

4A051, Module 6, Sensitive Duties



Lesson 1: Personnel Reliability Assurance Program (PRAP)

Lesson 2: Arming and Use of Force (AUoF)

Lesson 3: PRAP Administrative Qualifications

Lesson 4: Certification of PRAP Member

Lesson 5: Removal from PRAP Status

Lesson 6: Reinstatement of PRAP Member

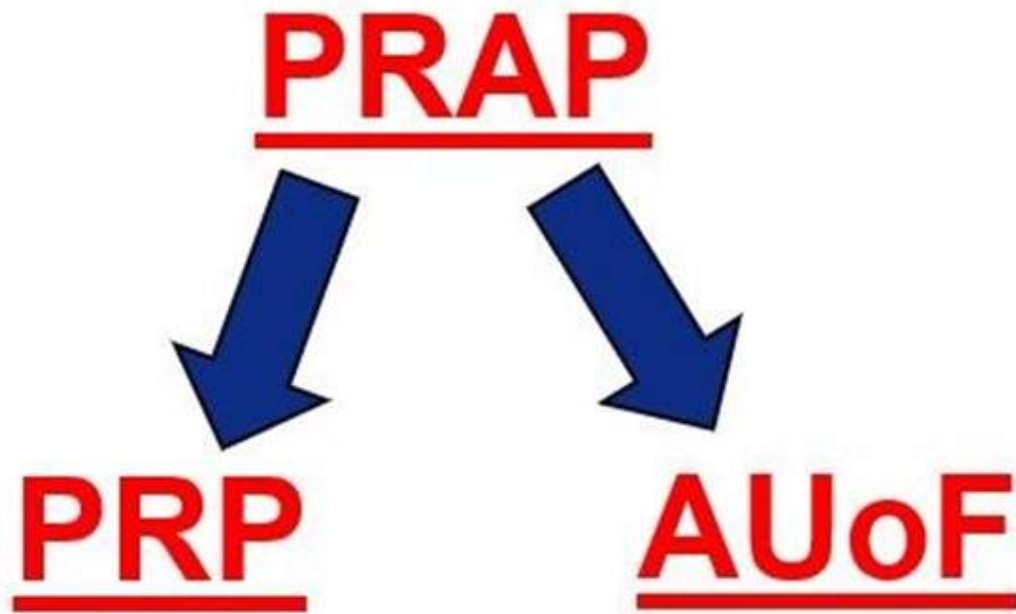
Lesson 7: Presidential Support Duty

Lesson 1: Personnel Reliability Assurance Program (PRAP)

Click the video below to continue our journey!



After completing this lesson, the student will be able to manage a personnel reliability assurance program (PRAP), in accordance with (IAW) prescribed guidance and publications.



Overview

PRAP is an overarching term that includes *both* Personnel Reliability Program (PRP) and Arming Use of Force (AUoF) personnel. AUoF is made up of personnel from the 3POX1/31P Security Forces AFSCs.

It is important to clarify that not everyone that arms up falls under the AUoF Program as the guidance is specific to the Security Forces career field.



Purpose

The purpose of PRAP is to ensure that each member who is selected and retrained for arming duties associated with nuclear weapons are reliable in completing these duties.



Only a Competent Medical Authority (CMA) is able to identify suitability factors and determine whether the member under PRP status is medically reliable to return to duty.



NOTE: The member's certifying official takes the CMA's recommendation into consideration to make their determination.



Appointment

The Military Treatment Facility commander (MTF/CC) appoints the MTF PRAP monitor, the MTF monitors, and CMAs in writing.



Supporting agencies such as the medical group (MDG), supervisors, even friends, are vital in assisting the reviewing officials (ROs) and certifying officials (COs) through continuous evaluations.

A member under the *critical* position for PRP duties has the technical knowledge and access to execute their nuclear duties.

A member under the *controlled* position requires escort or the two-person concept and does not have the technical knowledge to execute their nuclear duties.

CONTINUE

Knowledge Check. Select and submit the best option in response to the question below.

Who appoints the MTF PRAP Monitor?

- ☐ Competent Medical Authority (CMA)
- ☐ Military Treatment Facility Commander (MTF/CC)
- ☐ Certifying Official
- ☐ Arming Use of Force (AUoF) Monitor

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

Who falls under the Arming Use of Force (AUoF) program?

- ☐ Medics who arm up
- ☐ Certifying officials
- ☐ Security Forces (3P and 31P)
- ☐ Competent Medical Authority (CMA)

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

Who is the only one able to determine suitability factors and make a recommendation to the certifying official (CO)?

- ☐ Military Treatment Facility (MTF) Personnel Reliability Assurance Program (PRAP) Monitor
- ☐ Competent Medical Authority (CMA)
- ☐ Arming Use of Force (AUoF) Monitor
- ☐ Medical Technician

SUBMIT



Complete the content above before moving on.

Let's now discuss the MTF PRAP monitor roles and responsibilities.

The MTF PRAP monitor works closely with the lead/alt lead CMA and acts as the liaison between the line side (unit monitors/certifying officials) to communicate any issues or concerns. The MTF monitor will attend the United States Air Force School of Aerospace Medicine (USAFSAM) Medical PRAP course for certification within six months of assignment to duty supporting PRAP.

The MTF PRAP monitor assists by enforcing PRAP processes and educating MTF staff members.



MTF PRAP Monitor's Responsibilities:

1. Provides *support* to the MTF commander/director, Chief of Aerospace Medicine (MTF/SGP), Administrative Qualification Cell (AQC), and CMA in administering the PRAP
2. Conducts and documents initial and refresher training for MTF personnel
3. Compares the installation's PRP rosters with health records to ensure they are maintained and available for screening
4. Assists with making PRAP health notifications to the certifying official (CO) or security forces commander

It is the MTF **PRAP** monitor's **responsibility** to **stay current** on **training requirements** by utilizing the **training matrix** that is published by **HAF/A-10**.



NOTE: Additional material can be found at the following link to aid MTF PRAP monitors and CMAs with Air Force Medical Readiness Agency approved PRAP training: [PRAP](#)

CONTINUE

Knowledge Check. Select and submit the best option in response to the question below.

Who is authorized to assist CMA's in making PRAP health notifications to the certifying official (CO)?

- ☐ 4Ao Functional Manager
- ☐ MTF PRAP Monitor
- ☐ Medical Logistics
- ☐ Unit PRP Monitor

SUBMIT




Complete the content above before moving on.

The talking points below discuss the roles and responsibilities of the Competent

Medical Authority (CMA).



Click the continue button below to begin.

