



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

SECNAVINST 5510.35B
N09N
1 March 2011

SECNAV INSTRUCTION 5510.35B

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY NUCLEAR WEAPON PERSONNEL
RELIABILITY PROGRAM INSTRUCTION

Ref: (a) DoD Instruction 5210.42 of 16 Oct 2006
(b) DoD 5210.42-R, Nuclear Weapons Personnel Reliability
Program (PRP) Regulation, 30 June 2006
(c) SECNAVINST 8120.1
(d) SWOP 25-2 (Naval Atomic Planning, Support and
Capabilities Listing) (NOTAL)

Encl: (1) Definitions Supplement
(2) Abbreviations and Acronyms
(3) General Provisions Supplement
(4) Roles and Responsibilities Supplement
(5) Certification Supplement
(6) Continuing Evaluation Supplement
(7) Decertification 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) Reorganization of PRP policy approval, development, and oversight responsibilities within the DON.

(2) Guidance regarding initial and refresher training requirements.

(3) Modification of process to approve the use of contractors in the PRP.

(4) Implementation of DON medical records review process.

(5) Changes to the permanent decertification administrative process.

2. Cancellation. SECNAVINST 5510.35A.

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

a. Enclosure (1) defines words and phrases used in the DON PRP.

b. Enclosure (2) provides a list of abbreviations and acronyms found in this instruction.

c. Enclosure (3) identifies additional general provisions of the DON PRP.

d. Enclosure (4) amplifies the roles and responsibilities of individuals in or supporting the DON PRP.

e. Enclosure (5) gives further details regarding the DON PRP certification process.

f. Enclosure (6) addresses responsibilities for and requirements of DON PRP continuing evaluation.

g. Enclosure (7) augments the Department of Defense (DoD) guidance for decertification and reinstatement.

4. 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 members, 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 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 weapon duties.

5. Roles and Responsibilities

a. Chief of Naval Operations (CNO) oversees the safety, security, and reliability of DON nuclear weapons and nuclear weapons systems, to include PRP. Specific roles and responsibilities for PRP are as assigned below:

(1) Deputy Chief of Naval Operations, Manpower, Personnel, Training, and Education (CNO (N1)) shall:

(a) Determine the impact of this instruction to the total ownership cost of manpower;

(b) Approve this instruction prior to it being signed by the Secretary of the Navy;

(c) 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 conversions when necessary or required); and

(d) Ensure individuals receiving training leading to a PRP assignment are screened following enclosure (5).

(2) The Assistant for Information and Personnel Security (CNO (N09N2)) shall:

(a) Develop policies, standards, and procedures to supplement references (a) and (b), utilizing oversight information provided by Director, Strategic Systems Programs (DIRSSP);

(b) Be responsible for issuing updates, reminders, and other refresher information regarding PRP policy;

(c) Be the interservice and external agency liaison for PRP policy;

(d) Recommend changes to DoD PRP policy and submit waiver requests, as appropriate, to the Assistant to the Secretary of Defense for Nuclear and Chemical and Biological Defense Programs, Nuclear Matters Office (ATSD(NCB)/NM); and

(e) Submit the DON annual program status report to the ATSD(NCB)/NM, with copies sent to CNO (N1) and DIRSSP.

(3) DIRSSP shall:

(a) Support CNO (N1) and CNO (N09N2) by:

1. Overseeing the execution of PRP policy, to include:

a. Reviewing and, as applicable, approving or disapproving reinstatement and requalification requests, permanent decertification appeals, and the use of contractors in the PRP.

b. Periodically reviewing the results of PRP inspections and reviews to ensure effective and consistent application of the DON PRP.

c. Inspecting commands not identified as nuclear capable by reference (d) which are executing a PRP mission.

2. Developing PRP policy based on oversight of PRP execution; and

3. Coordinating with CNO (N1) on military personnel actions associated with PRP implementation.

(b) Amplify PRP policy guidance and provide PRP oversight and other assistance to assigned commands and activities.

(4) Chief, Bureau of Medicine and Surgery (BUMED) shall:

(a) Be responsible for assigning medical personnel to the operating forces of the Navy and Marine Corps and providing sufficient resources to support the DON PRP.

(b) Designate in writing a competent medical authority (CMA) community manager at BUMED.

(c) Oversee the PRP functions of the CMA community manager and medical treatment facility commanders.

1. The CMA community manager at BUMED shall:

a. Oversee and maintain a current listing of medical treatment facility 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 medical treatment facility 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 CMA training material to be used for the initial and annual refresher training of CMAs and PRP medical personnel working in PRP.

2. Medical treatment facility commanders shall:

a. Provide formal initial and annual refresher training for all CMAs and PRP medical personnel, ensuring that they 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 are designated in writing to review medical and dental 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 CMA community manager.

(d) Provide implementation guidance regarding access and use of medical records by reviewing and certifying officials and designated inspectors in support of PRP.

(e) Act as a medical consultant to CNO (N09N2) and DIRSSP.

(5) Commander, Submarine Forces Atlantic shall amplify PRP policy guidance and provide PRP oversight and other assistance to assigned commands and activities.

(6) Commander, Submarine Forces Pacific shall amplify PRP policy guidance and provide PRP oversight and other assistance to assigned commands and activities.

(7) Commander, Naval Air Forces Pacific shall amplify PRP policy guidance; inspect; and provide PRP oversight and other assistance to assigned commands and activities.

b. Commandant of the Marine Corps (CMC) provides units in direct support of nuclear weapon security. Specific roles and responsibilities for PRP are as assigned below:

(1) CMC, Plans, Policies, and Operations (Security Division) shall:

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

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

(2) CMC, Manpower Management Enlisted Assignments (MMEA) shall provide support to commanding officers and activity heads with respect to PRP-related personnel actions involving Marines (e.g., reassignments, rate or, military occupational specialty (MOS) conversions when necessary or required).

c. Commanding officers and activity heads at PRP commands and activities shall:

(1) Be responsible for PRP integrity and effectiveness within their command or activity as outlined in references (a) and (b) and this instruction. This includes ensuring reviewing officials, certifying officials, PRP monitors, CMA, and PRP medical personnel are briefed in their PRP responsibilities.

(2) Ensure that only reliable individuals are selected to perform nuclear weapons duties during transition and or during war.

(3) Be responsible for amplifying PRP policy guidance and providing PRP oversight for subordinate PRP commands and activities. This includes ensuring periodic reviews are conducted and ensuring proper disposition of disqualification and decertification actions. Sound judgment, effective leadership, and continual monitoring of day-to-day PRP application will result in successful execution of the PRP.

(4) Send an annual status report to CNO (N09N2). Report instructions are found in enclosure (3).

(5) Send an annual letter requesting approval to use contractors via chain of command to DIRSSP, if applicable. Instructions are found in enclosure (3).

(6) Report the implementation or termination of their PRP to CNO (N09N2) and DIRSSP in writing.

