

PROCEDURAL GUIDANCE MESSAGE

Name and Grade of Action Officer Lt Col David Chiesa				Office Symbol RSOCM		Series Number 305		Signature of Action Officer		Effective Date 24 Oct 2003	
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date
1	RSOC/ CCU	Coord	RSOC _____ CCU _____	5				9			
2	RSO/ CCU	APPR	RSO _____ CCU _____	6				10			
3	RSOPA	X-MIT	_____	7				11			
4				8				12			

FROM: HQ AFRS/RSO

SUBJECT: OA AFRISS Security Clearance Process

TO: All Recruiting Personnel

1. The following outlines the AFRISS security clearance process.

a. Preboard – Security clearance case files will be created by the recruiter simultaneously with the creation of an applicant file in AFRISS. All security clearances for OTS to include secret must go back 10 years. All security clearances for Health Professions (HP) must go back 7 years. **Note:** Employment records prior to applicant’s 16th birthday are not required.

b. Post board – Refer to annual OA Program Announcement and AFRISS for specific OA program security clearance types and suspense timeframes. Upon notification recruiters will contact selectee and update AFRISS with any recent changes to applicants SF 86, i.e., change of address, new employer, etc. After completing final updates, the recruiter will perform an initial validation on the applicant’s SF 86. Recruiters need to continue to conduct revalidations until AFRISS, or the applicant identifies no discrepancies. After the validation the applicant, with the recruiters assistance, must complete two Federal Document (FD) 258s and sign pages 9, 10 and 11 of the SF 86. The recruiter then needs to give the applicant a copy of their SF 86, and forward FD 258 and the original pages 9, 10, and 11 of the SF86 to their squadron operations section, with an addressed envelope to US Office of Personnel Management, Federal Investigations Processing Center, Attn: Air Force Staff, P.O. Box 700, 1137 Branchton Road, Boyers, PA 16018-0700.

c. Squadron operations will quality check (QC) the FD 258s, and SF 86, pages 9, 10, and 11, with the data in system i.e. home of record, social security number, etc. After review of documents, operations will run a final validation in AFRISS. After the validation is complete, operations will electronically initialize selectee’s security clearance in AFRISS and mail the FD 258s and SF 86, pages 9, 10, and 11, to OPM using the envelope provided by the recruiter.

d. Upon receipt of documents, OPM will electronically confirm receipt of security clearance initialization and print applicant’s SF 86. AFRISS will then send a receipt to squadron operations. In-turn the squadron will email a .pdf file of the OPM receipt to afrsots @rs.af.mil for BOT or the appropriate H P program manager.

e. Upon receipt of OPM receipt notification, program managers will remove security clearance

suspense. Select's class assignment or oaths will not be processed until the security clearance has been initiated and an OPM receipt has been generated.

f. Discrepancies – OPM will notify squadron operations of case file discrepancies by phone and assign suspense of three working days. If the suspense is not met, OPM will return case file to AFRS/RSOC. AFRS/RSOC will then suspense Squadron Operations for corrections. Operations will forward corrections by email or fax to AFRS/RSOC. AFRS/RSOC will update SF 86 and resubmit to OPM.

2. If you have any questions contact RSOC, (210) 652-2245.

//Signed//

DANIEL WOOLEVER, Lt Col, USAF
Deputy Chief, Operations Division

1 Tab
O/A Security Clearance Flowchart