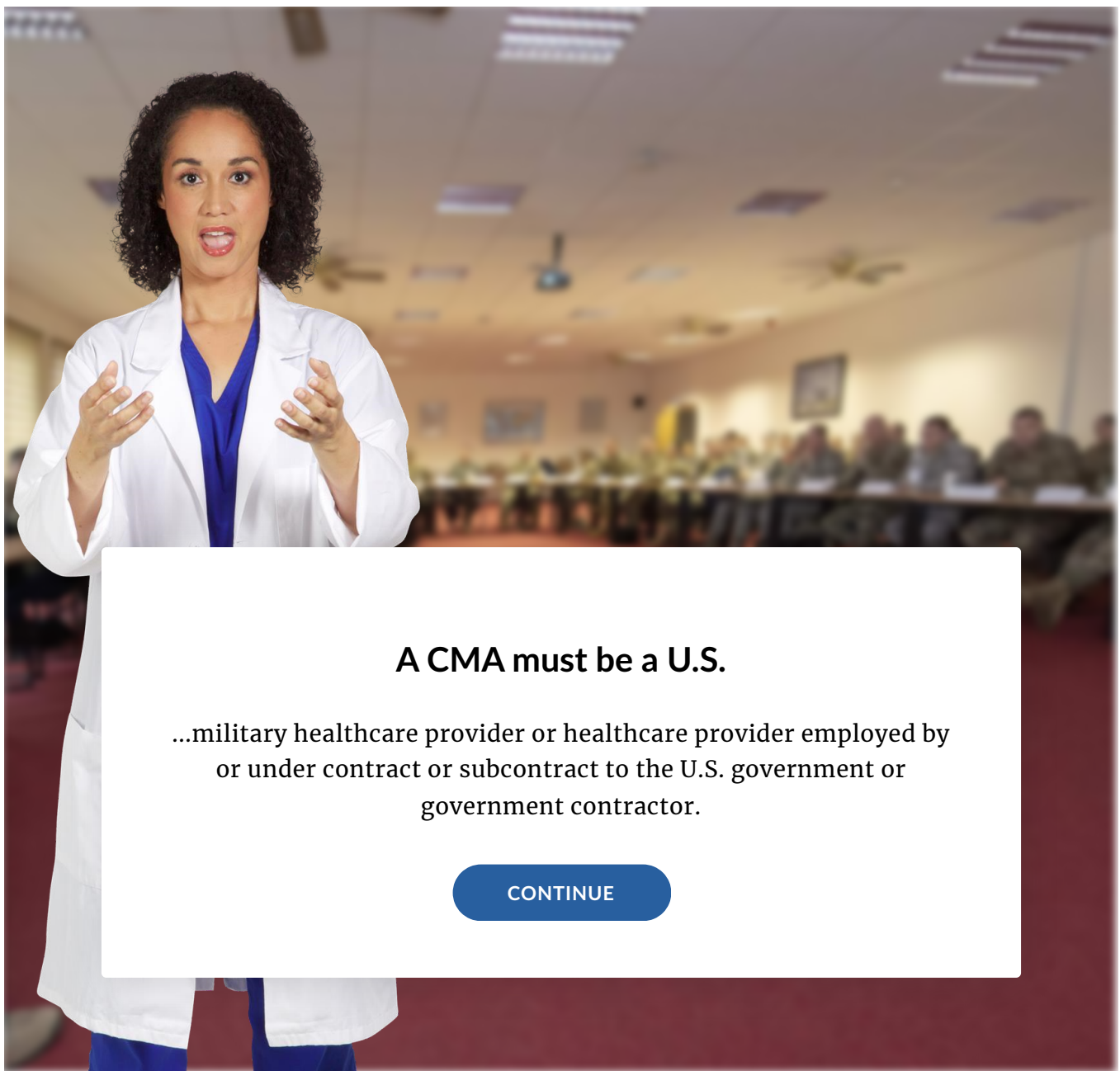


Roles and Responsibilities of the Competent Medical Authority (CMA)

CONTINUE

Scene 1 Slide 1

Continue → Next Slide



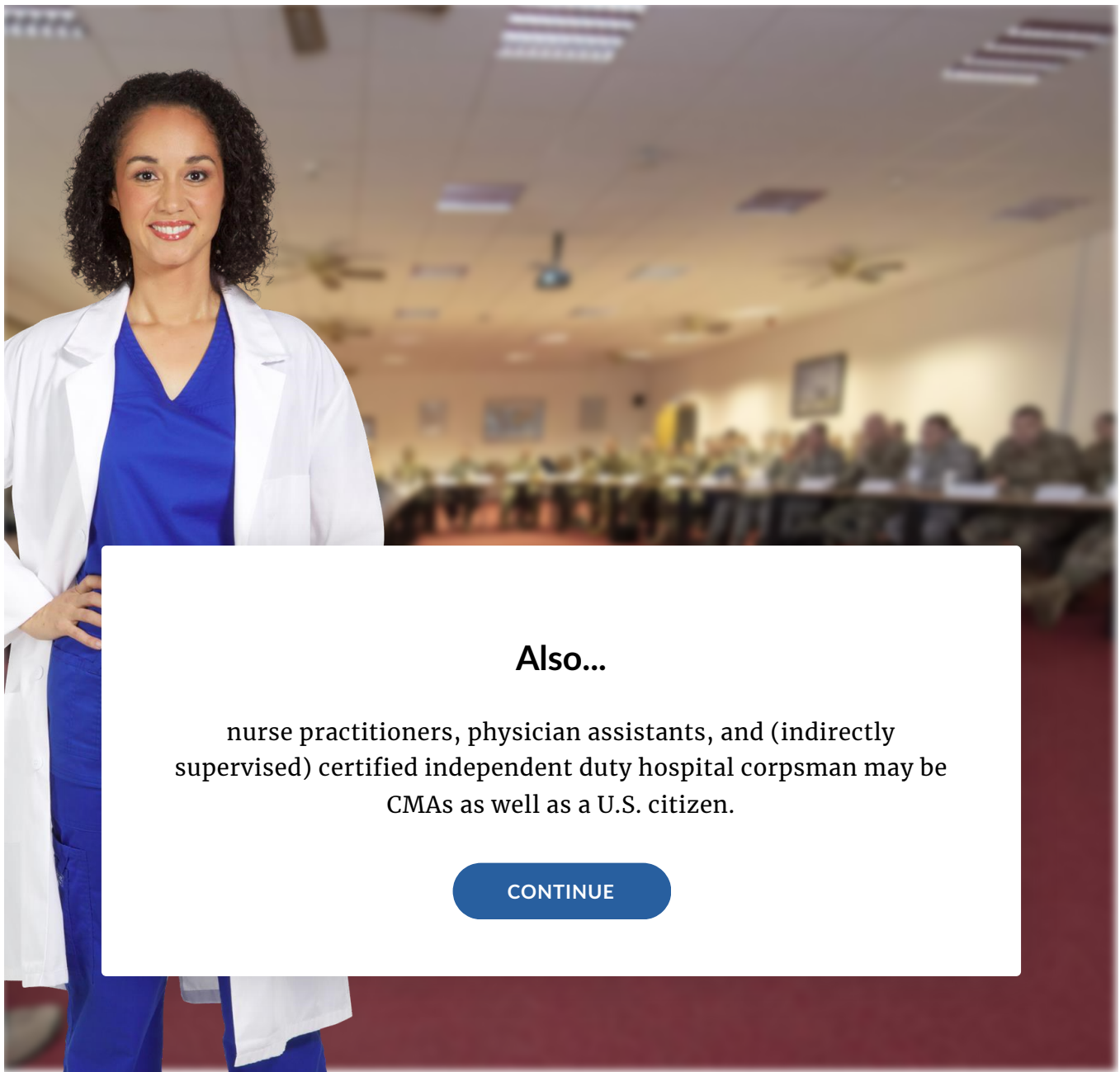
A CMA must be a U.S.

...military healthcare provider or healthcare provider employed by
or under contract or subcontract to the U.S. government or
government contractor.

CONTINUE

Scene 1 Slide 2

Continue → Next Slide



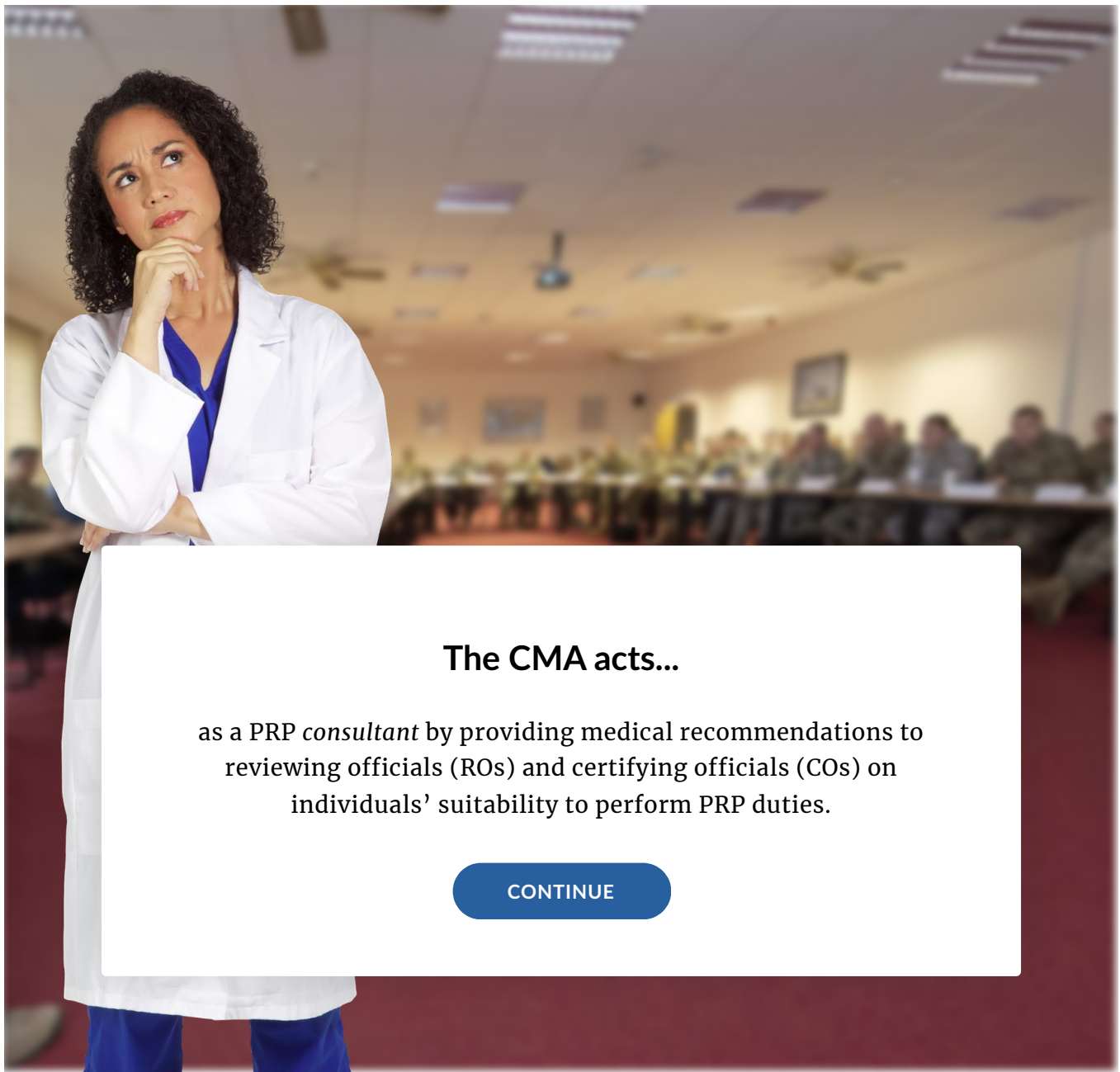
Also...

nurse practitioners, physician assistants, and (indirectly supervised) certified independent duty hospital corpsman may be CMAs as well as a U.S. citizen.

