



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
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WASHINGTON DC 20350-1000

SECNAVINST 5510.35C  
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SECNAV INSTRUCTION 5510.35C

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY NUCLEAR WEAPONS PERSONNEL  
RELIABILITY PROGRAM

Ref: (a) DoD Instruction 5210.42 of 16 July 2012  
(b) DoDM 5210.42 Nuclear Weapons Personnel Reliability  
Program of 13 January 2015  
(c) SECNAVINST 8120.1B  
(d) SWOP 25-2 (Naval Atomic Planning, Support and  
Capabilities Listing) (NOTAL)  
(e) OPNAVINST 6400.1C  
(f) SECNAVINST 5430.107  
(g) OPNAVINST 3120.32D

Encl: (1) Definitions Supplement  
(2) Abbreviations and Acronyms Supplement  
(3) General Provisions Supplement  
(4) Roles and Responsibilities Supplement  
(5) Certification Supplement  
(6) Continuing Evaluation Supplement  
(7) Removal and Reinstatement Supplement

1. Purpose

a. To establish and maintain the Department of the Navy (DON) Nuclear Weapons Personnel Reliability Program (PRP) per references (a) through (c).

b. To provide policy and guidance for the administration of the DON PRP.

c. This instruction has been revised substantially and should be read in its entirety with references (a) and (b). Changes include:

- (1) Aligning the instruction to higher level directives.
- (2) Removal of temporary decertification.

(3) Modifies timeline for suspension.

(4) Permits trained, certified, and designated Independent Duty Hospital Corpsmen (IDC) to serve as competent medical authority (CMA).

(5) Modifies mandatory disqualification and/or decertification criteria.

(6) Aligns terminology related to substance and alcohol related conditions per the Diagnostic and Statistical Manual of Mental Disorders, 5<sup>th</sup> Edition.

2. Cancellation. SECNAVINST 5510.35B.

3. Definitions. See enclosure (1).

4. Background. Enclosures (1) through (7) supplement references (a) and (b) and establish DON specific policies and procedures.

5. Applicability

a. This instruction applies to:

(1) DON commands or activities which possess nuclear weapons or nuclear command and control (NC2) systems and equipment, or are identified as a "nuclear capable activity" by reference (d) (hereafter referred to as PRP commands and activities);

(2) DON military personnel, government civilian personnel, and contractors assigned to or in training leading to assignment to PRP positions (see reference (b) for typical PRP positions); and

(3) DON commands and activities which provide support or services to the above entities or individuals.

b. Although strict adherence to PRP procedures during transition to war or during wartime may be impractical, particularly in a combat theater, the intent of the PRP policy shall apply. Commanding Officers, while not encumbered with the administrative controls of the PRP, shall continue to apply

their best professional judgment and select only the most trusted individuals to perform nuclear weapons-related duties.

6. Policy. In support of references (a) and (b), it is DON policy that:

a. Nuclear weapons require special consideration because of their policy implications, military importance, destructive power, and the political consequences of an accident or an unauthorized act. The safety, security, control, and effectiveness of nuclear weapons are of paramount importance to the security of the United States.

b. Only those persons who demonstrate the utmost reliability will be certified to perform specific duties associated with nuclear weapons, NC2 systems, material, and equipment, and special nuclear material. Those persons will be continuously evaluated for adherence to PRP standards in order to maintain PRP status.

c. DON personnel who are assigned to sensitive positions or who are in training for assignments to sensitive positions within nuclear capable units or activities or commands executing a PRP mission in support of these units or activities will be certified in the PRP.

7. Roles and Responsibilities. See enclosure (4).

8. Action. Each PRP command and activity shall conduct its program per references (a) and (b) and this instruction.

9. Records Management. Records created as a result of this instruction, regardless of media or format, shall be managed per SECNAV M-5210.1 of January 2012.

10. Forms and Reports Control

a. The following forms are available through Naval Forms Online Website (<https://navalforms.documentservices.dla.mil/>).

(1) OPNAV 5510/414, Nuclear Weapons PRP Screening and Evaluation Record.

(2) OPNAV 5510/415, Record Identifier for PRP, S/N 0107-LF-017-6800.

(3) OPNAV 5510/419, DON Nuclear Weapons PRP Authorization for Disclosure of Medical and Dental Information.

(4) NAVPERS 1070/613, Administrative Remarks.

(5) NAVMC 118(11), Administrative Remarks.

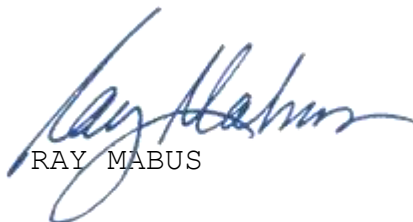
b. DD Form 254, Department of Defense Contract Security Classification Specification, is available for download from the DoD Forms Management Program Website (<http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>).

c. DD Form 2807-1, Report of Medical History, is available for download from DoD Forms Management Program Online Website (<http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>).

d. SF600, Chronological Record of Medical Care, is available for download from the U.S. General Services Administration Forms Library Website (<http://www.gsa.gov/portal/forms/type/SF>).

e. Report Control Symbol DD-AT&L(A)1403(5510), is assigned to the Annual PRP Status Report referred to in enclosure (3), paragraphs 5a through 5d and enclosure (4), paragraph 10g of this instruction.

f. Reporting requirements found in the following paragraphs: enclosure (4), paragraph 17d; enclosure (4), paragraph 17e; enclosure (4), paragraph 17e(1); enclosure (4), paragraph 17e(2) are exempt from reporting requirements per SECNAV M-5214.1, Part IV, paragraph 7n.



RAY MABUS

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**DEFINITIONS SUPPLEMENT**

1. Access (to classified information). The ability and opportunity to obtain knowledge of classified information (see SECNAV M-5510.30 for additional guidance).
2. Access (to nuclear weapon, critical nuclear weapon system components, or positive control and/or NC2 material). Opportunity to tamper with or modify a nuclear weapon, critical nuclear weapon system component, or positive control and/or NC2 material. A person who is escorted by and/or under observation of PRP-certified individual(s) capable of detecting unauthorized actions is not considered to have access.
3. Alcohol-Related Incident. Any behavior, to include misconduct or substandard performance, in which the consumption of alcohol by the individual is a contributing factor as determined by the Certifying Official in consultation with the CMA, e.g., intoxicated driving, domestic disturbances, assault, disorderly conduct, personal injury, failure or refusal of sobriety testing, voluntary consumption of alcohol by an individual previously diagnosed as alcohol dependent (old terminology) or with moderate or severe Alcohol Use Disorder (new terminology), or underage drinking while in active service (in-service).
4. Certification. A determination of reliability, suitability, and acceptability to perform duties involving nuclear weapons based on a screening and evaluation of an individual, using PRP standards.
5. Certifying Official. The DON military officers or government civilian employees (GS-11 equivalent or above), in a PRP position, who are responsible for nuclear weapons and/or NC2 operations and designated in writing by the Commanding Officer or Activity Head as responsible for determining the acceptability of personnel assigned to nuclear weapons-related duties. The Certifying Official's position shall allow sufficient personal contact with all command PRP personnel to permit continual evaluation of their performance and reliability. When contractor personnel are performing PRP duties, the Certifying Official shall be the military or civilian official designated in the contract to certify acceptability of contractor personnel.

6. Competent Medical Authority (CMA). A CMA is a U.S. military healthcare provider or a U.S. healthcare provider employed by or under contract or subcontract to the U.S. Government or U.S. Government contractor. All CMAs shall be authorized to perform independent clinical practice according to Navy Regulations by the healthcare facility responsible for the provider's competency and quality of care. Nurse Practitioners, Physician Assistants (PAs), and IDCs may be CMAs. All CMAs (military, civilian, and contractor) shall be specifically trained per enclosure (3), paragraph 3 of this instruction and be designated in writing per procedures established in this instruction. Commanding Officers shall ensure Bureau of Medicine and Surgery (BUMED)-approved training is completed prior to designating CMAs in writing. CMAs assigned to Medical Treatment Facilities (MTFs) shall be designated by the MTF Commanding Officer. CMAs assigned to operational and non-MTF commands shall be designated by their respective Commanding Officer.

7. Department of Defense Central Adjudication Facility (DoD CAF). DoD CAF is designated by the Secretary of Defense to evaluate Personnel Security Investigations (PSIs) and other relevant information and issue personnel security determinations.

8. Health Records. Documents that include medical, mental health, and dental records.

9. Nuclear Command and Control (NC2) Positions

a. Positions that provide personnel with access to NC2 coding and authentication processes and a communication medium necessary to transmit nuclear release, transfer, execution, or termination orders.

b. Positions involved in the preparation and production of NC2 coding and authentication documents and equipment.

c. Positions involved in the preparation and production of nuclear weapons targeting media and/or materials.

10. PRP Administrators. Individuals who administer and/or assist in the administration of the PRP (i.e., Reviewing Officials, Certifying Officials, PRP Monitors, CMAs, and PRP Medical Personnel).

11. PRP Medical Personnel. IDCs, PAs (Medical Service Corps and civilian), or Nurse Practitioners (Nurse Corps and civilian), who are not designated as CMAs, but are specifically trained and formally designated in writing to screen health records by the senior medical officer, Commanding Officer, or Activity Head under whom he or she serves.

12. PRP Monitor. An individual in the military grade of E5 or above, or a civilian employee in the equivalent grade (GS-7 equivalent or above), appointed to assist the Certifying Official in the administration and day-to-day functions of the PRP at DON commands. The PRP Monitor reports directly to the Certifying Official.

13. Reviewing Official. The Commanding Officer, Executive Officer, or designated DoD military or civilian official, at a level above that of the Certifying Official and who is responsible for operations involving nuclear weapons, related nuclear weapons systems, and/or components.

14. Two-Person Rule. A system designed to prohibit access by a lone individual to nuclear weapons and certain designated components by requiring the presence at all times of at least two authorized persons capable of detecting incorrect or unauthorized procedures with respect to the task to be performed.