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

7. Records Management. Records created as a result of this instruction, regardless of media or format, shall be managed per Secretary of the Navy (SECNAV) Manual (M-)5210.1 of November 2007.

8. Forms and Reports Control

a. The following forms are available through the Naval Forms Online Web site (<https://navalforms.daps.dla.mil/web/public/home>).

(1) OPNAV 5510/414 Nuclear Weapon Personnel Reliability Program (PRP) Screening and Evaluation Record.

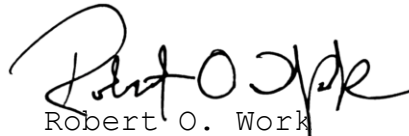
(2) OPNAV 5510/415 Record Identifier for Personnel Reliability Program, S/N 0107-LF-017-6800.

(3) OPNAV 5510/419 Department of the Navy Nuclear Weapons Personnel Reliability Program Authorization for Disclosure of Medical or Dental Information.

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

c. SF 600 Medical Record - Chronological Record of Medical Care is available for download from the U.S. General Services Administration Forms Library Web site (<http://www.gsa.gov/portal/forms/type/SF>).

d. Report Control Symbol DD-AT7L(A)1403(5510) is assigned to the annual status report.



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Under Secretary of the Navy

Distribution:

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<https://doni.daps.dla.mil>

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 component, or positive control/NC2 material). Opportunity to tamper with or modify a nuclear weapon, critical nuclear weapon system component, or positive control/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 with 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, 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 officer or civilian employee (GS-11 or above), in a PRP position, who is responsible for nuclear weapons and or NC2 operations and designated in writing by the commanding officer or agency head as responsible for determining the acceptability of personnel assigned to nuclear weapons 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 the contractor personnel.
6. Competent Medical Authority (CMA). 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. He or she shall be awarded regular clinical privileges for independent practice according to Service regulations by the healthcare facility responsible for the provider's place of duty, or if not privileged for independent practice, then be supervised by a CMA physician who is privileged to practice independently. Nurse practitioners

and physician's assistants (PAs) may be CMAs, however PAs shall be supervised. All CMAs shall be specifically trained and designated in writing by the medical treatment facility commander responsible for review of healthcare services or conducting clinical evaluations for purposes of the PRP. When a CMA is not assigned to a medical treatment facility, the CMA's privileging authority shall be responsible for training and designation.

7. Controlled Position. A position where an individual is assigned nuclear duties which:

- a. Has access, but no technical knowledge; or
- b. Controls access into areas containing nuclear weapons, nuclear components, or nuclear certified computer data, but does not have access or technical knowledge; or
- c. Is armed and assigned duties to protect and or guard nuclear weapons; or
- d. Has been designated as a certifying official at operational unit or staff activities with only designated controlled PRP positions.

8. Department of the Navy Central Adjudication Facility (DON CAF). DON CAF is designated by the Secretary of the Navy to evaluate personnel security investigations (PSI) and other relevant information and issue personnel security determinations.

9. Nuclear Certified Computer Data. Nuclear certified media containing nuclear mission or launch control data. PRP requirements begin with the certification of the original nuclear certified computer media master and end with the destruction or decertification of the master or any certified copy.

10. Nuclear Command and Control (NC2) Positions

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

b. Positions in which personnel are 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 tapes and materials.

11. 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).

12. PRP Medical Personnel. Independent duty hospital corpsman (IDC), PA, Medical Service Corps officer, or nurse (Navy Nurse Corps and civilian nurses), who are not CMAs, but are specifically trained and formally designated in writing to screen medical and dental records by the senior medical officer, commanding officer, or activity head under whom he or she serves.

13. PRP Monitor. An individual in the military grade of E-5 or above, or a civilian employee in the equivalent grade (GS-7 or above), appointed to assist the certifying official in the administration and day-to-day functions of the PRP at DON commands. This individual reports directly to the PRP certifying official.

14. 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 weapon systems, and or components.

15. Single Scope Background Investigation (SSBI). A PSI which provides extensive information regarding an individual, gathered from people and places where the individual has lived or worked. The period of investigation for an SSBI is variable, ranging from 3 years for neighborhood checks to 10 years for local agency checks. No investigation information will be pursued regarding an individual's life prior to their 16th birthday.

16. 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. Also referred to as the two-person concept or two-person policy.

ABBREVIATIONS AND ACRONYMS

AIDS - acquired immunodeficiency syndrome

ANACI - Access National Agency Check with Written Inquiries

ATSD(NCB)/NM - Assistant to the Secretary of Defense for Nuclear and Chemical and Biological Defense Programs, Nuclear Matters Office

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

DON - Department of the Navy

DON CAF - Department of the Navy Central Adjudication Facility

DSS - Defense Security Service

FSO - facility security officer

HIPAA - Health Insurance Portability and Accountability Act

HIV - human immunodeficiency virus

IDC - independent duty hospital corpsman

ISIC - immediate superior in command

JPAS - Joint Personnel Adjudication System

MMEA - Manpower Management Enlisted Assignments

MOS - military occupational specialty

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NACLC - National Agency Check with Local Agency Checks and
Credit Checks

NAVCRIMINSERV - 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 - Navy Nuclear Weapon Technical Inspection

OJT - on-the-job training

OMPF - official military personnel file

OPM - Office of Personnel Management

OPNAV - Office of the Chief of Naval Operations

PA - physician's assistant

PCS - permanent change of station

PDI - potentially disqualifying information

PHI - protected health information

PPR - Phased Periodic Reinvestigation

PR - periodic reinvestigation

PRP - Personnel Reliability Program

PSI - personnel security investigation

RUC - reporting unit code

SECNAVINST - Secretary of the Navy Instruction

SECNAV M - Secretary of the Navy Manual

SF - Standard Form

SSBI - Single Scope Background Investigation

SSBI-PR - Single Scope Background Investigation Periodic
Reinvestigation

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SSIC - Standard Subject Identification Code

SSN - social security number

SWOP - Special Weapons Ordnance Publication

TAD - temporary additional duty

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 matrix 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 force ashore, who are routinely assigned to duties for nuclear weapons security, meeting the requirements of security 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), (b), and DoD Instruction 1100.22 of 12 April 2010.

(1) 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 duties, which require contractors in PRP positions to meet the reliability standards. 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 assigned in PRP positions.

3. Training. Reviewing officials, certifying officials, PRP monitors, CMAs, other PRP medical personnel, and individuals assigned to PRP duties shall receive initial and annual refresher training and be thoroughly briefed on their PRP

management and oversight responsibilities. Initial and annual refresher training shall be documented and include, as a minimum:

- a. PRP purpose (spirit and intent);
- b. PRP roles and responsibilities;
- c. PRP certification;
- d. Continuing evaluation;
- e. Disqualification, removal, and reinstatement; and
- f. Privacy Act and Health Insurance Portability and Accountability Act (HIPAA) requirements.