CONTINUE

Scene 1 Slide 3

Continue → Next Slide



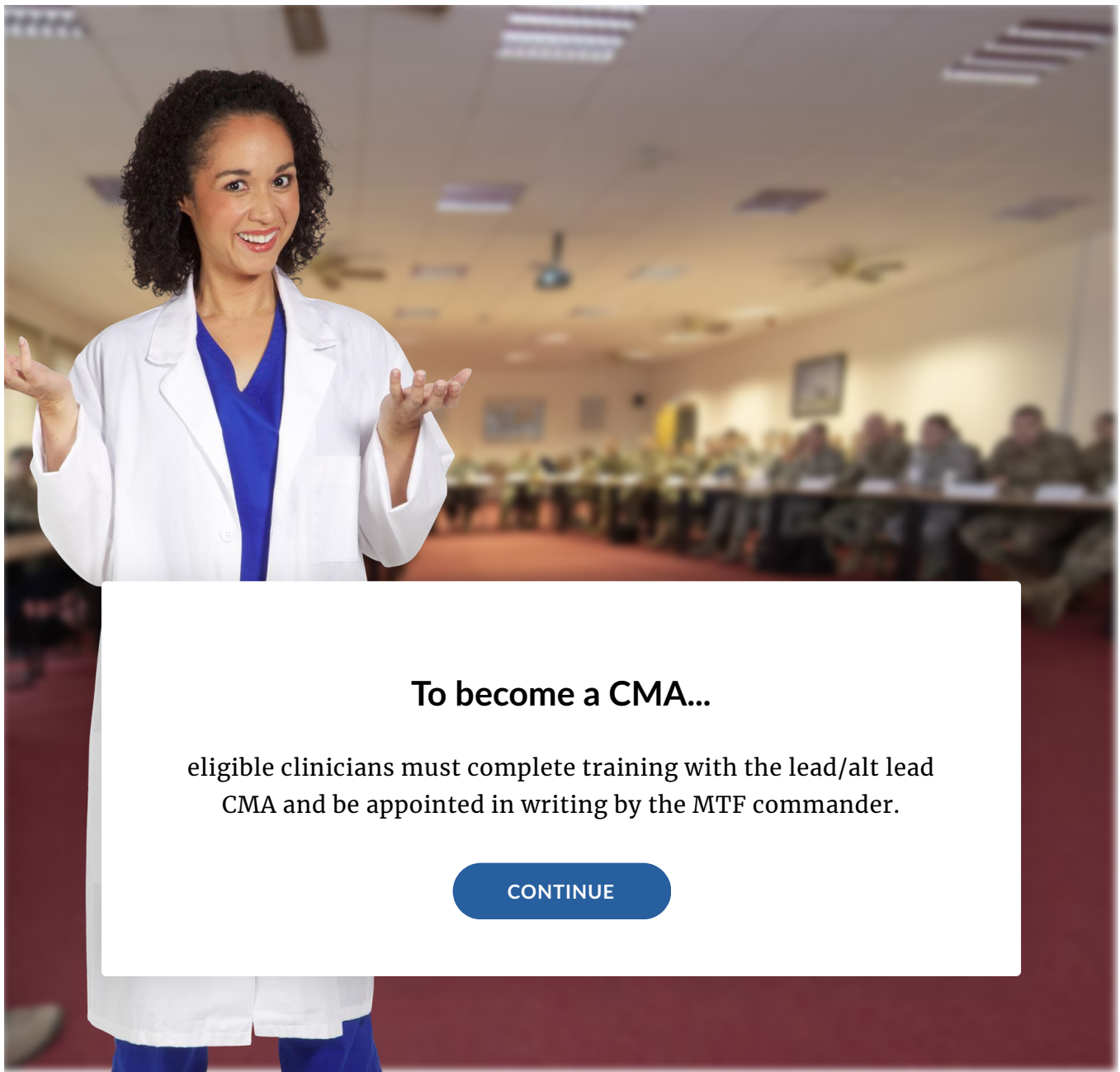
The CMA acts...

as a PRP *consultant* by providing medical recommendations to reviewing officials (ROs) and certifying officials (COs) on individuals' suitability to perform PRP duties.

CONTINUE

Scene 1 Slide 4

Continue → Next Slide



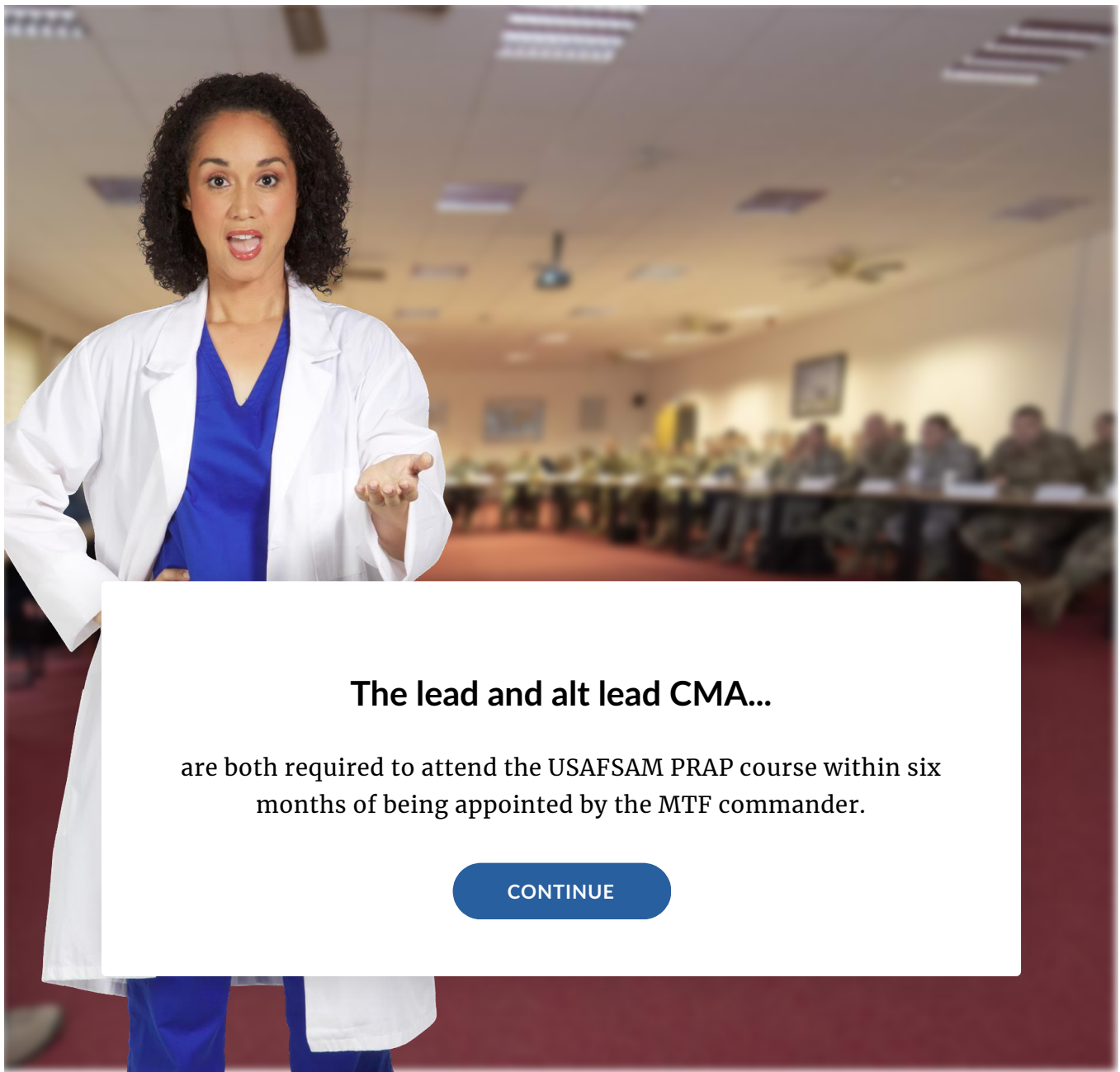
To become a CMA...

eligible clinicians must complete training with the lead/alt lead CMA and be appointed in writing by the MTF commander.

