HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
APO AE 09128

EUCOM DIRECTIVE
NUMBER 30-33, Change 1

OPERATIONS

HQ USEUCOM Personnel Reliability Program

1. Remove old pages 1 through 7, A-2 and D-1.

2. Insert new pages 1 through 7, A-2 and D-1.

3. Material changed or added on pages 1 through 7, A-2 and D-1 is printed in bold and italicized.

FOR THE COMMANDER IN CHIEF:

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DISTRIBUTION:
P+
HQ USEUCOM ECSM-SP
HQ USEUCOM ECJ1 (6)
  ECJ1
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Patch Medical and Dental Clinics (4)
  Clinic Commanders
  Medical Records Section
  Dental Records Section

This Changed Staff Memorandum changes ED 30-33, 7 Jun 95.

510th Personnel Support Battalion, Det-C, Panzer Kaserne
Navy Personnel Support Center
HQ MARFOREUR G-1, Panzer Kaserne
USAFE Joint Support Squadron/DPMA
6th ASG, Family Services (ACS)
6th ASG, Provost Marshal Operations
Social Work Clinic (MCEUH-SC-SWS), Panzer Kaserne
Landstuhl Regional Medical Center, Patient Administration Division
Heidelberg-MEDDAC, Patient Administration Division
AFOSI, Det 549/PLG, Kapaun Air Station

This Changed Staff Memorandum changes ED 30-33, 7 Jun 95.

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
APO AE 09128

STAFF DIRECTIVE
NUMBER 30-33

26 JUN 1996

PERSONNEL

HQ USEUCOM Personnel Reliability Program (PRP)

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1. **Summary**. To establish and delineate the responsibilities and procedures within HQ USEUCOM for determining the reliability and processing of personnel assigned to control or critical PRP positions involving:

a. Access to nuclear weapons or nuclear weapon systems.

b. Control or use of sealed authentication systems (SAS), permissive action link (PAL), emergency action messages or release procedures for nuclear weapons.

2. **Policy.**

a. The objective of the PRP is to assure the highest possible standards of individual reliability of personnel performing duties directly associated with war reserve nuclear weapons, weapon systems, or critical nuclear components.

b. Nuclear weapons are designed so that they are safe to store, handle, maintain, transport and deploy. However, due to their destructive power and contribution to strategic deterrence, extraordinary measures need to be employed to ensure that they are not subject to unauthorized acts. The measures which assist in preventing the loss of or unauthorized arming, launching, firing, releasing or detonation of nuclear weapons serve to maintain the reliability of our nuclear forces.

c. Some of these measures are the use of nuclear weapons system safety rules, the two-person concept of operations, special physical security provision, nuclear safety programs at appropriate command levels and procedures to guard against the possibility of unreliable personnel performing duties directly associated with nuclear weapons.

d. Personnel assuming such duties will have their personnel, medical, dental, mental health, family advocacy, financial and social actions records screened to ensure they meet required reliability standards. All records will be identified to reflect the critical nature of their duties and that the individuals will be continually evaluated by the PRP Certifying Official to assure continued reliable performance.

3. **Applicability**. The policy and procedures in this directive are applicable to the following agencies:

a. HQ USEUCOM Directorates assigned PRP personnel

b. HQ USEUCOM Manpower, Personnel and Administration Directorate (ECJ1)

c. HQ USEUCOM Intelligence Directorate, Special Security Office (ECJ2-SSO)

d. HQ USEUCOM Operations Directorate (ECJ3)

e. Patch Barracks Medical Clinic

f. Patch Barracks Dental Clinic

g. 510th Personnel Support Battalion (PSB), Det-C, Panzer Kaserne

h. Navy Personnel Support Detachment (PSD)

i. HQ United States Marine Corps Forces Europe (MARFOREUR)

j. USAFE Joint Support Squadron (JSS)

k. 6th Area Support Group (ASG), Army Family Services (ACS)

l. 6th ASG Provost Marshal Operations

m. Social Work Clinic (MCEUH-SC-SWS), Panzer Kaserne

n. Air Force Office of Special Investigation (AFOSI), Det 549/PLG, Kapuan Air Station

o. Heidelberg Medical Department Activity (H-MEDDAC)

4. **Internal Control Systems**. This publication is subject to the requirements of AR 11-2.