(1) The mandatory annual personally identifiable information training for users of DON information systems fulfills the requirement for Privacy Act training.

(2) Reviewing officials, certifying officials, PRP monitors, 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 healthcare providers to use and disclose protected health information (PHI) under HIPAA (also see enclosure (5), paragraph 3b(4) and its subparagraphs).

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 Defense Nuclear Surety Inspections and Navy Nuclear Weapon Technical Inspections (NWTI). Results of all inspections shall be submitted to DIRSSP.

b. Unless otherwise stated, commands not identified as nuclear capable by reference (d) shall have their PRP inspected by DIRSSP at intervals not to exceed 24 months. Inspection criteria shall be based on NWTI standards.

5. Instructions for the PRP Annual Status Report

a. Every Navy PRP command or activity shall submit an annual PRP status report to CNO (N09N2), to be received no later than 15 January.

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b. Every Marine Corps PRP command or activity shall submit an annual PRP status report to CNO (N09N2) with a copy to CMC, Plans, Policies, and Operations (Security Division) to be received no later than 15 January.

c. Commands and activities who close out their PRP programs shall submit an annual PRP report at the time of close out.

d. PRP commands shall verify receipt by phone call or email.

e. The annual 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." The cover letter shall include point of contact information for the report.

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

g. As decertifications generally include more than one issue, the decertification action shall be accounted for only once under the predominant 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 RESPONSIBILITY SUPPLEMENT

1. Commanding Officers and Activity Heads

a. Are responsible for the integrity and effectiveness of PRP within their command or activity. They also amplify PRP policy and guidance and, as appropriate, provide oversight for subordinate PRP commands and activities. This includes ensuring that periodic reviews are conducted.

b. Designate in writing reviewing officials (if other than the commanding officer) and certifying officials to manage the requirements of the PRP and to certify individuals for nuclear weapons assignment. Commands may also designate a PRP monitor to assist the certifying official in day-to-day administration.

c. Ensure the appropriate initial and annual refresher training has been provided to reviewing and certifying officials and PRP monitors as appropriate, per enclosure (3). Initial and refresher training may be accomplished via PRP-related formal courses, on-the-job training (OJT), newsletters, written guidance, or briefings. DON PRP policy guidance and updates are listed at www.navysecurity.navy.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 annual orientation in nuclear weapons operations, emphasizing safety and security aspects and the responsibility for advising the commanding officer or activity head of medical conditions that adversely affect the certification of PRP personnel.

e. As necessary and following the guidance found in enclosure (3), paragraph 2b and its subparagraphs, determine the need for and oversee the use of contractors in PRP.

f. Submit an annual report of PRP statistical information for the calendar year to CNO (N09N2). Detailed instructions are found in enclosure (3), paragraph 5.

g. Notify CNO (N09N2) and DIRSSP in writing when a PRP is implemented or terminated.

h. Ensure urinalysis drug tests are administered to individuals prior to placement into the PRP and randomly thereafter.

i. Ensure that permanent decertification letters for Navy and Marine Corps personnel are forwarded directly to and received by the appropriate personnel office for inclusion in

the member's permanent personnel file. Copies of the permanent decertification letters shall be sent to DIRSSP. Detailed instructions and examples are included in enclosure (7).

j. Evaluate requests for PRP reinstatement and requalification.

k. Ensure protective markings are used on appropriate PRP-related forms, reports, letters, and records. Refer to SECNAV M-5510.36 and SECNAV Instruction (SECNAVINST) 5211.5E.

2. Reviewing Officials. Receive initial and annual refresher training, following enclosure (3), paragraph 3.

3. Certifying Officials

a. Receive initial and annual refresher training, following 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, including contractor 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 policy has final PRP certification to preclude simultaneous use of two interim certified individuals.

c. Certify on the OPNAV 5510/414 Nuclear Weapon Personnel Reliability Program Screening and Evaluation Record that individuals occupying PRP critical and controlled positions meet the requirements and reliability standards of references (a) and (b) and this instruction. Temporary and permanent decertifications shall be documented on the OPNAV 5510/414.

d. If applicable, ensure contracts include criteria found in enclosure (4), paragraph 7.

4. CMA

a. Complete initial and annual refresher training for CMAs. Training for CMAs shall include topics identified in enclosure (3), paragraph 3.

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

5. PRP Medical Personnel

a. Complete initial and annual PRP training provided to the CMAs.

b. Review medical records and issues for potentially disqualifying information (PDI) or questionable information.

(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 medical records and issues. If they are serving on independent duty in nuclear capable commands as medical department representatives, they shall be considered as both trained and officially designated to screen medical records and issues.

(2) Other IDCs, PAs, Medical Service Corps officers and nurses (Navy Nurse Corps and civilian nurses) may screen medical records and 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.

6. Individuals

a. Receive initial and annual refresher training, following enclosure (3), paragraph 3.

b. When they receive any type of medical or dental treatment and or evaluation (including TRICARE referrals), report treatment and or evaluation to the certifying official and provide appropriate documentation to the CMA using local procedures.

c. Make all medical records available to the CMA and, as applicable, other PRP officials designated and trained to review medical records for initial and subsequent screening requirements.

7. Contractor Companies. The criteria set forth in references (a) and (b) and this instruction shall be incorporated into all

new or modified contracts with personnel in the PRP, either via DD Form 254 Department of Defense Contract Security Classification Specification or included as a contract provision; and shall be identified as requirements of the PRP.

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

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

c. Ensure contractors perform nuclear weapons duties only on specific DON installations or cleared contractor facilities (see enclosure (3), paragraph 2b and its subparagraphs).

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 evaluation 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 or temporary decertification for PRP duties requires that the employee be prevented from accessing areas containing nuclear weapons, critical nuclear weapon system components, or positive control/NC2 materials. Employees' entry credentials shall be confiscated or deleted from the system and entry authority and access lists shall be updated to bar the suspended or decertified personnel.

CERTIFICATION SUPPLEMENT

1. General

a. The certifying official shall evaluate the reliability and suitability of each individual for PRP duties. The certifying official shall consider all relevant facts of the individual's current and past duty performance, results of the PSI (as appropriate), medical evaluations, and supervisor's comments; and shall apply the PRP qualifying and disqualifying standards when making a determination regarding an individual's ability to reliably perform PRP duties. The 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 the OPNAV 5510/414 that individuals occupying PRP critical and controlled positions meet the requirements and reliability standards of this chapter. The OPNAV 5510/414 shall be documented following the OPNAV 5510/414 instructions. The procedures for continuously evaluating certified personnel, contained in enclosure (6), shall apply once the individual is certified.

2. Qualifying Criteria

a. Reference (b) outlines the traits or conduct and reliability standards expected of all PRP members.

b. The following shall be used during initial screening and rescreening to ascertain whether a potential or current PRP member meets the above traits and conduct:

- (1) PSI and eligibility determination;
- (2) Personnel records review;
- (3) Medical evaluation;
- (4) Personal interview; and
- (5) Proficiency qualification determination.