CONTINUE

Scene 1 Slide 5

Continue → Next Slide



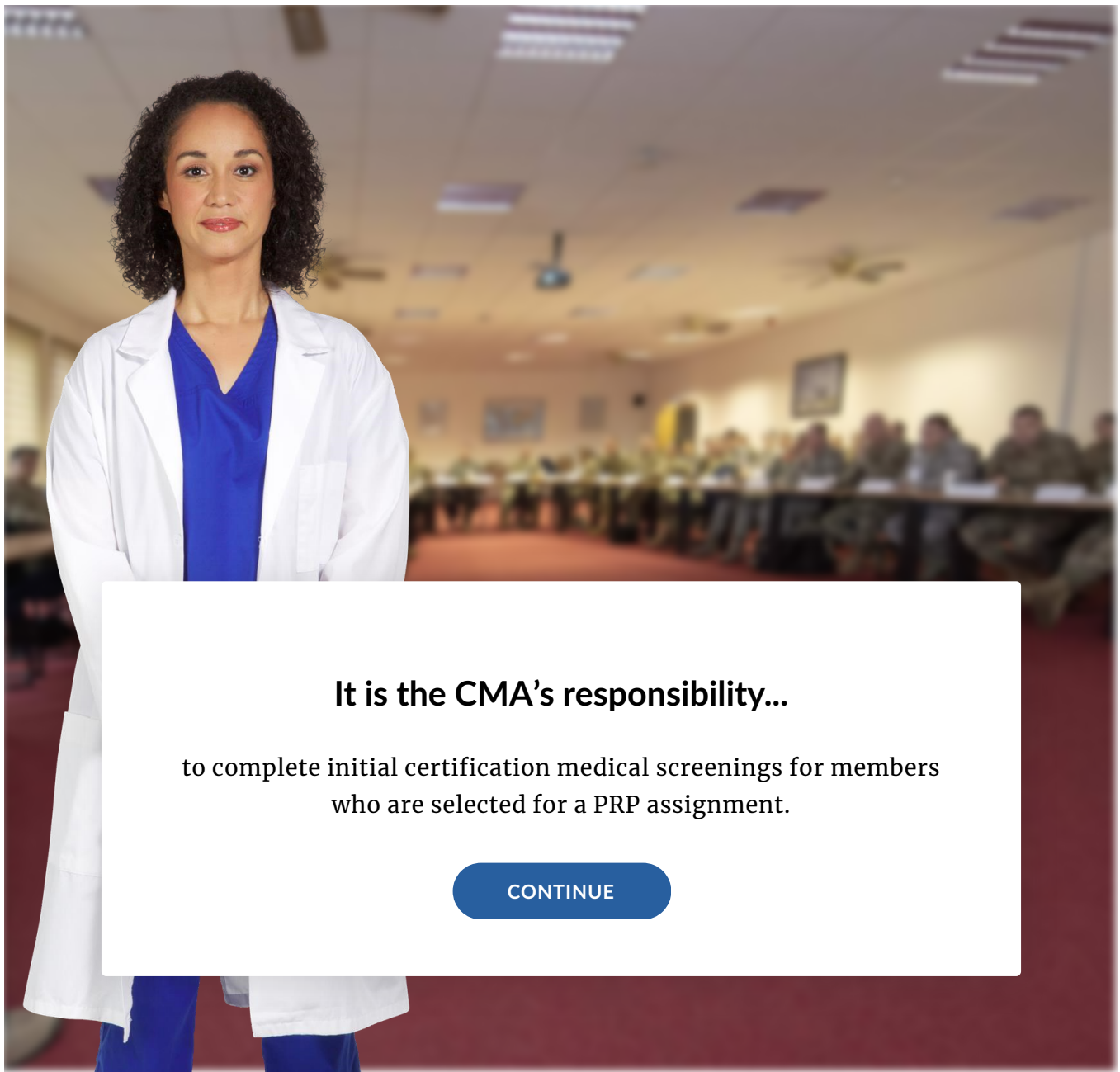
The lead and alt lead CMA...

are both required to attend the USAFSAM PRAP course within six months of being appointed by the MTF commander.

CONTINUE

Scene 1 Slide 6

Continue → Next Slide



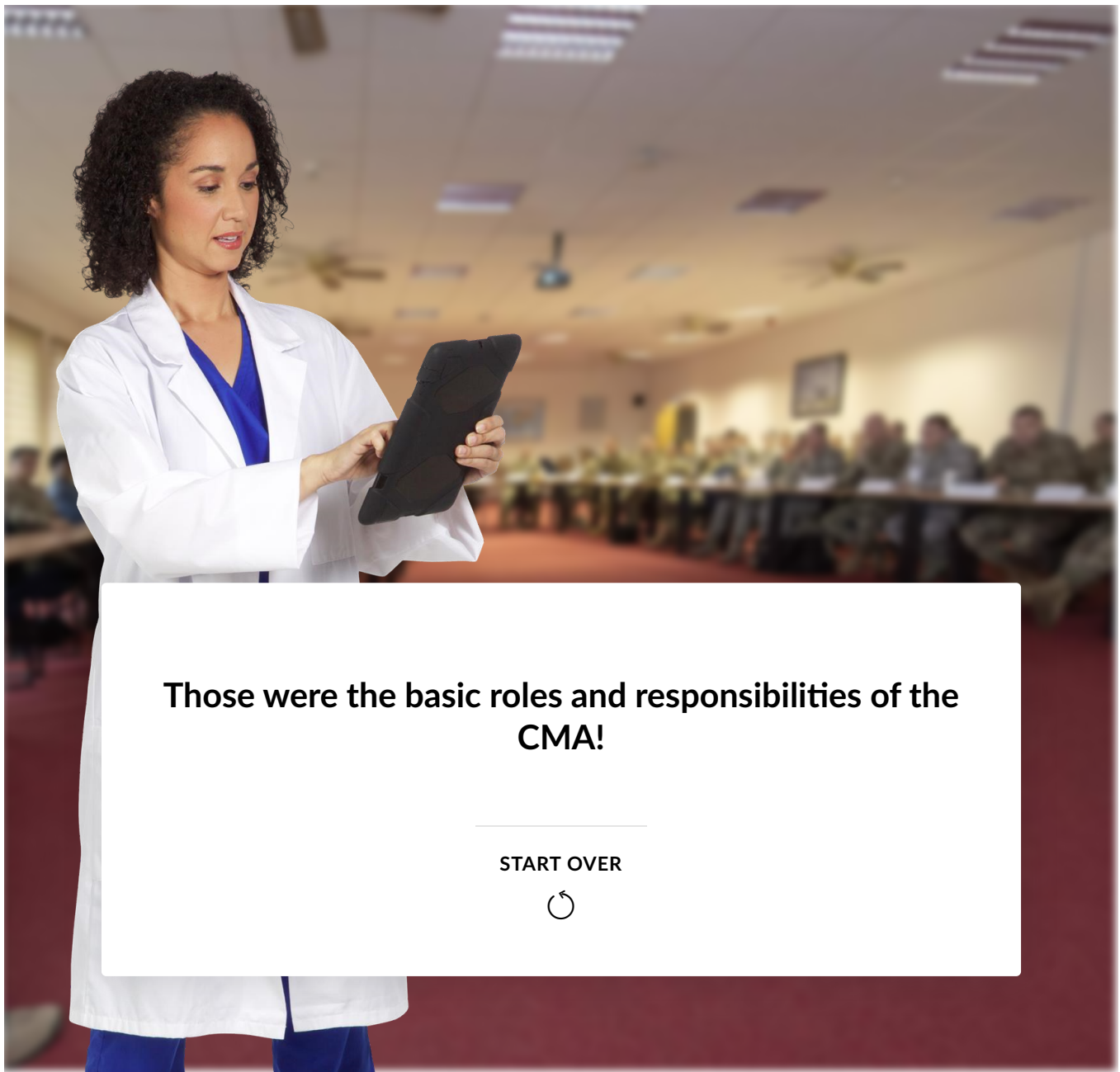
It is the CMA's responsibility...

to complete initial certification medical screenings for members
who are selected for a PRP assignment.

CONTINUE

Scene 1 Slide 7

Continue → Next Slide



**Those were the basic roles and responsibilities of the
CMA!**

START OVER



Scene 1 Slide 8

Continue → End of Scenario



Complete the content above before moving on.

Knowledge Check. Select and submit the best option in response to the question below.

Who trains upcoming CMAs prior to being appointed by the MTF commander?

- ☐ Nurse Practitioner
- ☐ MTF PRAP Monitor
- ☐ Certifying Official
- ☐ Lead or Alt Lead CMA

SUBMIT



Complete the content above before moving on.

***Covered next are essential elements of a
PRAP member.***



PRAP Member

These must be reliable members who will perform/support nuclear duties. Members must meet PRP mental standards and be technically proficient. Members must also be depended on to respond in a stable manner. They must also display a positive attitude towards nuclear weapon duties including the purpose of PRAP.

