

GUIDELINES FOR REQUESTING PERSONNEL SECURITY INVESTIGATIONS

TABLE A4-1

GUIDE FOR REQUESTING BACKGROUND INVESTIGATIONS

R U L E	A	B	C
	If the individual is a	and duties require	then a BI is required before
1	US national military member, civilian or contractor employee	Top secret clearance	granting final clearance.
2	US national civilian employee	assignment to a "critical sensitive position"	assignment to the position.
3	US national military member or civilian employee	occupying a "critical" position in the Personnel Reliability Program (PRP) (see AFRs 35-99 and 40-925)	occupying a "critical" position.
4		granting/denying clearances	performing clearance functions.
5		membership on security screening, hearing, or review board	appointment to the board.
6	immigrant alien	limited access to Secret or Confidential information	issuing limited access authorization.
7	non-US national employee excluding immigrant alien non-US national nominee for military education and orientation program from a country listed in attachment 8	limited access to Secret or Confidential information education and orientation of military personnel	issuing limited access authorization before performing duties.
8	US national military member, DOD civilian or contractor employee	assignment to a category two Presidential Support position	assignment.
9	US national military member, DOD civilian or contractor employee assigned to NATO	access to NATO COSMIC Top Secret or Top Secret ATOMAL	access may be granted.
10	Naturalized US citizen whose country of origin is determined to have interests adverse to the US (attachment 8) or who retains dual citizenship	access to Secret or Confidential information	granting a final clearance.

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TABLE A4-2

GUIDE FOR REQUESTING SPECIAL BACKGROUND INVESTIGATIONS (SBI)

R U L E	A	B	C
	If the individual is a	and duties require	then an SBI is required before
1	US national military member or DOD civilian or contractor employee	access to SCI	granting access.
2		assignment to a category one Presidential Support position	assignment.
3		access to SIOP-ESI	granting access.
4		assignment to the National Security Agency	assignment.
5		access to any other Special Access programs	granting access.
6		assignment to personnel security, counterintelligence, or criminal investigative or direct investigative support duties	assignment.
7		assignment to the Armed Forces Courier Service	

TABLE A4-3

GUIDE FOR REQUESTING PERIODIC REINVESTIGATIONS (PR)

R U L E	A	B	C
	If the individual is a	and duties require	then a PR is required
1	US national military member, DOD civilian or contractor employee	access to SCI	5 years from date of last SBI or SBI/PR.
2		assignment to Presidential support activities	5 years from date of last SBI, BI, or PR.
3		assignment to a critical position in the PRP	5 years from date of last SBI, BI, or PR.
4	US national civilian employee	assignment to a critical-sensitive position OPM federal civilian employee	5 years from date of last SBI, BI, or PR.
5	Non-US national employee	current limited access to Secret or Confidential classified information	5 years from date of last SBI, BI, or PR.

TABLE A4-4

GUIDE FOR REQUESTING DOD NATIONAL AGENCY CHECK WITH INQUIRIES OR OPM NATIONAL AGENCY CHECK AND WRITTEN INQUIRIES

R U L E	A	B	C
	If the individual is a	and duties require	then a PR is required
1	US national military member or contractor employee	Secret clearance	before granting clearance (note 1).
2		Interim Secret clearance	
3	US national civilian employee or consultant	Secret clearance	before granting clearance.
4		Interim Secret clearance	and may be requested from AFSCO (note 3).
5		appointment to a noncritical sensitive position	before appointment.
6	US national military member, DOD civilian or contractor employee	occupying a controlled PRP position	before assignment.

NOTES:

1. First-term enlistees require an ENTNAC.
2. When a-NAC or ENTNAC is reflected as open in the ASCAS.
3. Must meet the provisions of paragraph 3-51 before requesting an interim Secret clearance from AFSCO.

TABLE A4-5

GUIDE FOR REQUESTING DOD NATIONAL AGENCY CHECKS

R U L E	A	B	C
	If the individual is a	and duties require	then a NAC is required
1	first-term enlistee	retention in the Air Force, includes Air Reserve Forces (ARF)—ANG and AFRES	to be initiated NLT 3 workdays after entry (Request ENTNAC ONLY).
2	prior military member reentering the Air Force after a break in military service or federal employment exceeding 1 year		to be initiated NLT 3 workdays after reentry.
3	applicant for appointment as a commissioned officer	commissioning as an officer, includes ARF, ANG and AFRES	before appointment (after appt for health professionals, chaplains, and attorneys).
4	Air Force Academy Cadet, Military Academy Cadet, or Naval Academy Midshipman	enrollment	to be initiated 90 calendar days after entry.
5	Reserve Officer Training Corps (ROTC) or Midshipman	entry to advanced course or College Scholarship Program	to be initiated 90 calendar days after entry.

TABLE A4-5. Continued			
R U L E	A	B	C
	If the individual is a	and duties require	then a NAC is required
6	nominee for military education and orientation program	education and orientation of military personnel	before performing duties (BI for citizens of Designated countries (attachment 8).
7	US national military member, DOD civilian or contractor employee	unescorted entry into restricted areas, access to sensitive areas, or equipment	before authorizing entry or access.
8	nonappropriated fund (NAF) civilian employee	employment in a child-care facility per 40-7	before appointment (see AFR 40-7 for waivers).
9	nonappropriated fund instrumentality (NAFI) civilian employee	appointment as NAFI custodian or responsible for funds per 40-7	before completion of probationary period per AFR 40-7.
10	person requiring access to chemical agents	access to or security of chemical agents	before assignment.
11	US national, civilian employee nominee for Customs inspector duty	waiver under the provisions of paragraph 3-7	before appointment (note 1).
12	US national	DOD building pass	before issuance.
13	foreign national employed overseas	no access to classified information	before employment (note 2).

NOTES:

1. A valid NAC must be current within 5 years or a new NAC is required.
2. The NAC must consist of: (a) host-government law enforcement and security agency record checks at the city, state, (province), and national level, and (b) DCII check.