3. Initial Screening and Certification. Certifying officials shall use the OPNAV 5510/414 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 has never been in the PRP; was previously in the PRP, but administratively terminated; or has had a break in active service for more than 24 months.

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 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 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

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

(b) PSI Results Review for Critical Positions

1. When initially certifying an individual to a critical 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.

a. When a PRP member or incumbent has an adjudicated investigation which supports final PRP certification, commands shall request a review copy of the investigation from the Naval Criminal Investigative Service (NAVCRIMINSERV) Headquarters, Records Management Division. Requests shall be in letter or message format stating the PRP requirement, and shall identify 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 the 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 NAVCRIMINSERV Records Management Division.

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

(2) Controlled Position

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

(b) PSI Results Review for Controlled Positions

1. When initially certifying an individual for a controlled PRP position, the certifying official shall review the results of the PSI. However, the review of the investigation need not be accomplished before final certification into the PRP.

2. Requirements and guidance outlined in enclosure (5), paragraph 3a(1)(b) and its subparagraphs, shall be followed when reviewing the results of the PSI for controlled PRP positions.

b. Medical Evaluation. As part of the required screening process, medical 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 medical records shall be performed by a CMA or PRP medical personnel specifically trained and designated in writing to perform that function.

(1) When the medical records review is conducted by other than the CMA and reveals PDI or raises a question concerning an individual's physical capability or mental suitability for assignment to a PRP position, the records shall be referred to the CMA for further evaluation and or medical examination (to be conducted as soon as possible). The results of the evaluation and or examination, including all PDI or significant conditions (as defined in enclosure (7)), shall be documented on an SF 600 Medical Record - Chronological Record of Medical Care and provided immediately to the certifying official.

(2) When the medical records review is accomplished by other than the CMA and it is determined and documented that no PDI or questions regarding suitability exist, no further evaluation or medical examination is required by the CMA.

(3) If available records are not sufficiently comprehensive or current, the CMA shall conduct a medical examination (including mental health consultation when appropriate) as soon as possible to determine medical qualification under PRP standards. The results of the

examination, including all PDI or significant physical or mental condition, shall be documented in the individual's medical record via an SF 600 entry and provided immediately to the certifying official.

(4) Reviewing and certifying officials and PRP inspectors may have full access to and review medical records of PRP candidates and members to make determinations required by reference (b) and this instruction. The following is the medical record review process for the DON PRP:

(a) Reviewing and certifying officials and designated PRP inspectors shall complete annual Privacy Act training.

(b) Reviewing and certifying officials and designated PRP inspectors shall be designated in writing by the commanding officer or activity head to review PHI in order to carry out PRP activities under the authority of the commanding officer or activity head.

(c) 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.

(d) Reviewing and certifying officials and designated PRP inspectors shall protect health information and ensure that provisions of the Privacy Act are not violated.

c. Urinalysis Drug Test. Individuals shall complete a drug test prior to certification into the PRP. Urinalysis drug test results which are considered failures shall be submitted to the certifying official.

d. Personnel Records. The personnel records review shall include a review of the individual's work history for evidence of dependability, flexibility, good attitude, and good judgment. Certifying officials and designated PRP inspectors shall be provided access to hard copy and electronic records in order to complete all screening requirements of personnel records.

e. Personal Interview. The personal interview can be highly effective in educating an individual regarding PRP requirements and in eliciting valuable information to assist the PRP certifying official in appraising an individual's suitability for PRP assignment. The interview shall emphasize the importance of the need to demonstrate reliability, the

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individual's responsibilities and requirements in 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 towards performing nuclear weapon duties. 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 "Purpose" found in reference (b) and enclosure (3).

(2) Qualifications of personnel selected to perform PRP duties: discuss "Qualifying Criteria" and "Potentially Disqualifying or Decertifying Criteria" found in reference (b) and enclosures (5) and (7).

(3) Responsibilities and requirements in PRP: discuss roles and responsibilities of "Individuals" found in reference (b) and enclosure (4).

(4) Decertification from the PRP: discuss "Suspension," "Temporary Decertification," and "Permanent Decertification" found in reference (b) and enclosure (7), including the possible impact of these actions on the individual (e.g., rating change, transfer to other 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 duties. The certifying official shall stress the need for an alcohol and drug free nuclear weapons environment.

f. Proficiency Qualification. To be certified proficient, an individual shall be qualified by a formal course of instruction and experience or other supervised 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 duties.

(1) Personnel who perform modification, 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 qualifications or certifications.

g. Certification of Acceptability. The certifying official shall confirm an individual's PRP eligibility before that individual begins performing PRP 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 the OPNAV 5510/414 is completed and permanently maintained. Instructions for completing the form are found on the OPNAV 5510/414.

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

(b) When updates are made to the OPNAV 5510/414, the certifying official shall ensure that the updated form is used during subsequent screenings and or rescreenings. When applicable, old forms shall be attached to the updated form and placed in the appropriate folder.

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

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

(b) Electronic service, medical, and dental records shall contain a method for identifying individuals who are in PRP.

4. Interim Certification

a. Critical Position

(1) The required SSBI, SSBI-PR, or PPR request shall be submitted to and opened by the Office of Personnel Management

(OPM) before granting interim certification (investigations that appear as "scheduled" in the Joint Personnel Adjudication System (JPAS) or like system meet the requirement for being opened). Command security managers can verify that an investigation is opened via JPAS or like system. 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 into PRP.

(2) All other requirements of the PRP screening process shall be fulfilled, revealing no disqualifying information, prior to interim certification.

(3) Justification of the need for interim certification shall be documented by the certifying official.

(4) 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.

(5) If derogatory information or PDI 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 temporary or permanent decertification is appropriate (see enclosure (7)).

b. Controlled Position

(1) The required ANACI or NACLC shall be submitted to and opened by OPM before granting interim certification (investigations that appear as "scheduled" in JPAS or like system meet the requirement for being opened). Command security managers can verify that an investigation is opened via the JPAS or like system. 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 into PRP.

(2) Requirements and guidance outlined in enclosure (5), paragraphs 4a(2) through 4a(5) apply.

5. Preliminary Screenings

a. Preliminary screenings preclude the expense of transferring candidates that are obviously unsuitable for PRP (see reference (b) and enclosure (7)). Preliminary screenings shall be conducted by:

(1) Commands responsible for transferring personnel to courses of instruction or training requiring 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 that receive orders to conduct PRP suitability screenings prior to transferring personnel to PRP assignments.

b. At minimum, commands shall review appropriate records to ensure the required PSI has been requested and completed and no adverse information, as defined by SECNAV M-5510.30, exists. Those meeting these requirements shall be considered administratively qualified. Additionally, commands shall have the individual read the sections regarding "Qualifying Criteria" and "Potentially Disqualifying or Decertifying Criteria" found in reference (b) and enclosures (5) and (7).

c. The preliminary screening for Navy military members are documented on a NAVPERS 1070/613 Administrative Remarks (page 13) of the service record and for Marine Corps military members on a NAVMC 118/11 Administrative Remarks (page 11).