There are six conditions that will result in a member being decertified or disqualified from PRP duties:



- 1 An individual diagnosed with severe substance use disorder
 - 2 Involvement in the unauthorized trafficking, cultivation, processing, manufacturing, or sale of any controlled or illegal drug, including cannabis-based products
 - 3 An individual found to have ever used a drug that could cause flashbacks
 - 4 Loss of confidence by the certifying official in the reliability in the individual
 - 5 Revocation of the individual's security clearance
 - 6 An individual diagnosed with alcohol use disorder who subsequently fails or fails to participate in the prescribed rehabilitation program or treatment regimen
- For the purposes of this instruction, alcohol related disorders are defined separately from other substance use disorders

CONTINUE

Knowledge Check. Select and submit the best option in response to the statement below.

A member may be decertified for having their security clearance revoked.

☐

True

☐

False

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

How many conditions may result in a member being decertified for the PRAP?

-
- ☐ Two
 - ☐ Four
 - ☐ Six
 - ☐ Eight

SUBMIT

Knowledge Check. Select and submit the best option in response to the statement below.

A member must display a positive attitude towards nuclear weapon duties including the purpose of PRAP.

- ☐ True
- ☐ False

SUBMIT

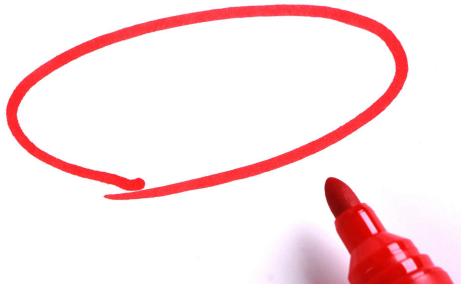


Complete the content above before moving on.

In Module 4, you learned how to prepare the outpatient medical record. With a few modifications discussed below, you will be able to prepare PRAP medical records.



Click each "flip card" below to learn more.



Use a **red** pen, marker, or red tape, instead of black, to identify a PRP record.

PRP

Stamp or label "**PRP**" outside the record jacket in approximately 2-inch red block letters.



Once a member is *no longer* in the PRP, replace all red markings with black markings, and remove the PRP stamp outside of the record jacket.



Complete the content above before moving on.

Knowledge Check. Select and submit the best option in response to the statement below.

When labeling a record as PRP, utilize a blue marker to label the record.



True



False

SUBMIT

Knowledge Check. Input and submit your response into the statement below.

_____ will be stamped or labeled outside the record jacket in approximately 2-inch red block letters.

Type your answer here

SUBMIT



Complete the content above before moving on.

Now that you know how to prepare PRAP records, let's discuss how to screen those records.



Screening PRAP Records

Screening for suitability factors is the responsibility of the Competent Medical Authority (CMA) and healthcare provider. While it is their primary duty, it's important to be aware and understand the different types of conditions that can be considered suitability factors.

Specifically for medical, suitability factors can include: anxiety, depression, and/or chronic conditions that affect them from being able to execute their duties safely. Suitability factors are not only medical, as they also include financial instability, court issues, drugs, etc.

One condition that should *never* be reported directly is sexual assault.

Sexual assault should only be reported by the *symptoms* that are being experienced as a result of the assault. This will allow the member to still be eligible for restricted reporting.

CONTINUE

Knowledge Check. Input and submit your response into the statement below.

Sexual assault should only be reported by the symptoms that are being experienced as a result of the assault. This will allow the member to still be eligible for _____ reporting.

Type your answer here

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

What is not considered a suitability factors?

- ☐ Anxiety
- ☐ Depression
- ☐ Court issues
- ☐ Routine medical exam

SUBMIT



Complete the content above before moving on.

Perform Arming Use of Force (AUoF) and PRAP Suitability Factors Notifications.



As mentioned above, a CMA or healthcare provider will determine if there are suitability factors for the PRP/AUoF member. If assistance is needed, they will request for the MTF PRAP monitor to pass the suitability factor(s) over to the member's assigned unit ***prior*** to the member leaving the clinic.



Click each tab below (+) to learn more.

The notification should typically include...

the suitability factor, the impairment, and recommendation of how long the member is recommended to be suspended or placed on “Temporary Arming Withdrawal” (TAW) status. The MTF PRAP monitor will look for the member’s unit appointment letter authorizing disclosure of these suitability factors to the appropriate members and contact the member’s unit.

Once a notification has been made...

it’s important that the notification is logged onto the electronic health record.

Documentation needs to include:

- Suitability factor
- Name of the individual that was called
- Date and time
- Number contacted
- Name of the member making the notification

Medical notifications are considered Health Insurance Portability and Accountability Act (HIPAA) disclosures and they are converted into Controlled Unclassified Information (CUI) once it is received from the unit monitor, commanding officer, or the security forces commander (SFS/CC) for AUoF.

After the notification is logged in the electronic health record...

it must also be transcribed into Aeromedical Services Information Management System (ASIMS) Airman and Guard Availability Menu (AGAM) to satisfy the Protected Health Information Management Tool (PHIMT) requirement.

Let's discuss logging into ASIMS to transcribe the notification.

Step 1

Log in to ASIMS: <https://asimsimr.health.mil/imr/loginunit.aspx>.

ASIMS
DOD NOTICE AND CONSENT
<p>You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.</p> <p>By using this IS (which includes any device attached to this IS), you consent to the following conditions:</p> <ul style="list-style-type: none">- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.- At any time, the USG may inspect and seize data stored on this IS.- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
Last Logon (Eastern): 08/28/2023 09:10
<input type="button" value="OK"/>

Step 2

Search for the member using the "Find Person" option.



Step 3

Once the correct member is found, you will then select the "AGAM Menu" option.

Main Menu
AGAM Menu
Individual Status
AF422
Find Person
Open List
Closed Not Emailed List
Closed List
SM Profile Action List
Active AGAM AF469 List
Active AGAM Condition List
Active Legacy AF469 List
Pending IRILO Submitted List
My AF469 RTS Log
Legacy AMRO Board Report
AMRO Board AGAM Report
Refer To AMRO Board List
Refer To AMRO Board Status Report
PRAP Notification Log
Patient Squadron List
AFPC AAC Reconcile List
VA Disability List
DLC By DAFSC

Step 4

In the AGAM menu, each member will have a different number of notifications. There may be members who have never had a notification in AGAM, depending on how long they have been assigned to PRAP.

NOTE: Create a new notification each time and do *not* modify a previous notification!

Refer To AMRO Board List
Refer To AMRO Board Status Report

PRAP Notification Log

Patient Squadron List

AFPC AAC Reconcile List

VA Disability List

DLC By DAFSC

PRAP Notifications

Add Notification

Step 5

Next, you will enter the notification exactly as it was passed to the unit. The top portion will be for medical factors that the CMA has determined may impact PRAP reliability. Information is *mandatory* for this block. The second block is optional and may not be viewable to a unit monitor. Lastly, click the "Finalize" button.

PRAP Notification	
Medical factors impacting reliability (<i>mandatory</i>):	
<div></div>	
Input is limited to 2000 characters. # of characters: 0	
Suitability Factors (<i>Optional</i>) (<i>This item is only visible to medical personnel and unit commanders</i>):	
<div></div>	
Input is limited to 2000 characters. # of characters: 0	
Notification Date/Time:	<input type="text"/> (MM/dd/yyyy HH:mm)
Verbal Notification Made To:	<input type="text"/>
Notification Made By:	<input type="text"/>
<input type="button" value="Cancel"/>	<input type="button" value="Finalize"/>

CONTINUE

Knowledge Check. Select and submit the best option in response to the question below.

Who is authorized to receive PRAP notification?

- ☐ First Sergeant
- ☐ Supervisor
- ☐ Coworker
- ☐ Only those who have been designated under the appointment letter signed by the certifying official or SFS commander.

SUBMIT

Knowledge Check. Select and submit the best option in response to the statement below.

You can pass a PRAP notification to the member's First Sergeant.

☐ True

☐ False

SUBMIT



Complete the content above before moving on.

The last topics of discussion in this lesson are external and after-hours care processes.

When a PRAP member is seen after hours in a medical group that does not provide after-hours care, a local policy needs to be established to define what the process looks like.



A common practice includes ambulance services technicians contacting the PRAP on call CMA and providing the run report so they can make the determination. An additional common practice includes a protocol that allows PRAP members to report an off base medical encounter during the duty day to a CMA.

Ultimately, it is the *member's* responsibility to report any medical or mental health treatment that may affect their reliability to their unit monitors, commanding officer, or the SFS/CC. This includes all care received before/after duty hours and medical care received from off base.

Whenever a PRAP member is evaluated by a non-CMA, only a **trained** AUoF provider or CMA will determine suitability factors for PRAP members. The non-CMA providers should consult and coordinate with a CMA *prior* to the member being released from their clinic and *prior* to the PRAP member returning to duty.

If a PRAP member is seen at the emergency room, urgent care, or any off base medical facility, the member should notify their supervision, unit monitor, or commander when they are involved in a situation that may affect their reliability. It is the *member's* responsibility to notify their PRAP chain and PRAP clinic of any status changes.



CONTINUE

Knowledge Check. Select and submit the best option in response to the question below.