**ABBREVIATIONS AND ACRONYMS SUPPLEMENT**

BUMED	Bureau of Medicine and Surgery
CMA	Competent Medical Authority
CMC	Commandant of the Marine Corps
CNO	Chief of Naval Operations
COMNAVPERSCOM	Commander, Navy Personnel Command
DD Form	Department of Defense Form
DIRSSP	Director, Strategic Systems Programs
DoD	Department of Defense
DoD CAF	Department of Defense Central Adjudication Facility
DON	Department of the Navy
DUSN (P)	Deputy Under Secretary of the Navy for Policy
DSS	Defense Security Service
FSO	Facility Security Officer
HIPAA	Health Insurance Portability and Accountability Act
HQMC	Headquarters Marine Corps
IDC	Independent Duty Hospital Corpsman
ISIC	Immediate Superior in Command
JPAS	Joint Personnel Adjudication System
MILPERSMAN	Military Personnel Manual
MMEA	Manpower Management Enlisted Assignments
MOS	Military Occupational Specialty
MTF	Medical Treatment Facility
NCIS	Naval Criminal Investigative Service
NAVPERS	Navy Personnel
NC2	Nuclear Command and Control
NEC	Navy Enlisted Classification
NOTAL	Not to, nor required, by all addressees
NWTI	Nuclear Weapons Technical Inspection
OJT	On-the-Job Training
OMPF	Official Military Personnel File
OPNAV	Office of the Chief of Naval Operations
PA	Physician Assistant
PCS	Permanent Change of Station
PHI	Protected Health Information
PII	Personally Identifiable Information
PP&O	Plans, Policy, and Operations
PPR	Phased Periodic Reinvestigations
PR	Periodic Reinvestigations
PRP	Personnel Reliability Program
PSI	Personnel Security Investigation



RUC	Reporting Unit Code
SECNAV M	Secretary of the Navy Manual
SSBI	Single Scope Background Investigation
SSBI-PR	Single Scope Background Investigation - Periodic Reinvestigation
SSIC	Standard Subject Identification Code
SSN	Social Security Number
SWOP	Special Weapons Ordnance Publication
TDY	Temporary Duty
UIC	Unit Identification Code

**GENERAL PROVISIONS SUPPLEMENT**

1. Purpose. It is DON policy to ensure nuclear weapons are not subject to loss, theft, sabotage, unauthorized use, unauthorized destruction, unauthorized disablement, unintentional jettison, or accidental damage.

2. PRP Positions

a. Examples of typical PRP positions are identified in reference (b). The PRP Position Table is provided to assist in identifying PRP positions. It is not intended to be a comprehensive list. Additional DON specific PRP position examples include:

(1) Alarm monitors and technicians with security forces ashore, who control primary and redundant intrusion detection system's annunciation equipment or have the knowledge and the ability to tamper with or mask alarms. These positions shall be given a controlled PRP designation.

(2) Backup force to the security forces ashore, who are routinely assigned to duties for nuclear weapons security, meeting the requirements of security personnel who are armed or assigned duties to protect and guard a nuclear weapon, or when joined, the delivery system. These positions shall be given a controlled PRP designation.

b. Only DON military and civilian personnel shall fill a PRP position. Contractors shall only fill PRP positions when allowed by references (a) and (b) and DoD Instruction 1100.22 of 12 April 2010.

(1) Director, Strategic Systems Programs (DIRSSP) shall oversee the use of contractors in PRP positions.

(2) The standards and procedures of references (a) and (b) and this instruction shall be incorporated into all new or modified contracts involving nuclear weapons-related duties. Contractors filling these nuclear weapons-related positions will be required to meet the reliability standards of the PRP. Such contracts shall limit contractor employees to those specific DON installations or cleared contractor facilities authorized by DIRSSP.

c. The issuance of this instruction does not in itself require the recertification of personnel who are already assigned in PRP positions.

3. Training. Reviewing Officials, Certifying Officials, PRP Monitors, CMAs, PRP Medical Personnel, and individuals assigned to PRP duties shall receive initial and annual PRP refresher training and be thoroughly briefed on their PRP management and oversight responsibilities.

a. Initial and annual PRP refresher training shall be documented and include, as a minimum:

- (1) PRP purpose and applicability (spirit and intent);
- (2) PRP roles and responsibilities;
- (3) PRP certification;
- (4) Continuing evaluation;
- (5) Disqualification, removal, and reinstatement; and
- (6) Privacy Act and Health Insurance Portability and Accountability Act (HIPAA) requirements.

(a) The mandatory annual personally identifiable information (PII) training for users of DON information systems fulfills the requirements for Privacy Act training.

(b) Reviewing Officials, Certifying Officials, PRP Monitors, PRP inspectors and individuals assigned to PRP duties are not required to take formal HIPAA training, however they shall be aware of the requirement for health plans and health care providers to use and disclose protected health information (PHI) under HIPAA.

b. CMAs and PRP Medical Personnel. CMAs and PRP Medical Personnel will receive initial and annual PRP refresher training approved by BUMED. All PRP training will be documented and maintained until the next inspection cycle. BUMED approved training is available at:  
<https://intelshare.intelink.gov/sites/jko/prp/sitepages/home.aspx>.

4. PRP Review and Evaluation. Command programs shall be reviewed and evaluated. Reviews shall include all aspects of the program as established by references (a) and (b) and this instruction. This requirement is satisfied as follows:

a. Commands identified as nuclear capable by reference (d) shall have their PRP formally inspected during Nuclear Weapons Technical Inspections (NWTI). Results of all inspections shall be forwarded to DIRSSP.

b. Unless otherwise stated, commands not identified as nuclear capable in reference (d), but execute a nuclear weapons PRP mission shall have their PRP inspected by DIRSSP at intervals not to exceed 24 months. Inspections shall use the same inspection criteria used during NWTIs.

c. Any PII and/or PHI collected, maintained, used, or disseminated in PRP execution and program evaluations must be safeguarded to prevent any unauthorized use or disclosure.

5. Instruction for Annual PRP Status Report. The certification statistics will include the number of personnel in the command's PRP on 31 December. The decertification statistics will include all decertifications from the previous calendar year.

a. Every Navy PRP command or activity shall submit an Annual PRP Status Report to DIRSSP (SP31), to be received no later than 15 January. A scanned copy of the signed cover letter and statistical information may be sent via e-mail to prp@ssp.navy.(smil).mil.

b. Every Marine Corps PRP command or activity shall submit an Annual PRP Status Report to DIRSSP (SP31), with a copy to G3/5/7 at Marine Forces Command, to be received no later than 15 January.

c. Commands and activities who close out their PRP will submit an Annual PRP Status Report to DIRSSP (SP31) at the time of close out.

d. The Annual PRP Status Report shall be completed according to the format found in reference (b), however the name

of the "DON command or activity" shall be listed in place of "DoD Component." Cover letters shall include point of contact information for the report.

e. Statistics shall be provided under the column that indicates the command's or activity's geographical base of operations (e.g., Continental United States, Europe, and Pacific regions). U.S. Navy ships shall provide reportable information under the U.S. category.

f. As decertifications generally include more than one issue, the decertification action shall be accounted for only once under the predominate issue.

6. Use of Instruction. This instruction supplements references (a) and (b). PRP commands shall read and use references (a) and (b) and this instruction together in order to correctly manage their local programs.

**ROLES AND RESPONSIBILITIES SUPPLEMENT**

1. Deputy Under Secretary of the Navy for Policy (DUSN (P)) shall:
  - a. Exercise responsibility for PRP policy approval; and
  - b. Monitor DIRSSP implementation of PRP policy.
2. Chief of Naval Operations (CNO) oversees the safety, security, and reliability of DON nuclear weapons and nuclear weapons systems, to include the PRP. Specific roles and responsibilities for PRP are as assigned below.
3. Deputy Chief of Naval Operations, Manpower, Personnel, Training, and Education (CNO (N1)) shall:
  - a. Execute nuclear weapons and nuclear weapons systems community management of personnel through a memorandum of understanding between CNO (N1) and DIRSSP; and
  - b. Provide support to Commanding Officers and Activity Heads with respect to PRP-related personnel actions (e.g., reassignments, rate, or Navy Enlisted Classification (NEC) code conversion when necessary or required).
4. DIRSSP, in addition to the roles and responsibilities provided in reference (c) shall:
  - a. Oversee the execution and day-to-day implementation of PRP policy;
  - b. Review, and as applicable, approve or disapprove requalification and reinstatement requests and the use of contractors in the PRP;
  - c. Review the results of PRP inspections and evaluations to ensure effective and consistent application of DON policy;
  - d. Inspect commands and activities not identified as nuclear capable by reference (d) which are executing a PRP mission;

e. Provide PRP policy clarification and interpretation to DON PRP end users; and

f. Coordinate with CNO (N1) and Headquarters Marine Corps (HQMC) on military personnel actions associated with PRP implementation.

5. Chief, BUMED, in addition to the roles and responsibilities provided in reference (c), shall:

a. Be responsible for providing sufficient medical personnel resources to support the DON PRP.

b. Designate in writing a CMA Community Manager at BUMED.

c. Oversee the PRP functions of the CMA Community Manager and MTF Commanders.

(1) The CMA Community Manager at BUMED shall:

(a) Oversee and maintain a current listing of MTF and Fleet CMAs (hereafter referred to as CMAs) and PRP Medical Personnel (see definitions in enclosure (1)) to make certain that each is formally trained and designated. In performing these duties, the CMA Community Manager may appoint subordinate community managers by geographic region, function, and/or warfare community;

(b) Ensure there is close cooperation and coordination between the PRP command or activity, the MTF Commander, and BUMED to assure continuing application of PRP standards and to make certain that operating forces have sufficient trained and designated CMAs and PRP Medical Personnel to fulfill their mission; and

(c) Develop and, as necessary, modify standardized training material to be used for initial and annual refresher training of CMAs and PRP Medical Personnel working in the PRP. Training will be made available using a knowledge management system such as Navy Knowledge Online, Joint Knowledge Online, etc.

(2) MTF Commanders shall:

(a) Confirm that all CMAs and PRP Medical Personnel under their command have successfully completed the most current BUMED initial or annual refresher training, and have received local PRP training from the supported PRP command program managers, who are generally the Certifying Officials. This will ensure that all MTF-based CMAs and PRP Medical Personnel have been instructed in the purpose of the PRP and have been advised of their reporting responsibilities;

(b) Designate CMAs in writing to be responsible for reviewing and/or providing healthcare services or medical evaluations for PRP. PRP Medical Personnel shall also be designated in writing to review health records by the senior medical officer, Commanding Officer, or Activity Head under whom they serve. Designation letters shall state that CMAs and PRP Medical Personnel have received initial training as required by this instruction; and

(c) Forward copies of designation letters to the BUMED CMA Community Manager.

d. Act as medical consultant to DUSN (P) and DIRSSP for PRP matters.