6. Screening at Training Commands. Individuals who engage in training leading to a PRP assignment, including Marines attending the Basic Security Guard Course and master at arms attending "A" School prior to receiving orders to a PRP billet, shall undergo a formal PRP screening at the training command. Certifying officials at training commands shall be familiar with the PRP and designated in writing to perform the PRP eligibility screening, but 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 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 the 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 the screening form.

c. The training command shall complete as much of the OPNAV 5510/414 as possible, to include medical records review, personal interview and, whenever possible, proficiency. Initial the blocks for items evaluated and make a slash mark through blocks for the items that the training command could not evaluate. The certifying official shall not sign and date the certification section at the bottom of the form.

d. If an individual is not PRP eligible due to disqualifying information discovered during the eligibility screening, 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 the standards, the individual shall be disqualified.

f. Personnel records shall reflect assignment of an individual to a PRP position (see enclosure (5), paragraph 3g(2) and its subparagraphs).

g. The OPNAV 5510/414 used by the training command certifying official shall be forwarded to and considered by the gaining PRP command during initial screening and certification. This may be hand carried by the individual. However, a new OPNAV 5510/414 shall be used to document the 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 performs the duties of a controlled or critical 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 members for PRP eligibility when the member is not currently in a PRP billet at that command or in training leading to a PRP assignment. The need for continuous PRP eligibility applies to individuals in ratings designated in

NAVPERS 15909G as requiring PRP eligibility and to personnel assigned as PRP incumbents (i.e., fleet regenerable assets).

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 apprise Commander, Navy Personnel Command (COMNAVPERSCOM) if a situation arises that may affect member's assignability or suitability. Commands also have an obligation to report unfavorable information to DON CAF per SECNAV M-5510.30.

c. In the event the individual receives orders to a PRP billet, transferring commands shall screen the individual to preclude the expense of transferring an individual that is unsuitable.

(1) Transferring commands with no PRP certifying official shall conduct a preliminary screening following enclosure (5), paragraph 5.

(2) Transferring commands with a PRP certifying official shall formally screen the individual for transfer to the PRP billet to avoid transferring a member that is unreliable and cannot be certified.

(3) All information that is potentially disqualifying for PRP shall be formally evaluated at this time as part of the screening for transfer. If the individual is ineligible for PRP, the individual shall be disqualified by annotating the appropriate page of the service record and notifying the originator of the transfer orders.

9. Rescreening. When rescreening, procedures found in enclosure (5), paragraph 3 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 PDI, 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 of both certifying and reviewing officials.

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

(b) Once a PSI results review has been conducted and documented on the 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.

(4) An individual returns to the parent command following temporary additional duty (TAD) or temporary duty (TDY) (30 days or more), or when an individual receives medical treatment or evaluation while TAD or TDY.

b. Individuals currently in the PRP with a PSI over 5 years old are not required to be removed from the PRP or placed into an interim PRP certification, provided the PR has been submitted. Interim certifications are only necessary if the required investigative basis for initial PRP assignment has not been completed. Commands shall make every effort to identify and request PSIs and PRs as required.

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

d. A formal rescreening is not necessary when the certifying official changes. The new certifying official shall be briefed by the previous certifying official concerning the command's PRP program and shall be fully apprised of all 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 reliability 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) Make individuals 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 and observed inconsistencies with PRP standards.

(2) Supervisors shall:

(a) Monitor the reliability of their subordinates and notify the certifying official of any PDI.

(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 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 certifying and reviewing officials, CMAs and PRP medical personnel, and inspectors for review. Failure to provide the requested information and or materials may result in suspension or decertification.

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

(4) Personnel records shall reflect assignment of an individual to a PRP position (see enclosure (5), paragraph 3g(2) and its subparagraphs) so as to alert personnel, medical, and security administrators of the need to report to the certifying official any information being included in these records that could affect the individual's PRP eligibility.

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

3. PR

a. PRs shall be submitted during the month prior to the 5-year anniversary of the investigation (enclosure (5), paragraph 9b applies). As an exception, prior to deployment, PRP commands and activities shall submit PRs for PRP members whose investigations will expire during deployment.

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

c. When DON 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 this information and determine if the individual's reliability is affected and conduct a rescreening as appropriate. PDI 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.

4. Medical Evaluation

a. Each time a PRP-certified individual receives a medical evaluation and or treatment, the documentation shall be reviewed by a CMA or other PRP medical personnel specifically trained and formally designated to perform that function. The CMA or PRP medical personnel shall determine if the evaluation and or treatment may impact performance or reliability. When the review is accomplished by other than the CMA and raises a question or identifies PDI about an individual's physical capability or mental suitability, the documentation shall be referred to the CMA for further evaluation or medical examination. If the evaluation and or treatment may impact performance or reliability, the CMA shall determine the PRP reliability effects and, if warranted, make recommendations to the certifying official. If there is no impact to performance or reliability, referral to the CMA is not required.

b. Significant medical conditions, as outlined in enclosure (7), shall be considered PDI and shall be reported immediately by the CMA or IDC on a submarine to the certifying official. When in doubt, the CMA or IDC on a submarine shall report the condition. The primary consideration of all determinations shall be the best interest of national security.

c. When a PRP-certified individual receives non-military medical or dental treatment and or evaluation (including TRICARE referrals), the individual is required to report the treatment and or evaluation to the certifying official and provide appropriate documentation, when available, to the CMA using local procedures. The documentation shall be screened per enclosure (5), paragraph 3b and its subparagraphs.

d. It is not the intent of the PRP to automatically decertify an individual who has an illness, injury, or disease that requires hospitalization, sick in quarters, or extended leave of absence unless the condition is diagnosed to be of a long-term or permanent nature or is otherwise disqualifying by PRP standards.

e. PDI previously addressed by a CMA, which has been documented, need not be re-addressed or re-documented.

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 results determined to be urinalysis failures.

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6. Criminal Investigations. SECNAVINST 5430.107 requires NAVCRIMINVSEV to notify the immediate superior in command (ISIC) when a member is under investigation. It is incumbent upon the ISIC to apprise the certifying official of an 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 started.

DECERTIFICATION AND REINSTATEMENT SUPPLEMENT

1. Administrative Termination

a. A certification of acceptability shall be terminated administratively when an individual is reassigned within the same command from a PRP position to a non-PRP position for reasons that are not disqualifying.

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

(2) The official signing the administrative termination shall be the certifying official.

b. When an individual receives permanent change of station (PCS) orders, the administrative termination is automatic. Entry on the OPNAV 5510/414 is not required.