Who is responsible to report changes to their medical or mental health treatment?

☐

PRAP Member

☐ Certifying Official

☐ First Sergeant

☐ PRAP Monitor

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

Who should the PRAP member report changes to that may affect their reliability?

☐ Unit monitor

☐ Certifying official or SFS/CC

☐ Supervisor

☐

All of the above

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

Who is responsible for reviewing off base or after-hours medical care for PRAP members?

☐

On-call Nurse

☐

CMA and AUoF Provider

☐

Medical Technician

☐

PRAP Monitor

SUBMIT



Complete the content above before moving on.

Lesson 2: Arming and Use of Force (AUoF)

After completing this lesson, the student will be able to perform Arming and Use of Force (AUoF) procedures, IAW prescribed guidance and publications.



AUoF Purpose

The purpose of AUoF, as it pertains to the Personnel Reliability Assurance Program (PRAP), is to ensure that members who are designated to bear arms are continuously evaluated for reliability to perform arming duties. These duties include but not limited to security, law enforcement, base patrol/force protection, and supplying force protection to the nuclear mission.



NOTE: SFS members that hold the 3P0 (enlisted) or 31P (officer) Air Force Specialty Codes (AFSC) will fall under the AUoF program.

Click the video below to learn more.



The AUoF program is effectively managed between the Medical Treatment Facility (MTF), Security Forces Commander (SFS/CC), and the AUoF member and applies to *all* active duty,

Guard, and Reserve SFS components.



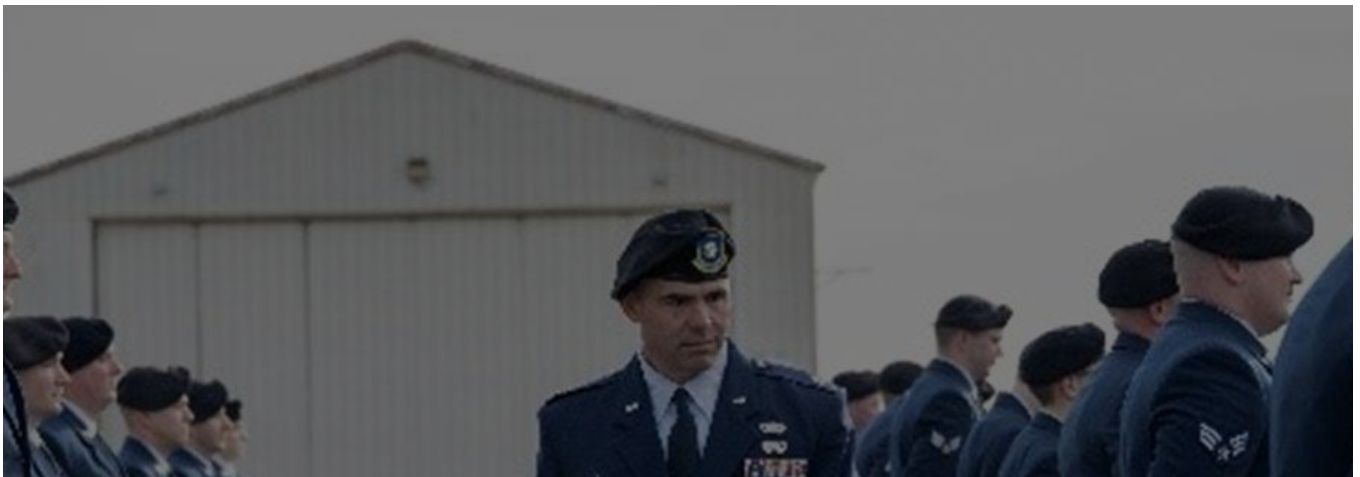
It is the responsibility of the MTF to ensure members are *continuously evaluated* by medical and leadership for suitability factors that may impact their ability to perform arming duties, and that medical recommendations are being made to the SFS/CC.

Suitability Factors

Suitability factors may present as stress, insomnia, anger, sadness, anxiety, depression symptoms, relationship issues with family or friends, financial struggles, excessive lateness, etc. These factors become a concern when they are impacting a member's ability to perform arming duties safely. **Everyone** has a responsibility to stay alert for signs that an individual should not be armed. When suitability factors are found, a notification from the MTF must be made to the SFS/CC or AUoF monitor.



The SFS/CC will determine which arming withdrawal is necessary for each AUoF member.





There are two types of arming withdrawals: temporary and permanent.

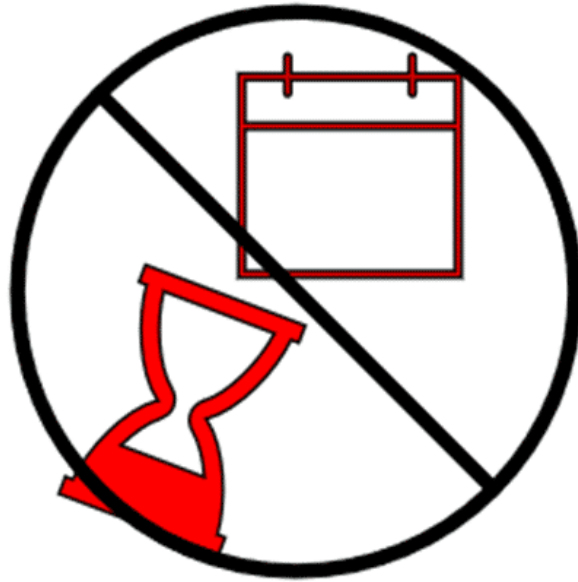


Click each tab below to learn more.

TEMPORARY WITHDRAWAL

PERMANENT WITHDRAWAL

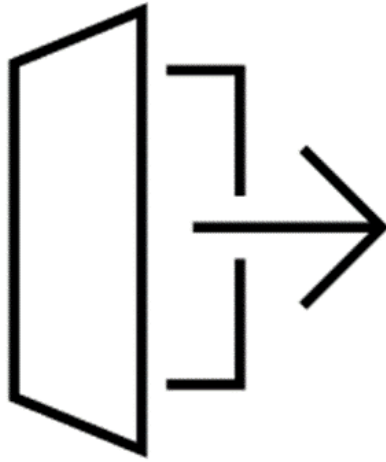
Temporary withdrawals are a temporary ban from arming duties for a specific reason to a specific date.



TEMPORARY WITHDRAWAL

PERMANENT WITHDRAWAL

Permanent withdrawals are a complete removal of the AFSC. To be reinstated to arming status, members must have documentation (i.e., medical documentation) or the commander no longer has concerns regarding the member's suitability factors.



Complete the content above before moving on.

Knowledge Check. Select and submit the best option in response to the question below.

Who is responsible for determining if an Arming Use of Force (AUoF) member is suitable to bear arms?

- ☐ AUoF Manager
- ☐ Security Forces Commander (SFS/CC)
- ☐ Medical Provider
- ☐ AUoF Member

SUBMIT



Complete the content above before moving on.

Let's now discuss security forces retention standards.



30 April 2023

**AIR FORCE ENLISTED
CLASSIFICATION DIRECTORY
(AFECD)**

The Official Guide to the
Air Force
Enlisted Classification Codes

*A Specialty for Every Air Force Job
And
The Qualifications Necessary to Perform Each Job*



30 April 2023

**AIR FORCE
OFFICER CLASSIFICATION
DIRECTORY
(AFOCD)**

The Official Guide to the
Air Force
Officer Classification Codes

*A Specialty for Every Air Force Job
and
The Qualifications Necessary to Perform Each Job*

Classification Directory

The Air Force utilizes the Air Force Enlisted and Officer Classification Directory, (AFECD and AFOCD) for all AFSC requirements and retention standards. The requirements and retention standards ensure that members are eligible to meet the demands of their assigned occupation, as well as maintaining skills and ability.

SFS = AUoF

All members who hold the Security Forces AFSC will fall under AUoF. It is important for anyone assigned to the MTF to understand how these retention standards impact mission requirements. If an AUoF member no longer meets retention standards, it could be a mandatory disqualification and the member may lose their AFSC.



***When an AUoF member loses their AFSC,
there are two options the Air Force may
choose from:***

1

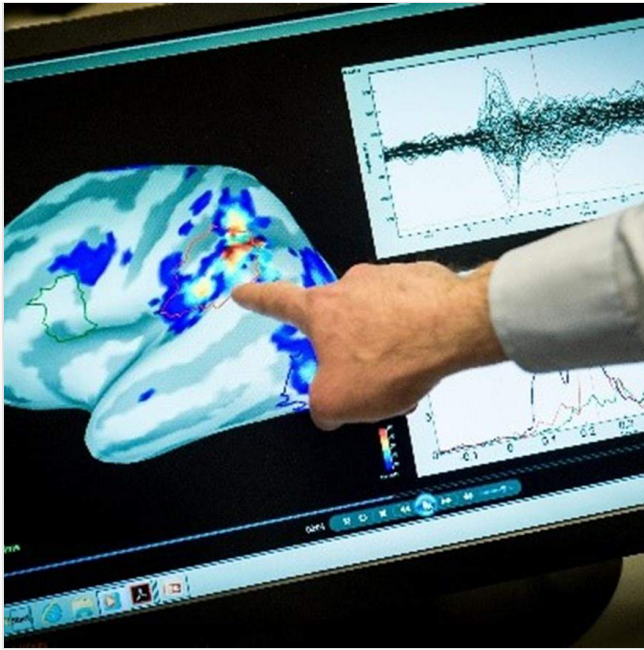
The member is reclassified into a different AFSC.