6. Commander, Submarine Forces Atlantic, shall amplify PRP policy guidance as needed and provide PRP oversight and other assistance to assigned commands and activities. Commander, Submarine Forces Atlantic, shall:

a. Prescribe procedures for submittal of annual PRP status reports for submarines that will not be available to report (i.e., deployed) within the required timeline.

b. Prescribe procedures for transferring personnel temporary duty (TDY) from one PRP command to another PRP command.

7. Commander, Submarine Forces Pacific, shall amplify PRP policy guidance as needed and provide PRP oversight and other assistance to assigned commands and activities. Commander, Submarine Forces Pacific, shall:



a. Prescribe procedures for submittal of annual PRP status reports for submarines that will not be available to report (i.e., deployed) within the required timeline.

b. Prescribe procedures for transferring personnel TDY from one PRP command to another PRP command.

8. Commander, Naval Air Forces Pacific, shall amplify PRP policy and guidance as needed, and provide PRP oversight and other assistance to assigned commands and activities.

9. Commandant of the Marine Corps (CMC), per reference (c), shall select and train Marine Corps personnel for assignment to duties which involve nuclear weapons security.

a. Deputy Commandant, Plans, Policies, and Operations (PP&O), Physical Security Division shall:

(1) Be responsible for guidance and explanation of PRP policy for Marine Corps activities; and

(2) Ensure proper disposition of Marine Corps decertification actions.

b. Deputy Commandant, Manpower and Reserve Affairs shall:

(1) Provide support to Commanding Officers and Activity Heads with respect to PRP-related personnel actions involving Marine Corps Officers (i.e., reassignments when necessary or required).

(2) Provide support to Commanding Officers and Activity Heads with respect to PRP-related personnel actions involving Marine Corps enlisted personnel (e.g., reassignments, rate, or military occupational specialty (MOS) conversions when necessary or required).

10. Commanding Officers and Activity Heads shall:

a. Be responsible for the integrity and effectiveness of the PRP within their command or activity. Amplify PRP policy and guidance, and as appropriate, conduct routine self-assessments to evaluate program effectiveness.

b. Designate in writing Reviewing Officials (if other than the Commanding Officer or Activity Head) and Certifying Officials to manage the requirements of the PRP and to certify individuals for nuclear weapons-related duties. Commands may also designate PRP Monitors to assist the Certifying Official in the day-to-day administration of the program. Additionally, Commanding Officers with CMA(s) and/or PRP Medical Personnel under their command shall designate these individuals in writing.

c. Ensure the appropriate initial and annual refresher training is accomplished per enclosure (3), paragraph 3. DON PRP policy guidance updates are available at [www.ssp.navy.smil.mil](http://www.ssp.navy.smil.mil).

d. Ensure CMAs and PRP Medical Personnel supporting the command or activity are briefed in regards to their specific PRP responsibilities. Command or activity briefings of CMAs and PRP Medical Personnel shall include an initial and thereafter an annual orientation in nuclear weapons operations, emphasizing safety and security aspects and the responsibility of advising the Commanding Officer or Activity Head or Certifying Official of medical conditions that adversely affect the certification of PRP personnel.

e. IDCs may be designated in writing as CMAs at the discretion of the PRP command or activity. The requirements for CMA designation are listed in paragraph 14 of this enclosure.

f. If applicable, provide oversight of all contractors certified in the command's or activity's PRP per reference (b) and this instruction.

g. Submit an annual report of PRP statistical information for the preceding calendar year to DIRSSP (SP31). Detailed instructions are provided in enclosure (3), paragraph 5.

h. Notify DIRSSP (SP31) in writing whenever a PRP is implemented or terminated. If the PRP is terminated before the end of the calendar year, submit an annual PRP status report up to the point of termination to DIRSSP (SP31).

i. Ensure substance abuse screening is administered to individuals prior to placement in the PRP and randomly thereafter.

j. Ensure that decertification letters for Navy and Marine Corps personnel are forwarded to and received by the appropriate personnel office for inclusion in the individual's permanent file. Copies of the decertification letter shall be forwarded to DIRSSP (SP31) for retention. Detailed instructions and examples are provided in enclosure (7).

k. Evaluate all requests for requalification and recertification.

l. Ensure protective markings are used on the appropriate PRP-related forms, reports, letters, and records. Refer to SECNAV M-5510.36, DON Information Security Program, and SECNAVINST 5211.5E, DON Privacy Act Program.

11. Reviewing Officials. Reviewing Officials will be designated in writing, if other than the Commanding Officer or Activity Head. Reviewing Officials shall:

- a. Be responsible for the management of the PRP; and
- b. Receive initial and annual refresher training per enclosure (3), paragraph 3.

12. Certifying Officials. Certifying Officials will be designated in writing by the Commanding Officer or Activity Head. Certifying Officials shall:

- a. Provide initial and annual refresher training to all PRP members, Reviewing Officials, PRP Monitors, CMAs, and PRP Medical Personnel supporting their program following the training guidelines provided in enclosure (3), paragraph 3.
- b. Identify each PRP position as either critical or controlled as defined by reference (b) and this instruction. The number of positions shall be restricted to the minimum required to accomplish the mission.

(1) Designated PRP positions shall be reevaluated at least annually to determine the need for additional positions or

the cancellation of unnecessary positions, to include contactor positions. When specific positions are designated as PRP positions by a higher authority, the higher authority is responsible for conducting the annual review of the positions they designate.

(2) Procedures shall be established to ensure that at least one of the individuals satisfying the two-person rule has a final PRP certification to preclude simultaneous use of two Interim-certified individuals.

c. Certify on OPNAV 5510/414, Nuclear Weapons PRP Screening and Evaluation Record, that the individuals occupying PRP critical and controlled positions meet the requirements and reliability standards of references (a) and (b) and this instruction. All decertifications will be documented on OPNAV 5510/414.

13. Security Manager. Security Managers will be designated in writing by the Commanding Officer or Activity Head. Security Managers will:

a. Support the PRP Certifying Official by ensuring that personnel being certified into the PRP or those personnel in continuous evaluation of the PRP meet the PSI requirements for the PRP position to be filled.

b. Update the Joint Personnel Adjudication System (JPAS) as necessary to reflect current PRP status.

c. Keep the PRP Certifying Official apprised of any adverse information noted in the member's PSI report or adverse information reported via DoD CAF.

d. Ensure personnel nearing the 5 year anniversary of their security clearance (i.e., closed date of previous security investigation) submit a new PSI request prior to the anniversary date.

14. CMA. CMAs shall be designated in writing by their Commanding Officer. CMAs shall:

a. Complete initial and annual refresher training per enclosure (3), paragraph 3 of this instruction, as well as

initial and annual training provided by the local PRP Certifying Official whom they support. Training for CMAs shall include the topics identified in enclosure (3), paragraph 3.

b. Review medical, mental health, and dental histories and records (hereafter referred to as health records) and as necessary perform further evaluations or medical examinations.

c. IDCs seeking designation as a CMA must be certified for independent duty, must be under indirect supervision by an assigned CMA-trained physician supervisor, and must maintain their certification per reference (e). IDCs shall only be certified as CMAs at the discretion of their Commanding Officer, and only after successful completion of the training required in enclosure (3), paragraph 3 of this instruction.

15. PRP Medical Personnel. PRP Medical Personnel shall be designated in writing by the senior medical officer, Commanding Officer, or Activity Head. PRP Medical Personnel shall:

a. Complete initial and annual refresher training per enclosure (3), paragraph 3 of this instruction, as well as initial and annual training provided by the local PRP Certifying Official whom they support. Training for PRP Medical Personnel shall include topics identified in enclosure (3), paragraph 3.

b. Review health records and encounters for medical histories, conditions, and treatments which could adversely impact a PRP member's suitability for entry into or continuation in the PRP.

(1) Submarine IDCs eligible to be assigned to independent duty under U.S. Navy Manual of the Medical Department, Article 9-15, are considered as specifically trained to screen health records and other medical related issues. If they are serving on independent duty in nuclear capable commands as the Medical Department Representative, they shall be considered as both trained and officially designated to screen health records and medical related issues and to provide review and recommendations in lieu of a CMA to the Certifying Official while underway.

(2) Submarine IDCs, who are not designated as CMAs, shall have all medical treatment rendered while underway

reviewed by their physician supervisor and/or CMA according to the timetable directed in reference (e).

(3) Other IDCs, PAs (Medical Service Corps and civilian) and Nurse Practitioners (Nurse Corps and civilian) may screen health records and medical related issues when specifically trained to do so and designated in writing by the senior medical officer, Commanding Officer, or Activity Head under whom they serve.

(4) IDCs serving as PRP Medical Personnel must be certified for independent duty under indirect supervision by an assigned physician supervisor, and maintain their certification per reference (e).

16. Individuals shall:

a. Receive initial and annual refresher training, per enclosure (3), paragraph 3 of this instruction.

b. When they receive any type of medical, mental health, or dental treatment and/or evaluation (including TRICARE and non-network referrals), report such evaluation and treatment to the Certifying Official and provide appropriate documentation to the CMA or PRP Medical Personnel for review using local procedures.

c. Make all health history and records available to the CMA and/or PRP Medical Personnel to review for initial and subsequent screening requirements.

17. Contractor Companies. The criteria set forth in reference (b) and this instruction shall be incorporated into all new or modified contracts with personnel in the PRP, either via DD Form 254, DoD Contract Security Classification Specification, or included as a contract provision; and shall be identified as requirements of the PRP. Contractor companies shall:

a. Meet all PRP requirements established by reference (b) and this instruction.

b. Hold and maintain a facility clearance in order to process the required PSI for PRP determination.

c. Ensure contractors perform nuclear weapons-related duties only in specific DON installations or cleared contractor facilities (see enclosure (3)).

d. Immediately report any information about an employee not maintaining the reliability standards of the PRP to the Certifying Official.

e. Immediately report any adverse information identified during continuous evaluations by contractor supervisory personnel to the Certifying Official.

(1) If adverse information is discovered by the contractor company, the Facility Security Officer (FSO) shall submit an adverse information report to the Defense Security Service (DSS).

(2) If derogatory information is received on a PRP certified contractor by DSS, DSS will forward the information to the FSO, who shall provide the information to the Certifying Official.

f. In addition to the requirements found in reference (b), suspension and decertification from PRP duties requires that the employee be prevented from accessing areas containing nuclear weapons, critical nuclear weapons system components, or positive control/NC2 materials. Employee's entry credentials shall be confiscated or deleted from the system and entry authority and access lists shall be updated to bar suspended or decertified personnel.

g. Ensure contractors are supported by civilian CMAs who have completed initial and annual refresher training per enclosure (3), paragraph 3 of this instruction and are appropriately designated in writing by the Commanding Officer or Activity Head of the PRP command which they support.