5. **Suggested Improvements**. The OPRs for this publication are HQ USEUCOM ECJ1 and ECJ3. Send recommendations for changes to ECJ1-P and ECJ36. ECJ1-P and ECJ36 will coordinate with each other prior to approving or disapproving any recommended changes to this ED.

6. **References**.

a. DOD Directive (DODD) 1010.1, Drug Abuse Testing Program

b. DODD 5210.41, Security Policy for Protecting Nuclear Weapons

c. DODD 5210.42, Nuclear Weapon PRP

d. DOD 5210.48-R, Department of Defense Polygraph Program

e. EUCOM Directive (ED) 25-14, Personnel Security Program

f. Staff Memorandum (SM) 30-4, HQ USEUCOM Urinalysis Testing

7. **Explanation of Terms**.

a. Access. Proximity to a nuclear weapon or component affording an opportunity to tamper with or damage a nuclear weapon when such activities could go undetected.

b. Certifying Official. The commander or senior officer responsible for nuclear weapons operations in a PRP position allowing sufficient personal contact with all subordinate PRP personnel to permit continual evaluation of their performance and reliability.

c. Competent Medical Authority. A U.S. military medical officer or a U.S. civilian physician employed by, or under contract to, the U.S. government, responsible for providing medical services or clinical evaluation, as specified by the certifying official.

d. Controlled Position. A position whose incumbent, because of assigned nuclear duties has access, but no technical knowledge (as defined in 7g below), controls entry into an exclusion area, but does not have access or technical knowledge, is armed and assigned duties relating to the security of nuclear weapons where the incumbent has a direct line-of-sight to, and could inflict damage upon a nuclear weapon or when joined, its delivery system, or is designated as a Certifying Official at a unit with controlled PRP positions.

e. Critical position. A position whose incumbent, because of assigned nuclear duties has access and technical knowledge, can either directly or indirectly cause the launch or use of a nuclear weapon, controls access to or uses PAL or SAS materials, tactical nuclear certified computer data, emergency action messages, or release procedures for nuclear weapons, or is designated as a Certifying Official at a unit with critical PRP positions.

f. Suspension. The action taken by a certifying official to immediately remove a member from PRP duties ***for no more than 30 days*** without starting a decertification action. When suspended, a member is still considered to be reliable for the PRP, but is not authorized to perform PRP duties.

g. Technical Knowledge. That knowledge, however obtained, which would allow an individual to tamper

with a nuclear weapon or component in such a manner that such tampering would not be detected during normal prefire operations or weapon monitoring inspections and could cause, then or later, unauthorized rearming, arming, launching, firing, releasing, or detonation of a nuclear weapon, or degradation of weapon performance.

8. **Responsibilities**.

a. Directors of ECJ1 and ECJ3:

(1) Exercise joint staff responsibility for maintaining the currency of this ED for HQ USEUCOM.

(2) Will appoint one of the directorate PRP Monitors as the USEUCOM PRP Monitor.

b. Director ECJ1:

(1) Ensure ***compliance with SM 30-4*** to fulfill mandatory testing requirements on PRP personnel per DODD 5210.42 (Encl 4), para Fb(5). Inform the appropriate directorate's certifying official of any derogatory test results to allow the certifying official to take action stated in Appendices A and D of this ED.

(2) Ensure USEUCOM Element Commanders and First Sergeants (ECJ1-PF, PA, PN) are familiar with ED 30-33, possess a current PRP Personnel Listing and immediately notify appropriate PRP Certifying Officials of any possible derogatory information (PDI) involving PRP personnel.

c. Directors with designated PRP personnel:

(1) Act as the directorate reviewing official as defined in DODD 5210.42 (Encl 4) para A2. The director is not required to be PRP certified, however, he/she is responsible for their directorate's PRP.

(2) Appoint the senior officer familiar with the PRP as the directorate or division PRP certifying official to fulfill responsibilities in DODD 5210.42 (Encl 4) para A2 and para 8e of this ED. The certifying official must be formally PRP certified.

(3) Appoint an individual familiar with the PRP as the directorate's PRP Monitor to fulfill responsibilities in DODD 5210.42 (Encl 4) para A3 and para 8f of this ED.

d. Chief, ECJ2-SSO:

(1) IAW ED 25-14 para 4a and at the request of the PRP certifying official, be the sole POC between HQ USEUCOM and service clearance authorities to request and review results (dossier) of investigations on personnel when it is determined potentially disqualifying information exists on a PRP candidate.

(2) Keep PRP Monitors up to date on any status changes in their PRP personnel's security clearances.