2

The member is administratively discharged from the Air Force.



Flip each card below to learn more about mandatory disqualifiers.



Evidence of personality disorder that negatively affects duty performance.



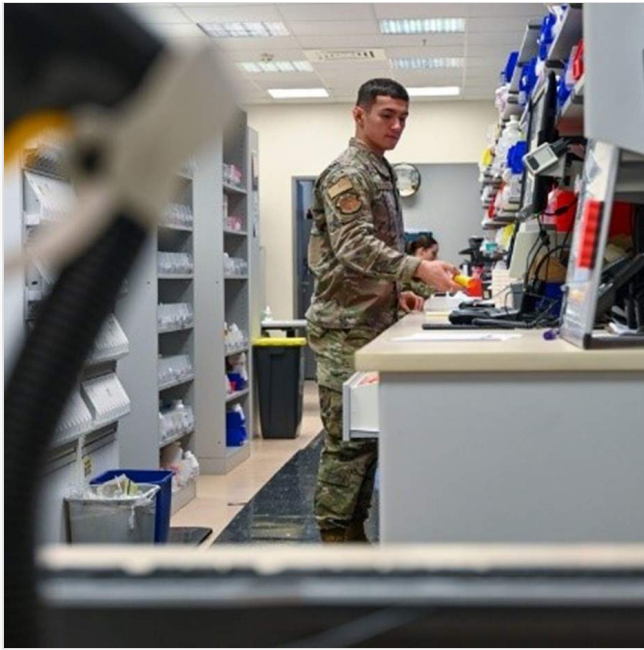
Sustained or untreatable emotional instability to include depression or suicidal ideations.



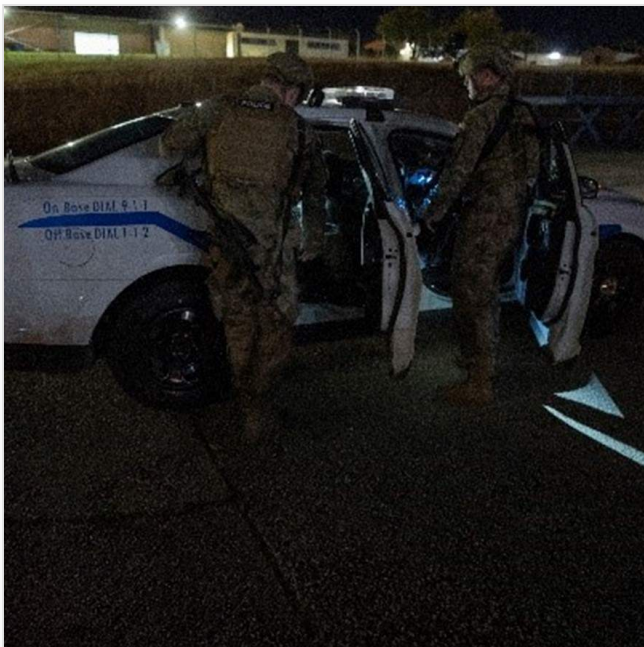
Distance visual acuity NOT correctable to 20/20 in one eye and 20/30 in the other.



Non-judicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving substantiated drug abuse.



Diagnosis of a severe substance use disorder by a certified medical provider.



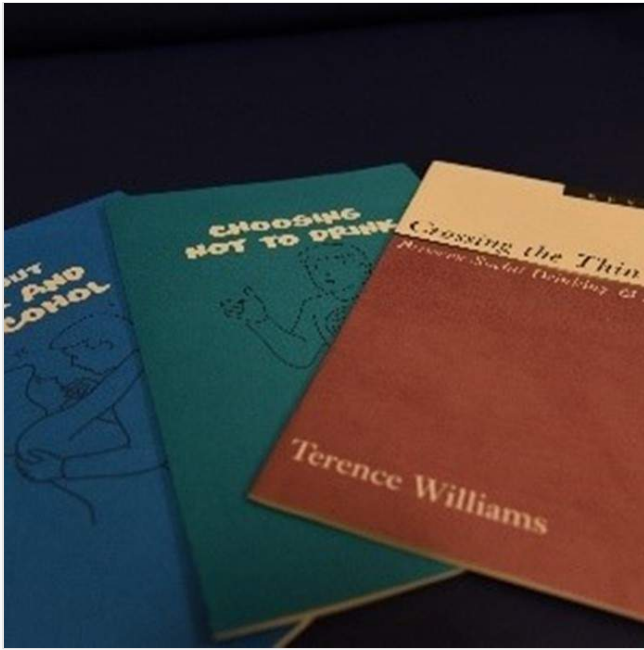
Does not possess a valid state driver's license to operate government motor vehicles (GMV).



Fear working around nuclear weapons or components and/or an identifiable negative opinion of the role of nuclear weapons in our nation's strategic deterrent mission.



Has used/distributed/manufactured illicit narcotics as defined in schedule I/II, used a drug that can cause a flashback, or been arrested for narcotics (excludes prior service use of marijuana, hashish, or other cannabis-based products). The exception



Failed (or failed to participate in) prescribed rehabilitation program or treatment regimen after being diagnosed by a certified medical provider with an alcohol use disorder.



Speech disorder or noticeable communication deficiency.



Documented record of gang affiliation.



Complete the content above before moving on.

Knowledge Check. Select and submit the best option in response to the statement below.

An AUoF member has received non-judicial punishment for destruction of government property. Is this a mandatory disqualifier?

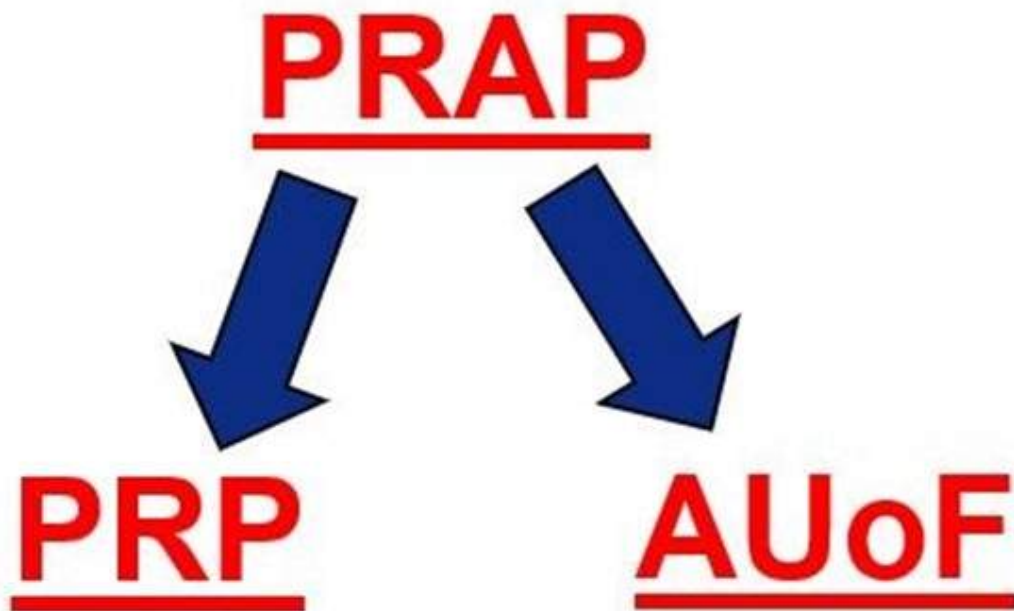
- ☐ True
- ☐ False

SUBMIT



Complete the content above before moving on.

*Next, we will cover essential elements of a
PRAP for Security Forces.*



There are essential elements to Personnel Reliability Assurance Program (PRAP) for Security Forces members. These are requirements for all Air Force Active Duty, Guard and Reserve

personnel within the AUoF program.

AUoF members must (click each box):

☐

Be a United States citizen

☐

Maintain a secret security clearance

☐

Be fully qualified

☐

Be verified for reliability prior to assignment

☐

Be continuously evaluated for suitability factors

☐

Have a completed medical evaluation

☐

Be personally interviewed by the gaining commander



Mission Capability Review

The SFS/CC will hold a weekly mission capability review. This meeting includes the First Sergeant, Senior Enlisted Leader, AUoF monitor, as well as the Military Treatment Facility's (MTF) AUoF provider. The SFS/CC relies on the AUoF provider's input due to their knowledge of the members medical history and their projected "get well" date. The AUoF provider is also there to assist with education, especially when it comes to medication and side effects. This ensures the SFS/CC has all the information they need to make the correct arming status determination.

