

**PROCEDURAL GUIDANCE MESSAGE**

Name and Grade of Action Officer MSGT JOHN M. GEREAX				Office Symbol RSOPA		Series Number 611		Signature of Action Officer			Review Date
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date
1	RSOP/ CCU	Coord	RSOP _____ CCU _____	5				9			
2	JA	Coord	JA _____	6				10			
3	RSO/ CCU	APPR	RSO _____ CCU _____	7				11			
4	RSOPA	X-MIT	_____	8				12			

**FROM:** HQ AFRS/RSO  
**SUBJECT:** EA Security Investigation Procedures **Change #1**  
**TO:** All Operations/MEPS Personnel

1. This guidance is provided to give every MLS/LNCO a standard process.
2. Security Investigation **must** be submitted during MEPS processing on **ALL QUALIFIED EA APPLICANTS**. Submit the complete security clearance package (SF 86 (thru AFRISS), electronic fingerprints, and SF 86 pages 9, 10, and 11 (FAX)) on these applicants when they are qualified at the MEPS, don't wait until EAD for PS, NDT, RES/RES, and previous service applicants.
3. Procedures for submitting EA security investigations:
  - A. **Conduct Quality Control (QC) SF 86: (Recruiters and MLS/LNCOs)** The recruiter will ensure that the applicant provides all the necessary information required to complete the case file workflow and **manually** QC the SF 86 for completeness and accuracy (The AFRISS QC doesn't catch all discrepancies). The MLS/LNCO will review the SF 86 with applicant and ensure all information is correct. The most common errors are:
    1. Middle Name (enter middle name, middle initial, or NMN (no middle name))
    2. DOB
    3. Place of Birth
    4. Citizenship Information
    5. Residency Information (does it cover 7 years and are **all** fields complete and accurate?)
    6. Schools (are all schools listed and are **all** fields complete and accurate?)
    7. Employment (is the time frame (last 7 years or since age 16) accounted for? And are **all** fields complete and accurate?)
    8. Marital Status (are **all** fields complete and accurate?)
    9. Do all items with a "yes" answer, in Part 2, have complete and accurate answers?
    10. Check the start and end dates? Most require an end date.
    11. Are pages 9, 10, and 11 signed, dated, and complete? (Accomplished at MEPS)
    12. References (Does the applicant know these people?)
  - B. **Fingerprints: (MLS/LNCOs)** Send applicant to be fingerprinted and finish processing. The MEPS personnel will take the applicant's F/Ps electronically and forward them to OPM. These F/Ps are stored in the MEPCOM database for **6 months**. MEPS personnel also have the capability of printing a F/P card if needed. The OPM ENTNAC Section starts the investigation by running the National Agency Check (National/FBI Check). Once the OPM AF Liaison Office receives the certification and release pages they will query their system for fingerprints. If they have fingerprints the SF 86 will then be printed (ONLY then can an OPM Receipt be printed). This all happens within 72 hours. **Note:** The MEPS cannot retransmit F/Ps after getting "Confirmed Received" from HQ MEPCOM, however HQ MEPCOM keeps the F/Ps in their database for six months and can print them on request.
  - C. **Transmit SF 86 and FAX Pages 9, 10, and 11:** Once the applicant has sworn-in (NPS) or completed processing, to include fingerprinting, (PS, RES/RES, NDT, and Previous Svc), forward SF 86 to OPM (**ONE**

**TIME ONLY)** and FAX the **signed SF 86** pages 9, 10, and 11 to OPM (724) 794-9210. **NOTE: DO NOT submit an SF 86 without submitting fingerprints. We HIGHLY RECOMMEND that you submit all SF 86s and pages 9, 10, and 11 at the end of each day.**

**D. Overseas Recruiters Without MEPS:** Once the applicant is reserved, fingerprint the applicant and transmit the SF86. Mail the fingerprint card and hard copy of SF86 along with pages 9, 10, and 11 (signed) to OPM (US Office of Personnel Management, FIPC, P.O. Box 700, Attn: Air Force Liaison Office, 1137 Branchton Road, Boyers, PA 16018-0700). **NOTE: Applicants must have an OPM receipt before they ship.**

**E. Suspense: (MLS/LNCOs)** Establish a Security Clearance suspense system. One suggestion is to put pending cases in a separate file, similar to the DAT/HIV suspense. You should receive an Advanced Fingerprint Report (within 72 hours), for each applicant from MEPS Operations, which will have a case number. Once you receive this report, an OPM receipt should be available through AFRISS. If you don't receive an Advanced Fingerprint Report, check for a case number in MIRS. If there's a case number, print an ADP and the OPM Receipt should be available.

1. If you don't receive a case number, it means OPM didn't receive the F/P card. In this event, request a copy of the F/Ps from the MEPS personnel and mail the F/P card (**Print SON "110C" and SOI "AF00" in "Reason Fingerprinted" block**) to OPM at US Office of Personnel Management, FIPC, P.O. Box 700, Attn: Air Force Liaison Office, 1137 Branchton Road, Boyers, PA 16018-0700. OPM will issue a case number, through MIRS, within 72 hours of receipt and you should then be able to pull an OPM receipt.
2. If you receive a case number, but you can't pull an OPM receipt, the F/P card didn't marry up with the SF 86 or
3. OPM didn't receive the SF 86 pages 9,10, and 11.