2. Failure to Meet the 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, temporary decertification, or permanent 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 an individual no longer meets PRP standards. Certifying officials shall use the OPNAV 5510/414 to document temporary and permanent decertifications.

3. Potentially Disqualifying or Decertifying Criteria. Reference (b) outlines the traits and conduct which are grounds for disqualification or decertification from the PRP. The following supplements the DoD criteria.

a. Alcohol

(1) Alcohol-Related Incident. 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 as alcohol dependent, and in-service under-age drinking.

(2) Alcohol Abuse. After successful completion of the rehabilitation program or treatment regimen prescribed by the CMA, removal of the temporary decertification may be considered provided the member has displayed positive changes in job reliability and lifestyle, fully complied with aftercare program requirements, and received a favorable medical prognosis by the

CMA. Removal of temporary decertification shall be accomplished by formal rescreening and recertification. Failure to satisfactorily meet these requirements or involvement in any additional alcohol-related incidents while temporarily decertified shall result in permanent decertification.

(3) Alcohol Dependent. The reviewing official shall determine whether a permanent or temporary decertification is required after thoroughly evaluating the results of information provided by the certifying official, which shall include a personnel and medical records screening, a medical diagnosis, and subject interview. Removal of the temporary decertification may be considered after successfully completing rehabilitation and a minimum of 180 days of a formal aftercare program, provided the member has displayed positive changes in conduct and job performance, complied with aftercare program requirements, and abstained from alcohol. Failure to satisfactorily complete the 1-year formal aftercare program or failure to abstain from alcohol indefinitely shall result in permanent decertification.

(4) Alcohol-Related Incidents Prior to Active Service (Pre-Service). Acts of pre-service underage drinking that lead to identification of additional alcohol-related problems or other violations of the law require CMA consultation.

b. Drugs. A drug-related incident is grounds for removal from PRP duties. The certifying official, after consultation with the CMA, shall determine the degree to which drug-related incident impacts the reliability of the individual being considered for PRP duties. Drug abuse or drug dependency is grounds for disqualification or permanent decertification. It demonstrates a behavior pattern or action which is reasonably indicative of a contemptuous attitude toward the law or other duly-constituted authority.

(1) Drug-Related Incident. Individuals involved in a drug-related incident shall, at a minimum, be temporarily decertified.

(a) Removal of the temporary decertification and recertification into the PRP shall require a favorable medical prognosis by the CMA. The statements by the reviewing and certifying official that the individual's reliability is not in doubt shall be in writing.

(b) Individuals found to have ever used any plant, herb, or drug that has been known to cause flashbacks or hallucinations shall be disqualified or permanently decertified.

(c) If the certifying official has any reason to doubt or suspect an individual's reliability for PRP duties, reevaluation is required following enclosure (5), paragraph 9.

(2) Pre-Service Drug Use. Only individuals with experimental (infrequent) pre-service use of marijuana, hashish, or other cannabis-based products shall be eligible for consideration for or retention in a PRP position, provided there is no additional information that causes the certifying official to doubt the individual's reliability.

(a) Pre-service or in-service cannabis use which was acceptably screened under previous PRP guidance shall not be the sole basis for decertification.

(b) 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 reviewing official, with CMA consultation, may retain the individual in the PRP. Willful deception is cause for doubt.

c. Negligence or Delinquency in Performance of Duty. Undesirable traits include, but are not limited to, demonstrated poor performance on the job and unreliability evidenced by an unauthorized absence or desertion. In determining negligence, the certifying official shall evaluate all aspects of an individual's actions, keeping in mind that instances of past youthful indiscretions are not necessarily proof of current unreliability or negligence.

d. Conviction of an Offense or Involvement in a Serious Incident

(1) Serious incidents include, but are not limited to, any criminal or petty offense, assault, sexual misconduct, deceptive or illegal financial practices, inordinate number of traffic offenses, and or child or spouse abuse.

(2) Although the term "serious incident" is a relative term, any incident that causes concern on the part of the certifying official regarding the individual's trustworthiness, reliability, or judgment shall be considered as "serious" for the purpose of this instruction. Any situation in which the individual knows the law, regulations, or requirements, and simply chooses not to comply, can demonstrate a contemptuous attitude and can be disqualifying.

e. Medical Condition

(1) Significant Conditions. All significant conditions shall be considered PDI and shall be reported by the CMA or IDC

on a submarine to the certifying official. Significant conditions include, but are not limited to, any condition or medication which could cause:

- (a) Loss of attention, concentration, judgment;
- (b) Sudden or subtle incapacitation;
- (c) Interruption of work;
- (d) Diminished safety in the workplace;
- (e) Worsening of another condition which would not be PDI alone; or

(f) Aberrant behavior. Aberrant suggests a deviation from what is expected normal behavior for holding a PRP position. Aberrant behavior can be of long or short duration. Any bizarre or strange behavior, perverse activity, aberrant mood (depressed or agitated), or unsound behavior (impulsiveness, destructiveness) can be considered aberrant. In most cases a medical evaluation is appropriate to evaluate the mental or emotional state of the individual whose behavior is considered aberrant.

(2) Short Term. Any condition which could reasonably be expected to be resolved within 6 months (e.g., broken hand, certain stress situations, medication which impedes performance, etc.) may be the basis for a temporary decertification or suspension.

(3) Long Term. Certifying officials shall be notified immediately of any individual being considered for or currently performing in a PRP position that has been diagnosed with a serious progressive illness (i.e., individuals with amyotrophic lateral sclerosis, multiple sclerosis, active acquired immunodeficiency syndrome (AIDS) or those who test positive for the human immunodeficiency virus (HIV)). Individuals with AIDS or who are HIV positive shall not be treated differently than other individuals with a serious progressive illness solely on the basis of being diagnosed with AIDS or testing HIV positive. The certifying official shall take the necessary actions to ensure that the individual is properly screened both medically and psychologically by the CMA.

(4) Personal Trauma. The CMA or IDC is not required to disclose the personal circumstances that resulted in the trauma, but is required to inform the certifying official of the specific medical and psychological diagnosis and treatment that may potentially impact reliability.

f. Poor Attitude or Lack of Motivation. Display of poor attitude or lack of motivation can be evidenced by a negative or pessimistic attitude (arrogance, inflexibility, or suspiciousness), which is detrimental to sound reliable performance. Included in this are individuals who display indications of excessive worry, anxiety, or apprehension concerning the duties of the PRP position. Also, individuals who express an unwillingness to be assigned to nuclear weapons duties, profess to be conscientious objectors, or give evidence of objecting to the bearing and use of arms, when necessary, shall not be assigned to nuclear weapons duties. It is intended that individuals who do not display a positive attitude towards PRP duties be considered for decertification or disqualification.

g. Suicide. Any suicide attempt, threat, gesture, and or ideation may be grounds for disqualification or permanent decertification, and shall result in the individual's temporary decertification from PRP duties pending the results of a mental health assessment or evaluation.

h. Loss of Confidence. If for any reason the certifying official loses trust or confidence in a member's ability to perform PRP duties, the certifying official shall decertify the individual.