18. DON Civilian Employees in the PRP. Supervisors of DON civilian employees in the PRP will ensure position descriptions are annotated/amended to read, "As a condition of employment, the duties of this position requires the incumbent to meet and maintain eligibility requirements of the DON PRP" or similar statement.

**CERTIFICATION SUPPLEMENT**

1. General

a. The Certifying Official shall evaluate the reliability and suitability of each individual for specific PRP positions. All relevant facts of the individual's current and past duty performance, results of the PSI, medical evaluations, and Supervisor's comments shall be considered. The Certifying Official shall ensure the individual meets PRP standards outlined in reference (b) and this instruction when making a certification determination regarding an individual's ability to reliably perform PRP duties. This PRP screening is used to proactively monitor and document the evaluation of individuals who are, or will be, in PRP billets.

b. Certifying Officials shall certify on OPNAV 5510/414 that individuals occupying PRP critical and controlled PRP positions meet the requirements and reliability standards of this enclosure. OPNAV 5510/414 shall be completed using the instructions provided on the back of the form. The procedures for continuously evaluating personnel, contained in enclosure (6) of this instruction, shall apply once the individual is certified.

2. Qualifying Criteria. Reference (b) outlines the PRP qualification criteria and PRP suitability factors expected for all PRP individuals.

3. Initial Screening and Certification. Certifying Officials will use the qualification criteria and PRP Suitability Factors outlined in reference (b) when making PRP suitability determinations. OPNAV 5510/414 shall be used to document the initial screening and certification of acceptability of individuals assuming PRP duties. Initial screening and certification procedures apply when the individual being screened and certified has never been in the PRP; was previously in the PRP, but was administratively terminated; or has a break in active service for more than 24 months. If a PSI results review was previously conducted and subsequently documented on OPNAV 5510/414, an additional PSI review is not required.

a. PSI and Eligibility Requirements. Certifying Officials shall work closely with the Command Security Manager to ensure



that members meet the PSI and eligibility requirements. PRP certification requires a PSI be completed within 5 years and be favorably adjudicated prior to the date of initial assignment to a PRP position, with no break in active service longer than 24 months between completion of the investigation and initial assignment to the PRP. A new investigation is required in cases where the investigation was completed more than 5 years before initial assignment or where a break in active service exceeds 24 months after completion of the investigation. All PSI and periodic reinvestigations (PR) shall be submitted per SECNAV M-5510.30.

(1) Critical PRP position. In the DON, acceptable investigations for assignment to a critical PRP position include a Single Scope Background Investigation (SSBI), SSBI-Periodic Reinvestigation (SSBI-PR) and Phased Periodic Reinvestigations (PPR).

(2) Controlled PRP position. In the DON, acceptable investigations for assignment to a controlled PRP position include a National Agency Check with Local Agency and Credit Check, Access National Agency Check with Written Inquiries, SSBI, SSBI-PR and PPR.

b. PSI Results Review

(1) When initially certifying an individual to a critical or controlled PRP position, the Certifying Official shall review the results of the PSI. However, the PSI results review need not be accomplished before certification into the PRP if the following criteria are met:

(a) When a PRP individual or candidate has an adjudicated investigation which supports final PRP certification, commands shall request a review copy of the investigation from Naval Criminal Investigative Service (NCIS) Headquarters, Records Management Branch, Code 11C1, Russell-Knox Building, 27130 Telegraph Road, Quantico, VA, 22134 or if supported, via electronic arrangements using digitally signed and encrypted e-mail. Requests shall identify the PRP requirement and the subject, including full name, social security number (SSN), and date of birth.

(b) Although it may not be possible to retrieve and evaluate the results of the PSI before final certification, the Certifying Official shall make every effort to obtain, evaluate, and document the PSI results on OPNAV 5510/414 as soon as possible. If the PSI results are not received within 120 days of request, the Certifying Official shall request an update from NCIS Records Management Branch.

(2) If the PSI results meet PRP standards, the findings of the review shall be documented on OPNAV 5510/414. Once a PSI results review has been conducted and documented on OPNAV 5510/414, there is no requirement to repeat a review of that investigation during rescreening.

c. Medical Evaluation. As part of the required screening process, health records, if sufficiently comprehensive and current for the purpose, shall be reviewed to determine the candidate's physical and mental condition and qualifications under the standards of the PRP. Screening of health records shall be performed by the CMA or PRP Medical Personnel specifically trained and designated in writing to perform that function.

(1) When health record reviews are conducted by PRP Medical Personnel instead of a CMA and questions arise concerning an individual's physical capability or mental suitability for assignment to a PRP position, the health record shall be referred to the CMA for further evaluation and/or assessment. All significant history or conditions (as discussed in enclosure (7)), shall be documented on the SF600, Chronological Record of Medical Care, and provided immediately to the Certifying Official so timely suitability determinations can be made.

(2) When health record reviews are conducted by PRP Medical Personnel and it is determined and documented that no adverse information was identified which could call into question an individual's suitability for PRP duties, no further evaluation or medical examination is required by the CMA.

(3) If available health records are not sufficiently comprehensive or current, the CMA shall conduct a medical examination or consult with the appropriate medical specialist as soon as possible to determine medical qualification under PRP

standards. Examination and/or consultation results, including all significant physical or mental conditions, shall be documented in the individual's health record via an SF600 entry and provided immediately to the Certifying Official.

(4) Reviewing and Certifying Officials may have full access to health records of PRP candidates and certified individuals, as needed, to make PRP suitability determinations required by reference (b) and this instruction. PRP inspectors may also have full access to health records, when deemed necessary. Normally, Reviewing and Certifying Official and PRP inspector access to health records should be limited to the review of the SF600s used for PRP determinations. The following is the health record review process for DON PRP:

(a) Reviewing and Certifying Officials and designated PRP inspectors shall complete annual Privacy Act training.

(b) Disclosure of PHI to Reviewing and Certifying Officials and designated PRP inspectors is accomplished consistent with DoD 6025.18-R, DoD Health Information Privacy Regulation of 24 January 2003 and requires valid authorization. Completion of OPNAV 5510/419, DON PRP Authorization for Disclosure of Medical and Dental Information, constitutes valid authorization.

(c) Reviewing and Certifying Officials and designated PRP inspectors shall protect health information and ensure that provisions of the Privacy Act are not violated.

d. Substance Abuse Testing. Individuals shall complete a substance abuse screening prior to certification into the PRP. Screening results which are considered failures shall be submitted to the Certifying Official immediately. PRP-certified individuals shall be in a random substance abuse screening program. PRP-certified contractor personnel will adhere to substance abuse screening requirements per reference (b) and this instruction.

e. Personnel Records. Personnel record reviews shall include a review of the individual's work history for evidence of dependability, flexibility, good attitude, and good judgment. Reviewing and Certifying Officials and designated PRP

inspectors, as required, shall be provided access to hard copy and electronic records in order to complete screening and evaluation requirements of personnel records.

f. Personal Interview. Personal interviews can be highly effective in educating an individual regarding PRP requirements and in eliciting valuable information to assist the Certifying Official in evaluating an individual's suitability for PRP assignment. The interview shall emphasize the importance of the need to demonstrate reliability, individual responsibilities in the PRP, and the consequences for disqualifying conduct. Certifying Officials shall also ask questions of the individual to determine the individual's attitude towards the PRP and performing nuclear weapons-related work. In addition to the topics identified in reference (b), the Certifying Official's personal interview shall cover the following points:

(1) Spirit and Intent of the PRP: Discuss the "Purpose and Applicability of the PRP" found in reference (b) and enclosure (3) of this instruction.

(2) Qualifications of personnel selected to perform PRP duties: Discuss "Qualifying Criteria" and "Disqualifying and Decertifying Criteria" found in reference (b), and in enclosures (5) and (7) of this instruction.

(3) Responsibilities and requirements in the PRP: Discuss roles and responsibilities found in reference (b) and enclosure (4) of this instruction, to include any past charges, arrests, or criminal convictions.

(4) Suspension and Decertification from the PRP: Discuss "Suspension" and "Decertification" criteria found in reference (b) and enclosure (7) of this instruction, to include the possible impact of these actions on the individual (e.g., for military personnel this may include rating conversion, transfer to another command, etc.). Personnel shall be informed that individuals shall not allow their conduct to conflict with reliability and safety standards, and that those who display irresponsibility or instability shall not be permitted to perform nuclear weapons-related duties. The Certifying Official shall also stress the need for an alcohol and drug-free environment.

g. Proficiency Qualification. To be certified proficient, an individual shall be qualified by a formal course of instruction and experience or other supervised on-the-job training (OJT) and experience (as required by the critical or controlled PRP position), and be determined proficient in the duties to be performed. Personnel shall be screened into the PRP prior to performing any OJT or qualification practical factors directly relating to nuclear weapons-related duties.

(1) Personnel who perform modifications, retrofits, limited life component changes, etc., and explosive ordnance disposal personnel and their supervisors shall be qualified by a formal course of instruction and experience for the duties they are to perform.

(2) The experience factor may be achieved by OJT during the required instructional phase, or demonstrated by previous work experience. The nature of the position shall determine the necessity for further experience or OJT observation following formal training.

(3) The individual who certifies proficiency (if other than the Commanding Officer, Activity Head, Executive Officer, or the Certifying Official) shall be designated in writing.

(4) A certification of proficiency for PRP is independent of rating qualification and certifications.

h. Certification of Acceptability. The Certifying Official shall confirm an individual's PRP eligibility before that individual begins performing PRP-related duties. The determination of reliability and acceptability for PRP assignment is based upon consideration and evaluation of all the information obtained during the screening process.

(1) The Certifying Official shall ensure that OPNAV 5510/414 is completed and permanently maintained. Instructions for completing OPNAV 5510/414 are located on the form.

(a) Where personnel records are electronic, OPNAV 5510/414 shall be filed in a local folder which shall be provided to the individual upon transfer for hand-carry to his or her next PRP command. Additionally, the command or activity

shall forward a copy of OPNAV 5510/414 to Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-313) for inclusion into the individual's electronic service record.

(b) When updates are made to OPNAV 5510/414, the Certifying Official shall ensure that the updated form is used during subsequent screenings and/or re-screenings. When applicable, previous OPNAV 5510/414 shall be attached to the new form.