(3) Ensure Navy personnel's security form, kept in PRP individual's personnel record folder, is updated to reflect current clearance from the Department of Navy Central Adjudication Facility (DON CAF) security message. Ensure a copy of the DON CAF security message is filed in the individual's personnel record folder.

e. PRP Certifying Official.

(1) Act as the primary OPR for the supervision of the PRP in their directorate/division

(2) Personally interview all candidates for PRP certification and ensure they meet the reliability standards stated in Appendix A of this ED. Use the applicable portion of Appendix D of this ED for certifying, suspending or decertifying PRP personnel.

(3) Coordinate with the directorate PRP Monitor to process applicable paperwork on personnel requiring PRP certification. ***Ensure PRP Monitor types any PDI on the back of the AF Form 286, Personnel Reliability Program Certificate.***

(4) Coordinate with the Patch Medical Clinic staff to be present

during the physician's review of PRP candidate's medical records. Review of medical records by nonmedical PRP certifying and reviewing officials is authorized per guidance in DODD 5210.42, (Encl 4), para Db(2)(a). ***The certifying official will document any PDI and will ensure the medical and/or dental records are annotated to show PDI was or was not discovered during the review.***

(5) Inform the directorate PRP Monitor of any changes to division PRP personnel to include dates of actual PRP certification or suspension.

(6) If senior in rank to other directorate/division certifying officials, chair the ***semi-annual USEUCOM PRP meeting.***

f. PRP Monitor:

(1) Verify candidate's security data with ***the ECJ2-SSO and Collateral Security Office*** to ensure candidate meets required clearance for entry into the appropriate position per Appendix A of this ED. ***Ensure copy of latest DON CAF message on Navy PRP personnel is filed in the individual's personnel record by ECJ2-SSO.***

(2) Initiate, coordinate, complete and ensure the distribution of all PRP paperwork to enter and track eligible personnel in the PRP.

(3) Use AF Form 286 to process PRP certification actions on all service's personnel. Appendix B illustrates an example of an AF Form 286. Use of other services' PRP certification forms prior to publishing of this ED does not invalidate PRP certification. ***Type all PDI on back of AF Form 286.***

(4) Update and distribute memorandums listing directorate PRP Certifying Official(s) and ***Monitor(s)***, directorate PRP personnel and PRP Points of Contact to the following agencies:

(a) ECJ1-P

(b) ECJ2-SSO

(c) Patch Medical Clinic

(d) Patch Dental Clinic

(e) 510th PSB

(f) Navy PSD

(g) MARFOREUR

(h) USAFE JSS

(i) AFOSI, Det 549

(j) 6th ASG ACS

(k) Social Work Clinic

(l) Other local and off-post agencies (ECJ36 PMCT Branch, 52th Signal Battalion, 587th Signal Company,...etc) as appropriate.

(5) Track all PRP suspensions and decertifications using AF Form 164, Personnel Reliability Program Notification and Suspension Log. Ensure the ***appropriate*** PRP Certifying Official reviews and intials each log entry. Appendix C has an example of an AF Form 164.

(6) ***Prior to every 25 January,*** compile, coordinate and forward the annual PRP report for the preceding calendar year to the Assistant Secretary of Defense for Command, Control, Communications and Intelligence to fulfill requirements in DODD 5210.42, Encl 5. Use the report format found in DODD 5210.42 (Encl 5, Atch 1). Although not required, as a minimum, report all PRP suspensions for the calendar year.

(7) Identify each PRP position in the organization by Joint Manning Document paragraph and line number and verify that they are the minimum number of positions required for mission accomplishment. ***Forward a memorandum with this data to ECJ1-P.***

(8) Convene, at least semi-annually, a PRP meeting to discuss PRP matters affecting USEUCOM PRP policy. All USEUCOM PRP Certifying Officials, Monitors and PRP Supporting Agencies (identified in paras 8f(4)(a)-(h) and (i)-(k)) will attend.

g. Commanders, Patch Medical and Dental Clinic:

(1) Ensure medical physicians and records clerks are thoroughly familiar with requirements in DODD 5210.42 (Encl 4), para D1b, for review of medical and dental records for purpose of PRP certification of PRP candidates.

(2) Ensure only competent medical authorities are authorized to review and document the initial medical and dental screening and sign AF Form 286. Medical authorities will enter all possible derogatory information (PDI) discovered during the initial screening into the SF 600 (medical) or SF 614 (dental). All PDI will be briefed to the appropriate individual's certifying official. The date in section II of the AF Form 286 will be the same as the date of the medical screening.