For scenarios 2 and 3 you must contact your OPM representative for instructions (**Dora Abels** (724) 794-9208 Pacific and Mountain Time Zones, Alaska, Hawaii, Guam, **Asia, and Europe**; **Cory Laverick** (724) 794-9204 Central Time Zone; and **Melisa Montgomery** (724) 794-9206 Eastern Time Zone). **E-mail addresses:** [dora.abels@pentagon.af.mil](mailto:dora.abels@pentagon.af.mil), [cory.laverick@pentagon.af.mil](mailto:cory.laverick@pentagon.af.mil), [melisa.montgomery@pentagon.af.mil](mailto:melisa.montgomery@pentagon.af.mil).

**NOTE: Applicants must have an OPM receipt before they ship.**

**F. File: (MLS/LNCOs)** One copy of Advanced Fingerprint Report/ADP, OPM Receipt, and Closed Case Report if available (some cases take more than 6 months to complete) should be sent to BMT and one copy retained with the residual packet.

**G. Direct Shippers: (MLS/LNCOs)** Direct Shippers (usually applicants who were TDQ'd and were never DEP'd prior to EAD) will be fingerprinted and the SF 86 will be transmitted through AFRISS. Contact your OPM Rep and they pull the SF 86 and watch for the F/P card. This will allow you to print the OPM receipt. As a backup, request a copy of the F/P card from the MEPS personnel and have the Direct Shipper carry a completed F/P Card and SF 86 to BMT.

#### **4. Possible Match and Code "K" Procedures**

- A. Possible Match and Code "K" (found on the ADP) is undetermined derogatory information about an applicant. Per OPM, this is more than a "possible" match. (The most common reason for a code "K" is the FBI's database does not contain criminal information from Oregon, New Jersey, N. Carolina, or Florida. However, the database will point the OPM investigator to one of the four states if there is something derogatory about the applicant in that state's database. OPM must then make a special request to that state, which may not be received before the applicant ships.)
- B. When notified, pull the case file and set aside (traditionally on the MLS's desk) pending receipt of FBI/OPM paperwork (if FBI/OPM paperwork is not received by the time a 15 Day QC is conducted, contact RSOPA for guidance). MEPCOM will automatically request the FBI Identification Record ("Rap" Sheet) from OPM **and route to Liaison office printer.**
- C. Notify the Squadron's Operations Flight Chief/Flight Commander and the EA Flight Chief. Make annotation in AFRISS (Query applicant from front page by SSN, click on "Follow Up" and enter comments) and on the case file (AETC 1348) of possible match. Upon receipt of data, the MEPS Liaison Supervisor determines if

the applicant being processed is, or is not, the individual identified by the possible match.

1. **Positive Match:** Notify EA Flight Chief and seek guidance (hold for waiver consideration, cancel and DEP discharge, etc.) from Operations Flight Chief or Flight Commander and make annotation in AFRISS and on the case file. At a minimum, a Moral Eligibility Determination must be processed if the applicant did not previously disclose the offense(s).
  2. **Negative Match:** Make annotation in AFRISS and on case file.
- D. One copy of "Rap" Sheet should be sent to BMT and one copy retained with the residual packet.
- E. If you do not receive a "Rap" Sheet prior to EAD, the applicant should be interviewed. He or she must be told of the pending situation, asked to review the list of previously disclosed law violations, and then given the opportunity to admit any additional law violations. If the applicant does not admit to any additional law violations, brief the applicant of the seriousness of withholding potentially disqualifying law violations and have them sign a copy of attachment one. This does not apply to applicants whose Possible Match/Code "K" has a good potential to be a previously admitted law violation. (EX: The MEPS receives a Possible Match/Code "K" on an applicant who has a DUI in New Jersey and has already received a Group Waiver. The flight chief will conduct the interview and if he or she is convinced that this applicant has a DUI and no other law violations, AFRISS is annotated and the applicant ships.)
5. **Returned SF 86s:** On occasion you will receive a phone call from OPM to correct some SF 86 errors. This is the fastest way to correct the errors, however if OPM cannot contact the submitting office within three days they will mail the SF 86s to HQ AFRS/RSOPA and we will forward the cases still in the DEP to the MEPS. These must be corrected as quickly as possible and returned to **OPM (US Office of Personnel Management, FIPC, P.O. Box 700, ATTN: Air Force Liaison Office, Boyers, PA 16018-0618)**. The personnel security investigation cannot continue until the SF 86 is corrected and returned.
  6. **DEP Discharges:** When an applicant is cancelled and DEP discharged, notify your OPM Representative via e-mail to cancel the investigation. If an applicant is DEP discharged because he or she has exceeded the allowable number of days in DEP or the applicant is selected for a commissioning program, do not cancel the investigation. NOTE: MEPCOM is working on a DEP discharge report/file that will be sent to OPM in the future. However, until this comes on line the MLS/LNCOs are responsible for notifying OPM.
  7. The personnel security investigation is a critical part of our applicants' processing. Incomplete or false information slows down or stops the process, puts more work on the MEPS (calls from OPM, field investigators, or returned SF 86s), and ultimately puts Air Force Recruiting Service in a bad light when our applicants are removed from training or put in casual status due to incomplete or incorrect investigative requests, which ultimately impacts the security clearance process. We suggest that you add this information to your New Recruiter MEPS Orientation.

FOR THE COMMANDER

//Signed//

DWAYNE L. HAFER, Colonel, USAF  
Chief, Operations Division

Attachment:  
Possible Match/Code "K" Interview Statement

**Possible Match/Code "K" Interview Statement**

I, \_\_\_\_\_, have been briefed that my security investigation has discovered potential disqualifying information. I understand that if I withhold derogatory information I can be fined up to \$10,000, imprisoned for 5 years, and discharged from the United States Air Force for fraudulent enlistment.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Interviewer's Signature

ATTACHMENT 1

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