(2) Personnel records shall reflect assignment of an individual to a PRP position as follows:

(a) OPNAV 5510/415, Record Identifier for PRP, shall be maintained in local hard copy service records, health records, security folders, and other official personnel folders as a PRP identifier.

(b) Electronic service and health records shall contain a method of identifying individuals who are in the PRP.

4. Interim Certification. If it becomes necessary to consider an individual for a critical or controlled PRP position and the required investigation has not been completed, interim certification may be granted using the guidelines in Appendix 2 to enclosure 3 of reference (b) and this instruction. In addition to the requirements for interim certification, the following guidance applies:

a. Submitted investigations shall be opened by the Office of Personnel Management prior to granting interim certification (investigations that appear as "scheduled" in JPAS or like systems meet the requirement for being opened).

b. Interim certification shall not be granted when the command Security Manager finds adverse information, as defined by SECNAV M-5510.30, during the review of the personnel security questionnaire. In such cases, the investigation shall be completed and adjudicated prior to certifying the individual in the PRP.

c. Justification of the need for interim certification shall be documented by the Certifying Official.

d. Once the investigation is requested, the Certifying Official shall coordinate with the command Security Manager who is responsible for obtaining the status of the investigation.

e. If derogatory information is discovered while the individual is interim certified, the Certifying Official shall review the information and determine if the individual's reliability is affected and whether suspension or decertification is warranted (see enclosure (7)).

## 5. Preliminary Screenings

a. Preliminary screenings preclude the expense of transferring candidates that are obviously unsuitable for PRP (see reference (b) and enclosure (7) of this instruction). Preliminary screenings shall be conducted using Naval Military Personnel Manual (MILPERSMAN) Article 1300-320 and Navy Personnel (NAVPERS) 1300/27.

(1) Commands responsible for transferring personnel to courses of instruction or training requiring PRP suitability must conduct PRP preliminary screenings. The Catalog of Navy Training Courses identifies courses of instruction or training which require PRP preliminary screening prior to transfer.

(2) Non-PRP commands may receive orders to conduct PRP suitability screening if personnel from those commands are transferring to PRP assignments. Detaching commands will use MILPERSMAN Article 1300-320 and NAVPERS 1300/27 when conducting PRP preliminary screenings, and are encouraged to contact gaining commands for assistance, as needed.

b. At a minimum, commands shall review appropriate records and verify the required PSI is current and appropriate for the PRP position to be filled (e.g., Top Secret for Critical PRP positions and Secret or higher for Controlled PRP positions) or has been requested and completed, and no adverse information, as defined by SECNAV M-5510.30, exists. Individuals meeting these requirements shall be considered administratively suitable for a PRP position.

c. The medical portion of the preliminary screening shall use DD Form 2807-1, Report of Medical History, to assist in PRP suitability screening and may be performed by any physician, PA,

Nurse Practitioner, or IDC that has completed the BUMED-approved PRP preliminary medical screener training (see enclosure (3), paragraph 3). Preliminary medical screeners shall be familiar with PRP eligibility requirements, but are not required to be designated as CMAs or PRP Medical Personnel.

d. Preliminary screenings for Navy military personnel are documented on NAVPERS 1070/613, Administrative Remarks (Page 13) of the individual's service record and for Marine Corps military personnel, it is documented on NAVMC 118(11), Administrative Remarks (Page 11).

6. Preliminary Screening at Training Commands. Prior to receiving official orders to a PRP billet, individuals who are engaged in training leading to a PRP assignment, to include Marines attending the Basic Security Guard Course and Master-at-Arms attending "A" School, shall undergo a formal PRP screening process at the training command. Certifying Officials at the training commands shall be formally trained and designated in writing to perform PRP eligibility screenings. However, Certifying Officials at the training commands are not required to be in the PRP themselves.

a. The training command shall first review the individual's personnel records to determine if a preliminary screening was accomplished and to ensure the absence of obvious disqualifying information. Certifying Officials shall be provided access to view electronic service records, as required, in order to complete all screening requirements of personnel records. If the records review is satisfactory, the screening process shall continue, using OPNAV 5510/414.

b. Certifying Officials shall work with the command Security Manager to ensure any investigation required to support the individual's ultimate assignment has been initiated and is in the process of being completed and adjudicated. Investigations that are completed and forwarded to the training command for review shall be evaluated and the review shall be appropriately documented on OPNAV 5510/414.

c. The training command shall complete as much of OPNAV 5510/414 as possible, to include health record reviews, personal interview, and whenever possible, proficiency. On OPNAV 5510/414, initial the blocks for items evaluated and make a



diagonal slash through blocks for items that the training command could not evaluate. The Certifying Official shall not sign or date the Certification Section of OPNAV 5510/414 when completed.

d. If an individual is not PRP eligible due to disqualifying information discovered during the PRP preliminary screening process, the individual shall be disqualified per enclosure (7).

e. If an individual who is considered eligible for PRP at the training command is later determined to no longer meet PRP standards, the individual shall be disqualified.

f. Personnel records shall reflect assignment of an individual to a PRP position.

g. The OPNAV 5510/414 used by the training command's Certifying Official shall be forwarded to and considered by the gaining PRP command during initial PRP screening and certification. This form may be hand-carried to the gaining command by the individual; however, the gaining command's Certifying Official shall start a new OPNAV 5510/414 to document initial screening and certification.

#### 7. Commanding Officer Screening

a. An appropriate senior in the chain-of-command (either operational or administrative) shall certify the incoming Commanding Officer, with the assistance of a formally designated PRP Certifying Official. The senior in the chain-of-command is not required to be in the PRP unless he or she fills a critical or controlled PRP position.

b. Commanding Officers are considered preliminarily screened and screened for training if they possess the required PSI and have been formally screened for command by a command selection board.

c. Continuous evaluation of Commanding Officers is provided by their operational or administrative Commanders through the normal Fitness Report process.

8. Continuous PRP Eligibility. In some situations, commands are required to screen individuals for PRP eligibility when the individual is not currently in a PRP billet at that command or is in training leading to a PRP assignment. The need for continuous PRP eligibility applies to individuals in ratings designated in NAVPERS 15909G, Enlisted Transfer Manual, as requiring PRP eligibility and to personnel assigned as PRP incumbents.

a. In these situations, the PRP standards shall be applied to the extent possible without applying the administrative procedures. While the individual shall be determined PRP eligible, the individual shall not be considered PRP certified.

b. Maintenance of PRP eligibility does not carry with it the requirement to reinvestigate or formally decertify. Commands shall document any information that is potentially disqualifying for PRP and notify COMNAVPERSCOM if a situation arises that may affect the individual's assignability or suitability. Commands also have an obligation to report unfavorable information to DoD CAF per SECNAV M-5510.30.

9. Rescreening. When rescreening, procedures found in this enclosure shall be followed, however, a PSI results review is not necessary unless otherwise required. The rescreening serves to document that the Certifying Official has evaluated the record, is aware of all adverse information, and has made a determination regarding the individual's PRP eligibility.

a. Rescreening is required when:

(1) An individual is transferred from one PRP assignment to another and the transfer results in a change in both the Certifying and Reviewing Officials.

(a) A transfer itself shall not affect an individual's certification for PRP duties unless the rescreen discovers questionable information that has not been resolved.

(b) Once a PSI results review has been conducted and documented on OPNAV 5510/414, there is no requirement to repeat a review of that investigation, regardless of changes in duty station.

(2) An issue develops that requires resolution through formal screening.

(3) An individual progresses from a controlled to a critical PRP position or from a critical to a controlled PRP position.

(4) An individual returns to the parent command following Temporary Additional Duty or TDY for 30 days or longer.

b. If no previous screening record is available to document a previous PRP certification, an initial screening shall be conducted to include review of the PSI investigation.

c. A formal rescreening is not necessary when the Certifying Official changes. The new Certifying Official shall be thoroughly briefed by the outgoing Certifying Official on the status of the command's PRP, as well as any unresolved PRP issues.

**CONTINUING EVALUATION SUPPLEMENT**

1. General

a. Individuals assigned to PRP positions or in ratings requiring PRP eligibility are subject to a proactive continuous evaluation of their reliability.

b. The responsibility for ensuring continuous evaluation rests with everyone at the command.

(1) Certifying Officials shall:

(a) Ensure that PRP administrators, supporting offices, supervisors, and individuals understand the reporting requirements.

(b) Ensure individuals are made aware during personal interviews of how problems, concerns, and circumstances may reduce individual effectiveness and impair capability or reliability.

(c) Take appropriate and prompt action in response to all reported or observed inconsistencies with suitability factors and PRP standards.

(2) Supervisors shall:

(a) Monitor the reliability of their subordinates and notify the Certifying Official of any reliability concerns.

(b) Identify coworkers performing PRP duties to subordinates. Instruct them that information raising questions about an individual's judgment or reliability shall be reported in order to be acted upon without delay.

(3) Individuals assigned to PRP duties shall:

(a) Monitor their own reliability and the reliability of others performing PRP duties. Failure to discharge those responsibilities may cast doubt on an individual's own reliability.

(b) Advise their Certifying Official and Supervisor of any factors that could have an adverse impact on their performance, reliability, or safety while performing PRP duties. Individuals shall also inform support agencies and medical and dental providers of their active PRP status before treatment or consultation.

(c) Be aware and agree that certain information and materials concerning their activities (medical, mental health, police, employment records, credit reports, etc.), both on and off duty, are to be voluntarily provided, as applicable, to the Certifying and Reviewing Officials, CMAs, PRP Medical Personnel, and PRP Inspectors for review.

(d) Report any incident or behavior which raises a question regarding another individual's reliability for PRP duties to their Supervisor or Certifying Official.

2. Minimum Standards. Individuals that do not meet the requirements for routine observations, as described in reference (b), shall not be certified into the PRP.

3. Periodic Reinvestigation

a. PRs shall be submitted prior to the 5 year anniversary of the previous investigation close date (enclosure (5)).

b. PRs shall be submitted in order to maintain PRP certification status of military and civilian personnel who will retire, resign, or separate from active service within 1 year.

c. When DoD CAF forwards derogatory information developed on PRP-certified individuals to the Security Manager, the Security Manager shall provide the information to the Certifying Official. The Certifying Official shall review the information and determine if the individual's reliability is affected and conduct a rescreening as appropriate. Adverse information previously addressed, documented, and determined not to be disqualifying for PRP assignment need not be readdressed or require additional documentation unless warranted by subsequent disqualifying information.

d. Individuals currently in the PRP with a PSI over 5 years old are not required to be removed from the PRP or placed into

Interim status, provided the PSI has been submitted. Interim certifications are only necessary if the required investigation basis for initial PRP assignment has not been completed. Commands shall make every effort to identify and request PSIs as required. Individuals in the PRP with a PSI greater than 5 years old that have not submitted a PSI request will be suspended from PRP duties until a new PSI is submitted and the security questionnaire is reviewed for any adverse information.