(3) Ensure physicians are aware of responsibility to annotate PRP individual's medical and dental records IAW Appendix E of this ED, when the individual receives any treatment. Ensure review of any non-military medical or dental treatment received and determine the effect on the individual. Ensure physicians are briefed of the need to immediately notify PRP certifying officials on status of their PRP personnel and to provide sufficient data to enable the certifying official to make a sound decision whether suspension of the individual is required or not.

(4) Establish and monitor procedures for records clerks to initiate and log all notifications to certifying officials on PRP personnel prescribed medication or hospitalization. This notification log will be maintained by calendar year. Follow Modern Army Record Keeping System Table B-19, File 40 (Action) for disposition of logs.

(5) Ensure records clerks identify PRP personnel's medical and dental records per DODD 5210.42, (Encl 4), para Fb and, if possible, file all PRP records separately from non-PRP records. Use of DA Form 4515, PRP Record Identifier, and DA Label 164, Nuclear/Chemical Personnel Record Label is authorized to identify records of all services' PRP personnel. ***The DA Form 4515 will be annotated for "nuclear" and should have the name or office and telephone number of the appropriate PRP Certifying Official or Monitor listed at the bottom for notification. The DA Label 164 will be annotated for "nuclear".***

(6) Ensure PRP personnel are not administered hypnosis unless a waiver is granted by the certifying official.

(7) Make medical and dental records of PRP personnel available for review by applicable directorate PRP certifying Official(s), ***Monitors***, PRP ***staff assistance*** or inspection team members.

(8) Filing of AF Form 286 in medical or dental records is not required. For conformity, do not file any other service's PRP certification form in medical or dental records. Records clerk will use the directorate or division's PRP listing to track which personnel are in the PRP.

h. ***510th PSB***, Navy PSD, MARFOREUR and USAFE JSS:

(1) Ensure timely processing and accurate maintenance of all AF Forms 286 on USEUCOM PRP personnel for their particular service.

(2) Conspicuously mark all PRP personnel's records to signify the individual is monitored under PRP.

(3) Maintain a copy of the directorate PRP Personnel Listing and PRP Certifying Offical Appointment memorandum.

(4) Establish procedures to immediately notify PRP Certifying Officials of any adverse personnel action involving PRP personnel.

(5) Make personnel records of PRP personnel available for review by applicable directorate PRP certifying Officials, ***Monitors***, PRP ***staff assistance*** or inspection team members.

i. USAFE JSS:

(1) ***Coordinate with PRP Monitors*** on an annual PRP SAV of the Patch Medical and Dental Clinics to ensure proper control of USEUCOM personnel's medical and dental records IAW this ED.

(2) Advise the ***Heidelberg-MEDDAC, Patient Administration Division***, when a PRP SAV of the Patch Medical and Dental Clinic is scheduled.

j. AFOSI, Det 549:

(1) On a periodic basis, but at least annually, perform counterintelligence-scope polygraph examinations of USEUCOM PRP personnel filling nuclear command control positions to fulfill DODD 5210.42 (Encl 4), para D1a(1) requirements. Polygraph examinations will be IAW guidelines stipulated in 5210.48.

(2) Provide the PRP certifying official a memorandum of personnel tested and verbally brief the certifying official concerning any deceptive polygraph results.

k. 6th ASG ACS:

(1) Immediately notify the appropriate PRP certifying official on any possibly derogatory information (financial irresponsibility) involving PRP personnel.

(2) Make any records or files on PRP individuals available for review by directorate PRP certifying officials and monitors.

l. 6th ASG Provost Marshal Operations:

(1) Immediately notify the appropriate Element Commander or First Sergeant of affected PRP personnel on any incidents or accidents involving PRP personnel.

m. Social Work Clinic:

(1) Immediately notify the appropriate Element Commander or First Sergeant of affected PRP personnel on any PDI (child or spouse abuse,...etc) involving PRP personnel.

(2) Make any records or files on PRP individuals available for review by directorate PRP certifying officials and monitors.

n. Heidelberg-MEDDAC,, Patient Administration Division:

(1) Perform PRP SAV of the Patch Medical and Dental Clinic to ensure all PRP records and training are in compliance with AR 50-5 and this ED.