4. Disqualification

a. If prior to certification it becomes apparent that an individual will not meet the PRP standards, the individual shall be disqualified. The following situations shall result in permanent disqualification:

(1) Diagnosis as alcohol dependent with a subsequent failure of the required aftercare program or failure to abstain from alcohol;

(2) Diagnosis as a drug abuser;

(3) Diagnosis as drug dependent; and

(4) Denial or revocation of security clearance eligibility.

b. The appropriate documentation shall be filed to preclude further processing. For enlisted personnel, a page 13 (page 11 for Marines) shall be placed in the service record indicating the member is unsuitable for PRP. For officers, prepare a standard letter indicating the officer is unsuitable for PRP assignment and forward the letter to COMNAVPERSCOM Personnel Security Branch (PERS-832E) for inclusion in the official

military personnel file (OMPF). For civilian employees, a standard letter and or an OPNAV 5510/414 record of unsuitability shall be filed in the official personnel file. All documentation shall identify the command, the certifying official, and the date the determination was made.

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

d. DIRSSP shall be notified in writing of all disqualification determinations and actions taken.

5. Suspension

a. When an individual is suspended, the command shall remove the individual from PRP duties and shall take appropriate action to preclude exclusion area entry by the suspended individual.

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

c. If suspended for a medical or dental treatment or medication, CMA evaluation is required prior to recertification.

6. Temporary Decertification. Temporary decertification from the PRP shall occur when an individual needs to undergo a period of observation and evaluation for compliance with the PRP reliability standards. It is appropriate anytime potentially decertifying traits or conduct are present. Temporary decertification shall be restricted to cases which are transitory or indeterminate in nature.

a. Individuals who are temporarily decertified are immediately removed from PRP duties. The temporary decertification shall be documented on the individual's OPNAV 5510/414, the commanding officer or activity head and supervisory personnel shall be notified of the temporary decertification, and the individual shall be removed from authorization lists until the temporary decertification is removed.

b. The certifying official shall expeditiously collect and investigate all information essential to a decision regarding the removal of the temporary decertification or advancement to a permanent decertification. In the event of suspected alcohol or drug incident, or other physical, mental, or emotional condition, the information shall include a medical evaluation by a CMA.

c. When the decertifying factors would also impact the individual's security clearance eligibility, the questionable or unfavorable information shall be provided to the command security manager for DON CAF notification (see enclosure (7), paragraph 7e and its subparagraphs).

d. Appropriate administrative procedures shall be established to ensure that a temporary decertification is either removed or changed to a permanent decertification prior to an 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 the temporary decertification, the transferring command shall furnish the gaining command with a complete report of the circumstances surrounding the temporary decertification including specific reasons why the individual is being reassigned in a temporarily decertified status. All other reassignments, including PCS orders, shall be held in abeyance or cancelled until temporary decertification issues are resolved.

e. If the cause of temporary decertification is corrected and the member is determined to be suitable, rescreening and recertification procedures apply.

f. Temporary decertification letters are for command use and are not forwarded to CNO (N09N2), DIRSSP, or the respective personnel office.

7. Permanent Decertification

a. Permanent decertification is a formal determination by the certifying official, approved by the reviewing official, that an individual no longer meets the reliability standards and that the disqualifying reasons probably will not be resolved in the near term.

b. In addition to the requirements found in reference (b), the notification of individual by the certifying official regarding the permanent decertification determination (see appendix A to enclosure (7) for example) shall:

(1) Provide the individual the opportunity to make a statement on his or her own behalf.

(a) A reply indicating desire to make or not make a statement is not required when an individual is absent without authority or is incarcerated because of conviction of a criminal offense by civil court or court martial. Additionally, in rare cases an individual who is initially suspended or temporarily decertified may be permanently decertified without their

acknowledgment when the suspension or temporary decertification was for serious physical injury or medical condition resulting in a permanent disability, medical retirement, or termination, and obtaining the individual's acknowledgment is determined upon consultation with CMA to be detrimental to the individual's health.

(b) The reviewing official shall determine when permanent decertification without the individual's acknowledgment is warranted and ensure that it is not employed merely to circumvent normal permanent decertification procedures.

(2) Inform the individual that the permanent decertification case, including his or her statement, shall be forwarded to the reviewing official for a final decision.

c. The reviewing official has 15 days to review and consider any statements made by the individual and make a final decision.

d. If the reviewing official concurs with the permanent decertification, the following administrative requirements apply in addition to those found in reference (b):

(1) The permanent decertification shall be documented on the individual's OPNAV 5510/414, and the OPNAV 5510/414 shall be included in the letter sent to the permanent personnel record.

(2) If a member is decertified for medical reasons, the CMA shall annotate an SF 600 to read "Not qualified for assignment to nuclear weapons position by reason of (include reason(s))" and file the SF 600 in the individual's medical record. The SF 600 shall not be included as an enclosure to the permanent decertification letter.

(3) PRP command or activity shall prepare and submit a letter describing the facts and circumstances of each permanent decertification case to the member's respective permanent personnel office (see appendix B to enclosure (7) for example). In each case, a copy of the letter shall be provided to the member, the command or activities' appropriate chain of command and DIRSSP. The letter shall:

(a) Identify the command 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 member is decertified for medical reasons, include general medical information regarding conditions or treatment;

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

(d) Indicate that the command security manager has been informed of the permanent decertification and the reason(s) for decertification. Also indicate any actions taken by the command security manager (i.e., forwards derogatory information to DON CAF);

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

(f) Include the statement by the member acknowledging receipt of notification of contemplated decertification as an enclosure; and

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

(4) PRP command or activity shall address and send the permanent decertification letter with enclosures to the appropriate office below for inclusion in the member's permanent personnel record. PRP commands and activities shall follow up with the respective personnel office to verify the permanent decertification letter was received.

(a) Navy Military Personnel. Send the original permanent decertification letter with a cover letter (an example of the cover letter format is provided in appendix C of enclosure (7)) to PERS-832E. PERS-832E shall retain the permanent decertification packet for its own records and shall forward the cover letter to COMNAVPERSCOM Records Analysis Branch (PERS-312) for inclusion in the OMPF.

(b) Marine Corps Military Personnel. Send the original permanent decertification letter to CMC MMEA Special Duty Assignment Monitor Section (85) (CMC (MMEA-85)).

(c) DON Civilians. Send the original permanent decertification letter to member's human resource office that holds his or her official personnel file.

(d) Contractors. Send the permanent decertification letter to DIRSSP. The contractor company should only be told that which is allowed per reference (b). The contracting company shall report the permanent decertification to DSS and shall ensure that the permanent decertification is made a matter

of permanent record by DSS. See additional guidance for permanent decertification of contractors in reference (b).