#### 4. Medical Evaluation

a. When an individual's performance may be impaired by medical care, to include mental health or the use of prescribed medication or short-term stress, the Certifying Official will be notified to decide if the individual needs to be removed from PRP duties for the period of medical care, use of medication, or stress, as determined by the CMA or PRP Medical Personnel. The CMA or PRP Medical Personnel shall determine if the evaluation and/or treatment may impact performance or reliability. When the review is conducted by PRP Medical Personnel and questions arise concerning an individual's physical capability or mental suitability for assignment to a PRP position, the documentation shall be referred to the CMA for further review. In all such cases, where health-related encounters may impact performance or reliability, the CMA shall determine the PRP reliability effects and make recommendations to the Certifying Official. If the initial review is conducted by PRP Medical Personnel and it is determined that no adverse information exists which would call into question an individual's suitability for PRP duties, no further evaluation or medical examination is required by the CMA.

b. Adverse information previously addressed by a CMA, which has been documented, need not be re-addressed or re-documented.

c. Questionable medical information discovered during assessments and/or reviews will be referred to the CMA for resolution and/or determination of significance.

5. Substance Abuse Testing. Random substance abuse testing shall be administered to all military, civilian, and contractor personnel assigned to PRP positions. The Certifying Official shall be informed of all positive test results (i.e., reported urinalysis failures).

6. Criminal Investigations

a. Reference (f) requires NCIS to notify the immediate superior in command (ISIC) when an individual is under investigation. It is incumbent upon the ISIC to apprise the Certifying Official of any individual in the PRP who is under investigation and the circumstances of the investigation. The Certifying Official is not required to immediately suspend or decertify an individual solely because an investigation has been initiated.

b. Arrest and criminal convictions. Individuals certified in the PRP are required to notify the Certifying Official of any arrest or criminal charge(s) filed against them. Individuals are only required to disclose the date of their arrest and/or criminal charges, the arresting and/or charging authority and the offense(s) for which they were arrested and/or charged per reference (g), Standard Organization Regulations of the U.S. Navy.

(1) The disclosure of this information by the individual is not an admission of guilt and shall not be used as such, nor is it intended to elicit an admission of guilt.

(2) The disclosure of this information is to provide the Certifying Official with sufficient information with which to make a reliability determination.

(3) If additional information is required by the command, it is recommended that your local legal office be consulted so that the individual's rights are protected.

(4) Any decision to suspend or decertify the individual from the PRP is not considered disciplinary action and therefore the command may proceed with the decertification process when the situation warrants such action.

**REMOVAL AND REINSTATEMENT SUPPLEMENT**

1. Administrative Termination

a. A certification of acceptability shall be terminated administratively when an individual is reassigned from a PRP position to a non-PRP position (e.g., reassignment within the same command, permanent change of station (PCS), retirement from active duty service, etc.) for reasons that are not disqualifying or decertifying.

(1) Enter "Administratively Terminated" in the succeeding column of OPNAV 5510/414.

(2) The Official signing the administrative termination shall be the Certifying Official.

(3) For military personnel, the signed OPNAV 5510/414 will be filed in the member's respective permanent personnel record.

b. When an individual receives PCS orders which requires PRP certification, the administrative termination is automatic. Entry on OPNAV 5510/414 is not required.

2. Suspension

a. A suspension can initially last up to 3 months. The Certifying Official may extend the period of suspension to 1 year in up to 3-month increments. When an individual is suspended, the command shall remove the individual from all PRP-related duties and shall take appropriate action to preclude exclusion area entry by the suspended individual.

b. Individuals who are suspended shall meet the requirements of continuing evaluation as described in enclosure (6).

c. Individuals suspended for medical or dental treatment, medication use, or mental health considerations, shall require CMA evaluation prior to recertification.

d. The Certifying Official shall expeditiously collect and investigate all information essential in making a reinstatement



decision or transition to decertification. In the event of a suspected alcohol or drug incident, or other physical, mental, or emotional condition, the information shall include a medical review and/or evaluation by the CMA. When the factors leading to suspension would also impact the individual's security clearance eligibility, the questionable or unfavorable information shall be provided to the command Security Manager for DoD CAF notification.

e. Appropriate administrative safeguards shall be established to ensure that an individual who is suspended from the PRP for reliability issues is either recertified or decertified from the PRP prior to the individual's permanent reassignment to another duty station, separation, discharge, or retirement. If an individual must be reassigned because of medical or other emergency situation prior to a final decision on recertification or decertification, the transferring command will furnish the gaining command with a complete report of the circumstances surrounding the suspension including specific reason(s) why the individual is being reassigned in a suspended status. All other reassignments, including PCS orders, shall be held in abeyance or cancelled until the suspension issue(s) are resolved.

f. If the cause of suspension is corrected, the Certifying Official, with CMA consultation if the cause is health-related, may recertify the individual into the PRP.

### 3. Decertification

a. Decertification is a formal determination made by the Certifying Official, approved by the Reviewing Official, that an individual no longer meets the reliability standards of the PRP and that the reasons for decertification will likely not be resolved in the near term.

b. The Certifying Official shall notify individuals within 15 workdays upon determination to decertify (see Appendix A to this enclosure). Additionally, the Certifying Official shall:

(1) Provide the individual an opportunity to make a statement on his or her own behalf (see Appendix B to this enclosure).

(a) A reply indicating a desire to make or not to make a statement is not required when an individual is absent without authority or is incarcerated because of conviction of a criminal offense by either a civil court or courts martial. Additionally, in rare instances, an individual who is initially suspended may be decertified without their acknowledgement when the suspension and subsequent decertification was for serious physical injury or a medical condition resulting in permanent disability, medical retirement, or termination, and obtaining the individual's acknowledgement is determined upon consultation with the CMA to be detrimental to the individual's health.

(b) The Reviewing Official shall determine when decertification without the individual's acknowledgement is warranted and will ensure that it is not employed merely to circumvent normal decertification procedures.

(2) Inform the individual in writing that the decertification case, including his or her statement, shall be forwarded to the Reviewing Official for a final decision.

c. The Reviewing Official has 15 workdays to review and consider all relevant information and statements made by the individual before making a final decertification decision.

d. If the Reviewing Official concurs with the Certifying Official's decertification recommendation, the following administrative requirements apply:

(1) The decertification shall be documented on the individual's OPNAV 5510/414. OPNAV 5510/414 shall be included in the Reviewing Official's Letter of Decertification to COMNAVPERSCOM, Personnel Security Branch (PERS-833) for Navy military personnel and NAVMC 118(11) (Page 11) submitted to Unit Diary for Marine Corps military personnel for entry into the individual's Official Military Personnel File (OMPF) (see Appendix C to this enclosure).

(2) If an individual is decertified for medical reasons, the CMA shall annotate the individual's SF600 to read "Not Qualified for Assignment to Nuclear Weapons-related positions by reason of (include reason(s))" and file the SF600 in the individual's health record. The SF600 shall not be included as an enclosure to the Letter of Decertification.

(3) PRP commands or activities shall prepare and submit a Letter of Decertification describing the facts and circumstances of each decertification case to the individual's respective permanent personnel office (military) or to the Human Resources Office - Labor Employee Relations (civilian) (see Appendix C to this enclosure). In each case, a copy of the decertification letter shall be provided to the individual, the command or activity's chain of command, and DIRSSP (SP31). The decertification letter shall:

(a) Identify the command or activity by title and unit identification code (UIC) or reporting unit code (RUC);

(b) Provide a concise but complete statement of facts surrounding the decertification. If the individual is decertified for medical reasons, include general medical information regarding condition(s) and/or treatment(s);

(c) Explain any action taken, proposed, or recommended with respect to disciplinary action, administrative separation, change in MOS, change in rating, change in NEC, disqualification for submarine duty, disposition of the individual, etc.;

(d) Indicate that the command or activity Security Manager has been notified of the decertification and the reason(s) for decertification. Also indicate any actions taken by the Security Manager (i.e., forwarding derogatory information to DoD CAF);

(e) Indicate the point of contact for any questions or concerns regarding the decertification process;

(f) Include the statement by the individual acknowledging receipt of notification to contemplated decertification (see Appendix B to this enclosure) as an enclosure to the Reviewing Official's decertification letter; and

(g) Include the individual's OPNAV 5510/414 as an enclosure.

(4) PRP commands or activities shall address and send the Letter of Decertification, with enclosures, to the

appropriate military office below for inclusion in the individual's permanent personnel record. PRP commands and activities shall follow up with the respective personnel office to verify the Letter of Decertification was received.

(a) Navy Military Personnel. Send the original decertification letter with a cover letter (see Appendix D to this enclosure) to PERS-833. PERS-833 shall retain the decertification packet for its own records and shall forward the cover letter to COMNAVPERSCOM Records Analysis Branch (PERS-312) for inclusion in the individual's OMPF.

(b) Marine Corps Military Personnel. A NAVMC 118(11) (Page 11) will be submitted via the Unit Diary for uploading in the individual's OMPF. The PRP Decertification Letter will forward to Manpower Management Enlisted Assignments (MMEA), Special Duty Assignment Monitor Section (25) (CMC MMEA-25) for retention.

(c) DON Civilians. Certifying Official will send the original decertification letter to the individual's Human Resources Office - Labor Employee Relations Office for retention.

(d) Contractors. Send the original decertification letter to DIRSSP (SP31). The contractor company should only be told that which is allowed per reference (b). The contracting company shall report the decertification to DSS and shall ensure that the decertification is made a matter of permanent record by DSS. See additional guidance for decertification of contractors in reference (b).

(5) OPNAV 5510/415, Record Identifier for PRP, shall be removed from all hard copy personnel, security, and health records. Where hard copy records have been replaced or supplemented by electronic records, the electronic records shall be changed to indicate that the individual has been decertified and is no longer in the PRP.

(6) The Command Security Manager shall ensure PRP access is removed from JPAS.

e. Decisions regarding decertifications are separate from decisions regarding security clearance access and eligibility.