(2) Provide USEUCOM directorate PRP certifying officials written feedback on findings of the SAV.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

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LTC, USA
Adjutant General

RICHARD KELLER
Lieutenant General, USA
Chief of Staff

Appendices:
A - PRP Reliability Standards
B - Sample AF Form 286
C - Sample AF Form 164
D - Certification, Suspension and Decertification Procedures
E - Medical and Dental Records Annotation

DISTRIBUTION:
HQ USEUCOM ECSM-SP
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ECJ1-P
ECJ1-PN
ECJ1-PF
ECJ1-PA
ECJ1-AAI
HQ USEUCOM ECJ2
SSO
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APPENDIX A

PRP Reliability Standards

IAW DODD 5210.42 (Encl 4), paras B and D, the PRP certifying official uses the following reliability standards and considers information gathered from the individual's current and past duty performance, recommendations expressed in security investigations and medical reviews to make to determine an individual's reliability and whether he or she can be depended on to respond in a reasonably stable manner when performing PRP duties. The following qualifying standards and reviews will be used or accomplished:

1. Criteria Qualifications:

a. Physical competence, mental alertness, and technical proficiency commensurate with duty requirements.

b. Evidence of dependability in accepting responsibilities and effectively performing in an approved manner; flexibility in adjusting to changes in the working environment.

c. Evidence of good social judgement, emotional stability, and ability to exercise sound judgement in meeting adverse or emergency situations.

d. Positive attitude toward nuclear weapon duty, to include the purpose of PRP.

2. Clearance Qualifications:

a. For Critical Position: Possess a current favorable Single-Scope Background Investigation (SSBI) IAW DODD 5200.2-R and a current security clearance at a level commensurate with the security classification of information required in the position. Personnel selected for nuclear command and control PRP positions shall be subject to a periodic CSP examination administered AFOSI in accordance with DODD 5210.48-R.

b. For Controlled Position: Possess a current favorable NAC and/or NACI, conducted IAW DOD 5200.2-R and a current security clearance at a level commensurate with the security classification of information required in the position. An ENTNAC completed for first-term enlistment or induction into the Armed Forces satisfies this requirement.

c. For Critical and Controlled positions: For an individual who does not meet the requirement of a current favorable SSBI, ENTNAC, NAC, and/or NACI that is completed within the past 5 years subject to conditions stated in DODD 5210.42 (Encl 4), paras D1a(1) and (2), interim PRP certification is authorized if the individual meets conditions stated in DODD 5210.42 (Encl 4), para D1a(1)(a) and (b). The individual shall not be part of a two-person team when the other team member is also interim PRP certified. All supervisory and coworkers will be informed of the individual's interim PRP status. Appropriate access lists will also reflect the individual's interim PRP certification status.

3. Medical Qualifications:

a. Competent Medical Authority screening and evaluation of the individual's medical ***and dental*** records for potentially disqualifying information about the individual's physical capability or mental suitability for assignment to PRP duties. Any possible derogatory information must be provided to the appropriate PRP Certifying Official ***and documented in the individual's records.***

4. Personnel Records Review:

a. Review of personnel file or records by PRP certifying official for evidence of the individual's acceptance of responsibility, exercise of sound judgment, effective performance and ability to ajust to changes in working environment.

5. Personal interview by certifying official with each candidate for PRP duties. A routine orientation briefing will not suffice for this interview.

6. Review of the individual's demonstrated and certified

proficiency commensurate with nuclear weapon duty position requirements by PRP certifying official IAW DODD 5210.41.

7. IAW DODD 5210.42, para B2, the following PRP disqualifying or decertifying traits or conduct are considered sufficient for a PRP certifying official to disqualify or decertify an individual from a PRP duties:

a. Alcohol abuse if the individual is diagnosed by competent medical authority as "alcohol dependent."

b. Drug abuse to include use or possession of controlled substances, or illegal drugs, or the nonmedical or improper use of other drugs, i.e., prescription, over-the-counter, ...etc, that are packaged with a recommended safe dosage. This includes the use of substances for other than their intended use (glue, gasoline fume sniffing or steriod use for other than that which is specifically prescribed by competent medical authority). Review DODD 5210.42, para B2(2) for specific guidance on pre-service drug use.

c. Evidence of negligence or delinquency in performance of duty.

d. Conviction of or involvement in a serious incident or a pattern of behavior or actions that is reasonably indicative of a contemptuous attitude toward the law or other duly constituted authority.

e. Significant physical or mental condition substantiated by the competent medical authority or characteristic of aberrant behavior considered by the PRP certifying official to be prejudicial to reliable performance of PRP duties.

f. Any display of poor attitude or lack of motivation as evidenced by aberrant attitude, behavior or mood.

