-Critical Sensitive Position (Civilians) (which includes:  Access to Secret; duties that may directly or indirectly adversely affect the national security operations of the agency.)   (Code 7)*

*Presidential Support Program Category 3 duties  (Code 6 (military); Code 7 (civilian))*

*Personnel Reliability Program Controlled Position  (Code 6 (military); Code 7 (civilian))*

*Appointed as Customs Inspectors  (Code 6 (military); Code 7 (civilian))*

*SAP Secret Access mandate  (Code 6 (military); Code 7 (civilian))*

*Information Technology IT-II/III duties\* (formally Automated Information Systems)  (Code 6 (military); Code 8 (civilian))*

*Access to NATO Secret/Confidential  (Code 6 (military); Code 7 (civilian))*

*Certain positions requiring access to chemical agents  (Code 6 (military); Code 7 (civilian))*

*Arms, Ammunition & Explosives (AA&E) duties (Code 6 (military); Code 7 (civilian))*

*Deployment purposes  (Code 6 (military))*

*Suitability Requirement  (Code 8 (civilian))*

*Trustworthiness  (Code 9)*

*\*IT-III for military only requires a NAC, however, all AF military receive a NACLC which is above a NAC.*

For AF deployments, operational or contractual exigencies:  Positions identified for deployments will be assigned a NACLC, requiring access to Secret information for the in-country threat briefing.  SSBIs will not be authorized for purposes of  TS " just in case of" deployment.  In these situations, commanders grant interim TS access for periods of 180 days.  Commander's authority to grant interim is based on SAF/AA approval of this process.  This can be renewed for extended deployment purposes and or return to deployment.  Interim TS access is granted for the purpose of deployment based on the existing NACLC, and discontinued upon return to home station.  SSBIs are not generated for this purpose.  Persons must be US citizens and have not had a break in service for more than 24 months.  Record of the interim TS is annotated in Sentinel Key/JPAS, or in

cases where neither is available, documented and maintained with security related documents.  SSBI is authorized if a joint or theater deployment requires a final TS security clearance and will not accept interims, i.e., JCS contingencies.  These requirements need to be identified and positions coded accordingly.

 On/about 30 Mar 03, our investigative requirement baseline should be established.  Any new/upgrade SSBI requirement, outside the mandatory AFSC list or Program list, will require 3-Star/Civilian Equivalent approval.  MAJCOMS:  CV or NAF/CC; FOAs: parent 2-Ltr or SAF/AA or AF/CVA if the parent 2-Ltr is not at the appropriate grade level; DRUs:  AF/CVA.  This approval is necessary prior to annotation on the UMD.  Organizations implement this process in the manner most accommodating to the organization.  Instances where an organization is dual-hatted, it is the option of the organization which level should approve.  HQ AETC is exempt from this process for accession purposes.

Periodic Reinvestigations will be kept current for incumbents assigned against positions coded as requiring SSBI and NACLC/ANACI.

We are working with the manpower functions to implement permanent changes in the database.  Our goal is to have all positions updated according to the new guidance and operational by 30 Mar 03.  Our established investigative requirements are the basis for prediction of future investigation workload to investigation providers and our financial programming in the POM.  Accurate position coding is very important for our success in these endeavors.

In the future, automation will assist in validating requests for SSBIs prior to submission to an investigative provider.  If the SSBI requirement does not correspond to a validated position coding, the request would be rejected.

AFMAN 36-2105, Officer Classification and AFMAN 36-2108, Enlisted Classification will reflect an SSBI will be required for entry, award, and retention for the respective mandatory AFSCs listed in Atchs 1 and 2.

At Atch 3 is a guide that shows the Security Access Requirement (SAR) codes converted to the new Position Coding system.

These procedures are effective immediately.  AFI 31-501, *Personnel Security Program Management,* will be revised accordingly in the next revision.


3 Atchs
1.  Mandatory  Officer AFSC SSBI Requirements
2.  Mandatory Enlisted AFSC SSBI Requirements
3.  Conversion Table - Security Access Requirements to Position Coding