Certifying Officials shall notify the Command Security Manager of an individual's decertification, including the reason(s) for decertification. The Command Security Manager shall review the reason(s) for decertification for any questionable or unfavorable information that may affect the individual's security clearance access and eligibility, as defined by SECNAV M-5510.30. The Command Security Manager shall report all questionable or unfavorable information to the DoD CAF via the JPAS "Incident Report" link. The DoD CAF is the sole authority for security eligibility.

(1) Access to classified information is a local command decision. Upon the Command Security Manager discovering questionable or unfavorable information and submitting an Incident Report to DoD CAF, the Commanding Officer shall review all of the facts and decide whether the situation warrants limiting or suspending the individual's access to classified information (reference SECNAV M-5510.30).

(2) Suspension of security clearance access shall not be used to punish individuals who do not wish to participate in the PRP. An individual's choice to not be screened into the PRP shall not be considered questionable or unfavorable information and shall not be reported as such to the Command Security Manager or DoD CAF.

f. A decertification action is not punitive and does not, in itself, constitute grounds for disciplinary measures. However, neither is it an impediment to any disciplinary or administrative measures otherwise deemed appropriate for the underlying issues that caused the decertification. Further administrative or disciplinary action, such as rating conversion, shall proceed following the appropriate regulations.

4. Requalification and Recertification. Requalification or recertification is initiated by the PRP command or activity. A Reviewing or Certifying Official may request requalification of an individual who was disqualified or found to be ineligible prior to certification, or recertification of an individual who was decertified from the PRP, provided the reason(s) or condition(s) leading to the disqualification, decertification, or ineligibility no longer exists and a positive determination can be made that the individual currently meets prescribed reliability standards.

a. Prior to making a recommendation for recertification, the Commanding Officer, Activity Head, or Certifying Official shall evaluate the potential for recurrence of the condition or circumstance that caused the disqualification or decertification and determine that the value of the individual's continued presence in the PRP outweighs the potential risks of future incidents. This evaluation shall include consultation with the CMA regarding medical issues, consultation with the command Security Manager and DoD CAF to verify the individual's PSI and eligibility, and review of personnel records.

b. Requests for requalification or recertification shall be submitted to DIRSSP for all DON personnel, via the chain of command, and shall include detailed supporting justification. Justification shall include:

- (1) A thorough summary enumerating the decertification issues; and
- (2) The type of duty assignment proposed.

c. DIRSSP shall consult with COMNAVPERSCOM, Career Progression Division (PERS-8) or HQMC PP&O, PS Division and shall make a final determination as to the individual's eligibility for requalification or recertification into the PRP. Requests for recertification may be disapproved at any level in the chain of command.

d. In the case of submarine disqualified enlisted personnel seeking both reinstatement in the PRP and submarine service requalification, only one reinstatement request package is required. The reinstatement request shall be forwarded and endorsed via the chain of command to DIRSSP for the PRP determination, with a copy to COMNAVPERSCOM, Nuclear Power/Submarine Assignments Branch (PERS-403) for the submarine duty determination. In addition to requirements specified in applicable Type Commander Instructions for submarine reinstatement, the request shall specifically include a detailed supporting justification including the type of duty assignment proposed. Enlisted individuals requesting submarine and PRP reinstatement who were force-converted to other ratings shall also include a request for reinstatement of their original rating, if desired. DIRSSP shall consult with PERS-8 and shall make a final determination as to the individual's eligibility

for reinstatement into the PRP. PERS-403 shall then make the final determination as to the individual's eligibility for rating and submarine service reinstatement. Requests for reinstatement may be disapproved at any level in the chain of command.

e. Individuals disqualified or decertified for medical reasons may require a waiver of the physical standards for submarine duty submitted to COMNAVPERSCOM (PERS-403 for enlisted or PERS-421 for officers) via BUMED (Fleet Programs) in addition to the procedures outlined in paragraph 4d above.

f. Individuals disqualified or decertified for Alcohol Use Disorder and considered for requalification or recertification shall follow the requirements specified in reference (b).

g. All individuals approved for requalification or recertification into the PRP shall undergo complete initial screening and certification.

h. DIRSSP shall forward a copy of the requalification or recertification approval to the respective personnel office.

(1) Copies of requalification or recertification approvals for Navy military personnel (Officer and Enlisted) shall be forwarded to PERS-833. PERS-833 shall forward the requalification or recertification letter to PERS-312 for inclusion in the individual's OMPF.

(2) Copies of requalification or recertification approvals for Marine Corps military personnel shall be forwarded to the respective Commanding Officer with a copy forwarded to CMC MMEA-25 for retention.

(3) Copies of requalification or recertification approvals for government civilian personnel shall be forwarded to the Human Resources Office - Labor Employee Relations Office.

5. Disqualification. If prior to certification it becomes apparent that an individual will not meet PRP standards, the individual shall be disqualified. See reference (b) for additional guidelines.

a. The appropriate documentation shall be filed to preclude further processing. For enlisted personnel, a Page 13 entry (Page 11 for Marines) shall be placed in his or her Service record indicating that the individual is unsuitable for PRP assignment. For Officers, a standard letter shall be prepared indicating the Officer is unsuitable for PRP assignment and it should be forwarded to PERS-833 for inclusion in the individual's OMPF. For civilian employees, a standard letter and/or OPNAV 5510/414 record of unsuitability shall be forwarded to the Human Resources Office - Labor Employee Relations Office for retention. All documentation shall identify the command, the Certifying Official, and the date the determination was made. A copy shall be provided to DIRSSP (SP31).

b. The command shall arrange for disenrollment, rating conversion, and/or other appropriate administrative actions.

#### 6. Appeal Process for Disqualifications and Decertifications

a. Military and civilian personnel may appeal their disqualification or decertification. An appeal is initiated by the individual based on a perceived unjust or unfair practice or procedure, or, in the case of a medically-related disqualification or decertification, an inaccurate assessment of the impact of a medical condition on PRP suitability. There is no appeal process for contractors.

(1) There is no statute of limitations for military personnel to submit an appeal.

(2) Civilian personnel have up to 45 days from receipt of their disqualification or decertification notification (based on approval date by the Reviewing Official) to submit an appeal to DIRSSP. If civilian personnel do not appeal within this timeframe, they must wait a period of one calendar year from the date of their disqualification or decertification to appeal to DIRSSP, and they must have a positive endorsement from their command's Commanding Officer or Activity Head to pursue an appeal.

b. As a minimum, an appeal shall include:

(1) A letter from the individual, appealing the PRP command or activity's decision to disqualify or decertify. As



rationale for the appeal, the individual shall provide evidence that the condition or reason for the disqualification or decertification no longer exists or never existed and explain fully the basis for appeal;

(2) Certifying Official recommendation;

(3) Reviewing Official recommendation;

(4) Commanding Officer or Activity Head recommendation (if different than the Reviewing Official);

(5) A review of the case by a different CMA (a medical second opinion), if the disqualification or decertification is health related; and

(6) Other documentation that supports the rationale for the appeal request.

c. The Certifying Official, Reviewing Official, and Commanding Officer or Activity Head may recommend either approval or disapproval, but cannot terminate the process. Only DIRSSP may make the final approval or disapproval determination of the appeal. This is to ensure that due process is afforded to every individual who is disqualified or decertified from the PRP.

d. DIRSSP shall review the individual's appeal and the PRP command's or activity's recommendations, make a final decision to approve or disapprove, and forward its decision via memorandum to the PRP command or activity. DIRSSP shall consult with BUMED for appeals involving medical conditions.

7. Failure to Meet PRP Standards. Any individual who fails to meet the PRP standards specified in this instruction shall not be assigned to or continue in a PRP position or continue in training leading to a PRP assignment. Disqualification, suspension, or decertification shall proceed depending on the circumstances, character, and transitory or continuing nature of the cause. The certification of acceptability shall be rescinded immediately upon the determination that the individual no longer meets PRP standards. Certifying Officials shall use OPNAV 5510/414 to document all decertifications.

8. PRP Suitability Factors. The following guidelines supplement reference (b) to assist the Certifying Official in determining the suitability of all personnel subject to the PRP. Each case must be judged on its own merits, and above all, be consistent with the interests of national security. Certifying Officials are encouraged to carefully weigh a number of variables in consideration of the whole person concept of determining suitability. These variables include:

a. Personal Conduct. In addition to the suitability factors for personal conduct identified in reference (b), the following will also be considered when determining suitability:

(1) Conditions the Certifying Official should carefully consider include: Negligence and delinquency in performance of duty as demonstrated by poor performance on the job and/or unreliability based on unauthorized absences or desertion.

(2) Conditions the Certifying Official might consider to mitigate suitability concerns include: Past youthful indiscretions. These past lapses in judgment are not necessarily proof of current negligence or unreliability.

b. Emotional, Mental, and Personality Disorders. In addition to the suitability factors for emotional, mental or personality disorders identified in reference (b), the following will also be considered when determining suitability:

(1) Conditions the Certifying Official should carefully consider include:

(a) Aberrant behavior. Aberrant behavior suggests a deviation from what is expected normal behavior and can be of long or short duration. Any bizarre or strange behavior, perverse activity, aberrant mood (depressed or agitated), or unsound decision making (impulsive, destructiveness) can be considered aberrant.

(b) Any suicidal ideation, gesture or attempt.

(2) Conditions the Certifying Official might consider to mitigate suitability concerns for emotional, mental or personality disorders are provided in reference (b).

c. Financial Considerations. Suitability factors for financial considerations are provided in reference (b).

d. Criminal Conduct. In addition to the suitability factors for criminal conduct identified in reference (b), the following will also be considered when determining suitability:

(1) Conditions the Certifying Official should carefully consider include:

(a) Any arrest and/or criminal convictions.

(b) Any criminal or petty offense, assault, sexual misconduct, deception or illegal financial practices, inordinate number of traffic violations, and/or child or spousal abuse.

(2) Conditions the Certifying Official might consider to mitigate suitability concerns for criminal conduct are provided in reference (b).

e. Substance or Drug Misuse and Drug Incidents. Any substance or drug misuse or a drug-related incident is grounds for disqualification or decertification from the PRP. Certifying Officials, with CMA consultation, will determine the degree to which the drug-related incident may impact the reliability of the individual being considered for PRP duties. Individuals found to be involved with the unauthorized trafficking, cultivation, processing, manufacturing, or sale of any controlled or illegal drug, including cannabis-based products or ever found to have used drugs that can cause flashbacks or hallucinations, or diagnosed with moderate or severe Substance Use Disorder will be disqualified or decertified from the PRP per reference (b). Any individual involved in a drug-related incident will, at a minimum, be suspended.