8. The PRP certifying official will consider PRP decertification or disqualification upon notification of an individual diagnosed with serious progressive illness to include active Acquired-Immune Deficiency Syndrome or testing positive for the Human Immunodeficiency Virus. The certifying official will ensure the individual is properly screened both medically and psychologically. As with all potentially disqualifying medical conditions, the certifying official must decide each case on the specific medical and other pertinent evaluations of the individual involved.

APPENDIX D

Certification, Suspension and Decertification Procedures

1. PRP Certification: The organization's PRP certifying official and PRP Monitor will use the following steps to complete the PRP certification process on any PRP candidate:

a. The PRP certifying official will request the unit PRP Monitor check on the PRP candidate's security clearance prior to processing the AF Form 286.

b. The PRP certifying official will review the candidate's personnel records and afterwards, provide an initial interview to the candidate. This interview is not for final certification.

c. The PRP Monitor will, when requested by the PRP certifying official, arrange for medical ***and dental*** records review by competent medical authority with the Certifying Official present.

d. If the PRP Certifying Official does not detect or is not informed of any derogatory reasons to preclude certification, the candidate will receive his/her final certification interview by the Certifying Official. ***The candidate will receive a PRP Spirit and Intent Briefing.***

e. Once the candidate is PRP certified, the PRP monitor will update all necessary memorandums and make final distribution to required agencies.

f. For Navy, Air Force and Marine Corps PRP personnel, the PRP monitor will make two copies of the AF Form 286 and take the original copy to the individual's servicing personnel section. For Army PRP personnel, keep the original form. Maintain a copy of the other service's forms.

2. PRP Suspension: A PRP certifying official will take the actions listed below to remove a PRP individual from PRP duties without commencing decertification actions when 1) the individual's reliability is not in question or 2) the problem is expected to be of short duration ***(less than 30 days)*** or 3) while researching the situation or incident which is affecting the individual's reliability:

a. Immediately remove the individual from duties requiring PRP certification.

b. Inform the individual, his/her supervisor and the PRP Monitor.

c. Resolve the reason for suspension within 30 days.

d. If the issue cannot be resolved within 30 days, temporarily decertify the individual until the issue is resolved and the individual is either returned to PRP duties or permanently decertified.

3. Temporary PRP Decertification: The PRP certifying official will take this action when he/she is apprised of any information which could affect an individual's reliability and job performance and suspension is not appropriate. The certifying official will heed the following instructions:

a. Do not temporary decertify the individual when the facts dictate permanent certification.

b. Notify the individual in writing within 15 workdays of the reasons for the temporary decertification unless the individual is return earlier to PRP duties.

c. Proceed expediantly to develop information to either remove the temporary decertification or commence permanent decertification actions.

d. Temporary decertification shall not normally exceed 180 days, but the PRP certifying official may extend this time period by 30-day increments up to 270 days. This applies only when there is not sufficient data to remove the temporary decertification or to permanently decertify the individual. Document any extensions.

4. Permanent PRP Decertification: When the PRP certifying official determines an individual no longer meets the reliability standards of DODD 5210.42 or those stated in this ED, he/she will take action to permanently decertify the individual. The certifying official will take the following actions:

a. Notify the individual in writing within 15 workdays of the reasons for the permanent decertification and the requirment for review by the organization's reviewing official.

b. Provide the reviewing official all pertinent information in order to render a competent decision on the PRP individual's future PRP status. This information may come from the certifying official, competent medical authority, personnel officials and the individual in question, if appropriate.

c. Ensure receipt of findings of the reviewing official within 15 work days and that the PRP individual in question is notified within 15 work days.

d. If the individual is permanently decertified from PRP duties, ensure he/she is reassigned to a non-PRP position and enter the fact into individual's personnel record.

5. Administrative PRP Termination: Use this action when an individual is reassigned within the organization from a PRP position to a non-PRP position for reasons which are not of a disqualifying nature. The PRP certifying official will take the following actions:

a. Ensure the PRP monitor notifies all required agencies of the individual's new status to ensure removal of PRP labels and cover sheets from all records.

b. Ensure the PRP monitor updates all rosters and makes distribution of the same.