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

(6) The command security manager shall ensure PRP access is removed from JPAS or like system.

e. Decisions regarding permanent decertifications are separate from decisions regarding security clearance access and eligibility. Certifying officials shall notify the command security manager of a member's temporary or permanent decertification, including the reason(s) for decertification. The command security manager shall review the reasons 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 DON CAF via the JPAS or like system "Incident Report" link. The DON 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 DON 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 (refer to SECNAV M-5510.30, sections 7-6 (paragraph 5) and 9-7).

(2) Suspension of security clearance access should never be used to punish individuals who do not wish to participate in PRP. An individual's choice to not be screened into PRP is not considered questionable or unfavorable information and should not be reported as such to the command security manager or DON 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 appropriate regulations.

8. Appeal Process for Permanent Decertifications and Disqualifications

a. Military and civilian personnel may appeal their permanent decertification or disqualification. There is no statute of limitation for submitting a request. An appeal is initiated by the individual based on an unjust or unfair practice or procedure. There is no appeal process for contractors.

b. As a minimum, an appeal shall include:

(1) A letter from the individual, appealing to the PRP command or activity's decision to permanently decertify or disqualify. As rationale for the appeal, the individual shall provide evidence that the condition or reason for the decertification or disqualification 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) If reason for decertification or disqualification is health related, CMA recommendation and medical evaluation.

(6) Other documentation that supports the rationale for 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 an appeal. This is to ensure that due process is afforded to every individual who is permanently decertified or disqualified from the PRP.

d. DIRSSP shall review the individual's appeal and PRP command or activity recommendations, make a final decision to approve or disapprove, and forward its decision via memorandum to the PRP command or activity.

9. Reinstatement and Regualification. Reinstatement and regualification is initiated by the PRP command or activity. A reviewing or certifying official may request reinstatement of a member who was permanently decertified from PRP, or regualification of a member who was permanently disqualified or found ineligible prior to certification, provided the reason or

condition of the permanent decertification, disqualification, 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 reinstatement, the commanding officer or activity head shall evaluate the potential for recurrence of the condition or circumstance that caused the permanent decertification or disqualification and determine that the value of the member's continued presence in the PRP outweighs the risk of potential future incidents. This evaluation shall include consultation with the CMA regarding medical issues, consultation with the command security manager and DON CAF to verify the individual's PSI and eligibility, and review of personnel records.

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

(1) Thorough summary enumerating the decertification issues;

(2) Recommendation from the commanding officer based on enclosure (7), paragraphs 9 and 9a; and

(3) Type of duty assignment proposed.

c. DIRSSP shall consult with COMNAVPERSCOM Career Progression Division (PERS-8) or CMC (MMEA-85) and shall make a final determination as to the individual's eligibility for reinstatement into the PRP. Requests for reinstatement may be disapproved at any level in the chain of command.

d. In the case of submarine disqualified enlisted personnel seeking both reinstatement into 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 Assignment Branch (PERS-403) for the submarine duties 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 members 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

1 March 2011

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

e. In addition to the requirements found above and in reference (b), individuals permanently decertified or disqualified for alcohol abuse or dependency and considered for reinstatement or requalification shall participate in regular and frequent participation in meetings of Alcoholics Anonymous or a similar organization and totally abstain from alcohol.

f. All individuals approved for reinstatement in the PRP shall undergo complete initial screening and certification.

g. DIRSSP shall forward a copy of the reinstatement approval to the respective personnel office. Copies of reinstatement approvals for Navy military members shall be sent to PERS-832E. PERS-832E shall forward the reinstatement letter to PERS-312 for inclusion in the member's OMPF.

SECNAVINST 5510.35B
1 March 2011

NOTIFICATION OF PERMANENT DECERTIFICATION

SSIC
Code
Date

MEMORANDUM

From: Personnel Reliability Program Certifying Official
To: (rank/rate/grade), (full name), (Service), (SSN)
Subj: NOTIFICATION OF PERMANENT DECERTIFICATION FROM THE
PERSONNEL RELIABILITY PROGRAM
Ref: (a) SECNAVINST 5510.35B
(b) DoD 5210.42-R of 30 June 2006

1. Per references (a) and (b), you are hereby notified that you are being permanently 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 standards.)
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 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 A to
Enclosure (7)

SECNAVINST 5510.35B
1 March 2011

ACKNOWLEDGING ENDORSEMENT

Date:

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

1. I have read the notice of intent to permanently decertify me from the Personnel Reliability Program. I understand that my case shall be forwarded to the reviewing official for a final determination. I DO/DO NOT (omit one) desire to make a statement on my behalf.

SAMPLE

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE:
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(When filled in)

SECNAVINST 5510.35B
1 March 2011

LETTER OF PERMANENT DECERTIFICATION

SSIC
Code
Date

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

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

Ref: (a) SECNAVINST 5510.35B
(b) DoD 5210.42-R of 30 June 2006

Encl: (1) (Subject Notification/Statement, see Appendix A)
(2) (Subject's OPNAV 5510/414)

1. Subject named individual has been permanently 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 member is decertified for medical reasons, include general medical information regarding conditions or treatment. For drug abuse, indicate type of drugs used and 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 of NEC, disqualification for submarine duty, and disposition of the individual. Indicate the desires of the individual concerned. Also indicate that the command security manager has been informed of the permanent decertification and the reason(s) for decertification as well as any actions taken by 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

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BOTH CIVIL AND CRIMINAL PENALTIES
(When filled in)

Appendix B to
Enclosure (7)

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

reasons therefore; (2) provided an opportunity to make a statement; 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 member or his or her declination to make a statement as enclosure (1).

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

Signature
(Reviewing Official)

Copy to:
Individual concerned
Appropriate chain of command
DIRSSP

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BOTH CIVIL AND CRIMINAL PENALTIES
(When filled in)

SECNAVINST 5510.35B
1 March 2011

COVER LETTER FOR NAVY MILITARY PERMANENT DECERTIFICATIONS

SSIC
Code
Date

MEMORANDUM

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE - Any misuse or unauthorized disclosure can result in both civil and criminal penalties - Dissemination control cancelled upon removal of enclosure (1)

From: (Command Title, including UIC/RUC)
To: Commander, Navy Personnel Command (PERS-832E)
Subj: PERSONNEL RELIABILITY PROGRAM PERMANENT DECERTIFICATION OF
(RANK/RATE/GRADE) (FULL NAME)
Ref: (a) SECNAVINST 5510.35B
(b) DoD 5210.42-R of 30 June 2006
Encl: (1) (reference the letter of permanent decertification)

1. Per references (a) and (b), enclosure (1) is forwarded for the appropriate administrative action by PERS-832E. Upon completion, forward to PERS-312 for inclusion in the official military personnel file.

2. The point of contact for this matter is...

Signature
(Reviewing Official)