(1) Conditions the Certifying Official should carefully consider include: Willful deception of substance or drug misuse or other drug-related incidents. Willful deception demonstrates a cause for doubt.

(2) Conditions the Certifying Official might consider to mitigate suitability concerns include:

(a) Drug-related incident. Only after a favorable medical prognosis by the CMA can the Certifying Official remove a suspension and recertify an individual into the PRP.

(b) Adjudication of pre-Service Drug Use will be per reference (b).

1 If pre-service cannabis use is discovered after an individual is already certified, and there is no other information that casts doubt about the individual's reliability, the Certifying Official, with CMA consultation, may retain the individual in the PRP.

2 Other pre-service drug misuse must be evaluated by the Certifying Official, with CMA consultation, and assessment by a substance abuse specialist, to determine the degree that the pre-service drug misuse may impact the individual's reliability, to include the inherent risks for future drug misuse. In these cases, PRP certification must be in the best interest of national security. Certifying Officials will verify the existence of any per-service drug waivers prior to consideration for PRP certification.

f. Alcohol Use Disorder and Alcohol-Related Incidents. Alcohol Use Disorder-MILD (formerly Alcohol Abuse), or Alcohol Use Disorder-MODERATE or SEVERE (formerly Alcohol Dependent).

(1) Conditions the Certifying Official should carefully consider include:

(a) For Alcohol Use Disorder - MILD. Failure to satisfactorily meet any prescribed rehabilitation program treatment requirements or involvement in any additional alcohol-related incidents during or after completion of rehabilitation will result in disqualification or decertification.

(b) For Alcohol Use Disorder - MODERATE or SEVERE.

1. Failure to satisfactorily complete any prescribed continuing care program or formal aftercare program or failure to abstain from alcohol indefinitely will result in disqualification or decertification.

2. In most cases, individuals diagnosed with Alcohol Use Disorder (Moderate or Severe) will require the Certifying Official, with CMA consultation, to decertify the individual due to the treatment regime and 1 year aftercare program exceeding the 365-day suspension duration limit.

(c) Alcohol-Related Incidents.

1. Alcohol-related incidents not diagnosed as Alcohol Use Disorder (Mild, Moderate, or Severe). Examples of alcohol-related incidents include intoxicated driving, domestic disturbances, assault, disorderly conduct, personal injury, failure or refusal of sobriety testing, voluntary consumption of alcohol by an individual previously diagnosed with Alcohol Use Disorder (Moderate or Severe), and in-service underage drinking.

2. Pre-service alcohol-related incidents. Acts of pre-service underage drinking that lead to identification of additional alcohol-related problems or other violations of the law require CMA consultation.

(2) Conditions the Certifying Official might consider to mitigate suitability concerns include:

(a) Successful completion of a rehabilitation program or treatment regime prescribed by a Substance Abuse Rehabilitation Program provider and has been confirmed by the CMA. Removal of suspension or decertification may be considered provided the member has displayed positive changes in job reliability and lifestyle, fully complied with all continuing care and aftercare program requirements, and received a favorable medical prognosis by the CMA.

(b) Pre-service under-age alcohol use does not require CMA review unless additional alcohol related problems or other violations of the law are identified.

g. Sexual Harassment and Assault. In addition to the suitability factors for sexual harassment and assault identified in reference (b), the following will also be considered when determining suitability:

(1) Conditions the Certifying Official should carefully consider include: Personal Trauma. The CMA or PRP Medical

Personnel, including the IDC on a submarine, is not required to disclose the personal circumstances that result from personal trauma, but is required to inform the Certifying Official of the specific medical or psychological diagnosis and treatment that may impact reliability. Restricted reporting of sexual assault cases will be supported within the framework of the PRP per the guidance provided in reference (b) and SECNAVINST 1752.4B.

(2) Conditions the Certifying Official might consider to mitigate suitability concerns for sexual harassment and assault are provided in reference (b).

h. Security Violations. Suitability factors for security violations are provided in reference (b).

i. Misuse of Information Technology Systems. Suitability factors for the misuse of information technology systems are provided in reference (b).

j. Loss of Confidence. If for any reason the Certifying Official loses trust or confidence in an individual's ability to perform PRP-related duties, the Certifying Official will decertify the individual.

9. Other Suitability Considerations. Chronic Illness: Any chronic illness has the potential to impact suitability for PRP duties. Examples include, but are not limited to, Multiple Sclerosis, Crohn's Disease, and Acquired Immunodeficiency Syndrome/Human Immunodeficiency Virus. The Certifying Official will take the necessary actions to ensure individuals with chronic illness are properly screened both medically and psychologically by the CMA and mental health professionals, as required.

**APPENDIX A**  
**NOTIFICATION OF DECERTIFICATION**

SSIC  
Ser No.  
Date

MEMORANDUM

From: Personnel Reliability Program Certifying Official  
To: (Rank/Rate/Grade), (Full Name), (Service), (SSN)  
Subj: NOTIFICATION OF DECERTIFICATION FROM THE PERSONNEL  
RELIABILITY PROGRAM  
Ref: (a) SECNAVINST 5510.35C  
(b) DoDM 5210.42 Nuclear Weapons Personnel Reliability  
Program of 13 January 2015

1. Per references (a) and (b), you are hereby notified that you are being decertified from the Personnel Reliability Program.
2. The reason(s) for this action is/are: (State specific reason(s) for the contemplated action. Refer to specific reliability standards and disqualifying criteria).
3. You have the opportunity to make a statement on your behalf. Your statement shall be addressed to the Reviewing Official and presented to the Certifying Official (as soon as possible). Your case, including any statement(s) you make, shall then be forwarded to the Reviewing Official (Commanding Officer) for the final decision.

<Signature>  
(Certifying Official)

Copy to:  
Reviewing Official

**FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE:**  
ANY MISUSE OR UNAUTHORIZED DISCLOSURE MAY RESULT IN  
BOTH CIVIL AND CRIMINAL PENALTIES(When filled in)

**APPENDIX B**  
**ACKNOWLEDGEMENT ENDORSEMENT**

Date

ACKNOWLEDGING ENDORSEMENT

From: Subject Named Individual  
To: Personnel Reliability Program Certifying Official

1. I have read the Notification of Decertification from the Personnel Reliability Program related to me. I understand that my case will be forwarded to the Reviewing Official for final determination. I DO/DO NOT (omit one) desire to make a statement on my behalf.

<Signature>  
(Subject Named Individual)

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ANY MISUSE OR UNAUTHORIZED DISCLOSURE MAY RESULT IN  
BOTH CIVIL AND CRIMINAL PENALTIES  
(When filled in)



**Appendix C**  
**LETTER OF DECERTIFICATION**

SSIC  
SER No.  
Date

From: (Command Title, include UIC/RUC)  
To: (Appropriate Permanent Personnel Office)

Subj: PERSONNEL RELIABILITY PROGRAM DECERTIFICATION OF  
(RANK/RATE/GRADE) (FULL NAME), (SSN)

Ref: (a) SECNAVINST 5510.35C  
(b) DoDM 5210.42 Nuclear Weapons Personnel Reliability  
Program of 13 January 2015

Encl: (1) (Subject Notification Letter/Statement (see Appendix  
A and B to this enclosure)  
(2) (Subject's OPNAV 5510/414)

1. Subject named individual has been decertified for duty under the Personnel Reliability Program according to the provisions of references (a) and (b).

2. The foregoing action is based on the following: (Furnish a complete and concise statement of facts surrounding the decertification and the reason(s) for this action, including specific details as appropriate. If the individual is decertified for medical reasons, include general medical information regarding conditions or treatment. For Substance Use Disorder (i.e., drugs), indicate the type of substance used and the scope of involvement. Format and references may vary to fit a particular case).

3. Action taken or contemplated: (Indicate any action taken, proposed, or recommended with respect to disciplinary action, administrative separation, change in MOS, change in rating, change in NEC, disqualification for submarine duty, and

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BOTH CIVIL AND CRIMINAL PENALTIES  
(When filled in)

Subj: PERSONNEL RELIABILITY PROGRAM DECERTIFICATION OF  
(RANK/RATE/GRADE) (FULL NAME), (SSN)

disposition of the individual; for civilian personnel refer to first line supervisor and the Human Resource Office - Labor Employee Relations. Indicate the desires of the individual concerned. Also indicate that the command Security Manager had been notified of the decertification and the reason(s) for decertification as well as any actions taken by the command Security Manager).

4. Procedural safeguards: (Include a paragraph reflecting whether compliance with required procedural safeguards has been accomplished. This paragraph should report that the individual was: (1) given notice in writing of the proposed action and the reason(s) therefore; (2) provided an opportunity to make a statement on his or her behalf; and (3) notified that the case would be reviewed by the Reviewing Official and a decision made at that level. Forward any such statement made by the individual or his or her declination to make a statement as enclosure (1) to this letter).

5. My point of contact for this matter is...

<Signature>  
(Reviewing Official)

Copy to:  
Individual concerned  
Appropriate chain of command  
DIRSSP (SP31)

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BOTH CIVIL AND CRIMINAL PENALTIES  
(When filled in)

**Appendix D**  
**COVER LETTER FOR NAVY MILITARY DECERTIFICATIONS**

SSIC  
Ser No.  
Date

MEMORANDUM

From: (Command Title, including UIC/RUC)  
To: Commander, Navy Personnel Command (PERS-833)  
Subj: PERSONNEL RELIABILITY PROGRAM DECERTIFICATION OF  
(RANK/RATE/GRADE) (FULL NAME)  
Ref: (a) SECNAVINST 5510.35C  
(b) DoDM 5210.42 Nuclear Weapons Personnel Reliability  
Program of 13 January 2015  
Encl: (1) (Reference the Letter of Decertification (see  
Appendix A of this enclosure).

1. Per references (a) and (b), enclosure (1) is forwarded for the appropriate administrative action by PERS-833. Upon completion, forward to PERS-312 for inclusion in the individual's Official Military Personnel File.
2. My point of contact for this matter is...

<Signature>  
(Reviewing Official)

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ANY MISUSE OR UNAUTHORIZED DISCLOSURE MAY RESULT IN  
BOTH CIVIL AND CRIMINAL PENALTIES  
UNCLASSIFIED UPON REMOVAL OF ATTACHMENT  
(When filled in)