The purpose of this meeting is to review and discuss temporary arming withdrawal status of members and determine when they are cleared to return to arming status.

AUoF Members and Prescriptions

Use of prescription or over the counter medications does not necessarily disqualify members from arming status. The AUoF member is *required* to notify their provider of any new medication that has been prescribed.

The AUoF provider or treating provider will immediately notify the members commander/AUoF monitor of any psychoactive, narcotic, or sedating medication that could negatively affect the members cognitive ability to make critical decisions with a firearm.



AUoF members are required to self-report immediately when they believe they are not physically, emotionally or mentally fit to arm. They are also required to report mental,

physical or emotional indicators of their wingmen that may cause negative impact to the mission, people or resources.

CONTINUE

Knowledge Check. Select and submit the best option in response to the statement below.

A notification from the MTF is required when an AUoF member reports taking over-the-counter Motrin for muscle aches.

☐

True

☐

False

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

When are members required to self-report?

- ☐ Only while on shift
- ☐ Only when they are on arming status
- ☐ Anytime there is a change to their well-being
- ☐ Self-reporting is not required

SUBMIT



Complete the content above before moving on.

Lesson 3: PRAP Administrative Qualifications

After completing this lesson, the student will be able to apply PRAP Administrative Qualifications, IAW prescribed guidance and publications.



Administrative Qualification Cell (AQC)

In order to effectively staff PRP positions across the Air Force, the AQC was established. The purpose of the AQC is to ensure that only qualified members who meet screening criteria receive

an appropriate permanent change of station (PCS) PRP assignment. Gaining certifying officials have the discretion to either accept or deny a member based off suitability factors that have been identified at the AQC.

As you've probably guessed, AQC is a 4A0 assignment!

AQC Details

The AQC is located at Randolph Air Force Base (AFB), Texas, and is staffed with health services managers. Our role, while assigned to the AQC, is to ensure that all service treatment records (STRs) are uploaded and available, and to provide administrative support to the Competent Medical Authorities (CMAs).

- The AQC will submit a formal request for STRs through the appointed MTF PRAP monitor.
- The MTF PRAP monitor will have 7 calendar days to upload the STR.
- A comprehensive medical record review is then conducted by a CMA at the AQC.



***The following records must be reviewed
before a CMA recommendation can be
made:***

- Medical records

- Electronic (Armed Forces Health Longitudinal Technology Application [AHLTA]/Genesis) and hard copy, if applicable
- Military Entrance Processing Station (MEPS) documents
- Family Advocacy Program (FAP)
- Alcohol and Drug Abuse Treatment Program (ADAPT)
- Mental Health records

All available **medical records** will be **screened** for **suitability factors**. If the member was **previously PRP certified**, records are **screened back** to the **date** the member **last performed PRAP duties**.

Suitability factors include, but are not limited to, the following:

- Personal and criminal conduct
- Sexual harassment and assault
- Misuse of information technology systems
- Emotional, mental, and personality disorders
- Security violations
- Financial consideration
- Alcohol use disorder and related incidents
- Substance or drug misuse and related incidents

In addition to screening for suitability factors, AQC CMAs also ensure members do *not* meet any of the mandatory decertification or disqualification criteria.

Mandatory decertification or disqualifications:

- Loss of confidence by the certifying official (CO)
- Individuals that are found to have ever used a drug that could cause flashbacks
- Individuals who are diagnosed with alcohol use disorder and subsequently fails or fails to participate in the prescribed rehabilitation program or treatment regimen
- Revocation of their security clearance
- Individuals diagnosed with severe substance use disorder
- Involved in the unauthorized trafficking, cultivating, processing, manufacturing, or sale of any controlled or illegal drug to include cannabis-based products



Record Review

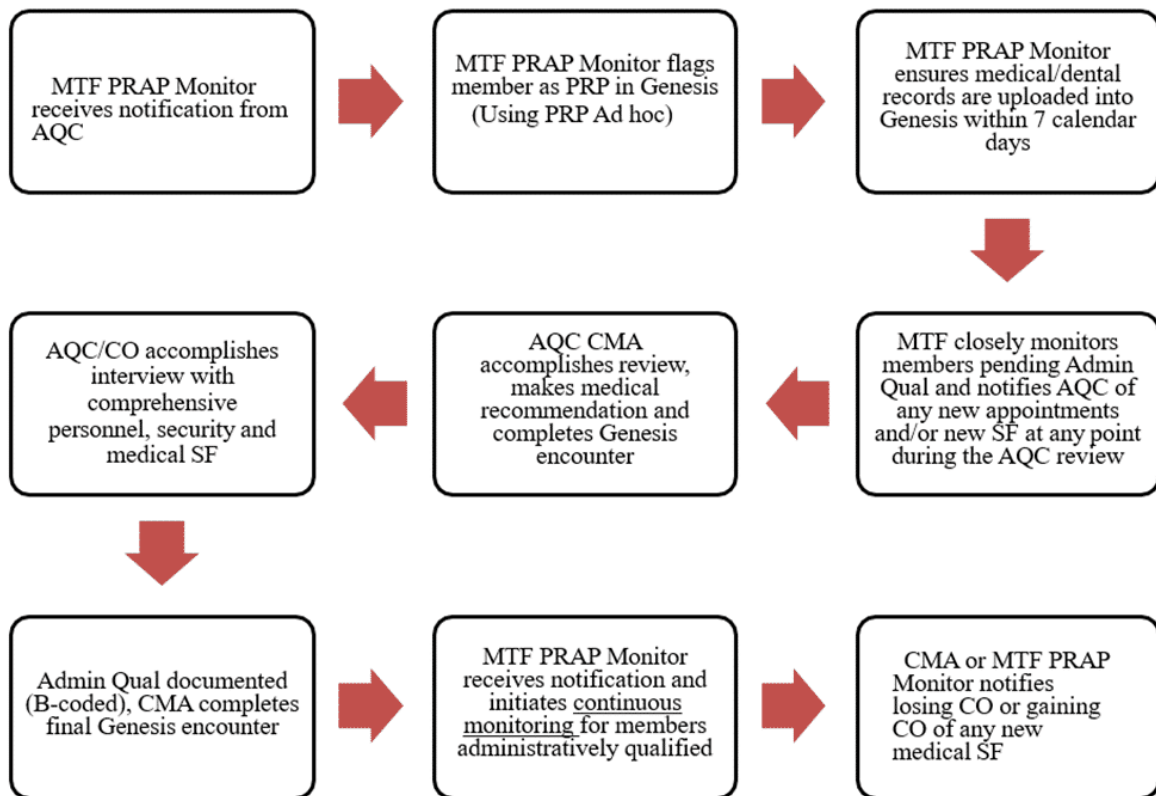
This review must also be completed prior to the member departing for training or PRP assignment. The AQC CO, in conjunction with the gaining CO, will review suitability factors to determine if the member is qualified to perform PRP duties.

Continuous Monitoring

This is required and the responsibility of the losing installation upon notification of assignment from the AQC. At the losing MTF, the CMA, in collaboration with the MTF PRAP monitor, will continue to pass any suitability factors that may negatively impact the individual's reliability to the losing commander, who will pass to the gaining CO, as required.



Below is a visual representation of this process.



CONTINUE

Knowledge Check. Input and submit your response into the statement below.

The _____ is located at Randolph AFB, Texas, and is staffed with health services managers.

Type your answer here

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

Which is *not* a mandatory decertification/disqualifications?

- ☐ Tardiness
- ☐ Drug use that could cause flashbacks
- ☐ Loss of confidence by certifying official
- ☐ Revocation of security clearance

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

How long does the MTF PRAP monitor have to upload the STR?

- ☐ 10 days
- ☐ 7 days
- ☐ 30 days
- ☐ 5 days

SUBMIT

Knowledge Check. Select and submit the best option in response to the statement below.

A full medical record review is required unless the member was previously assigned to a PRP position. If so, back date the review to the last date they performed PRP duties.

☐ True

☐ False

SUBMIT



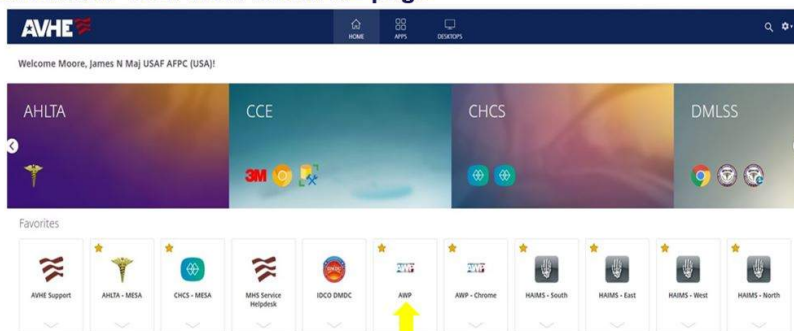
Complete the content above before moving on.

***The following steps display how to pull
AHLTA Web Print (AWP).***



AWP How To

- Step 1: Go To AVHE website (you first must request AHLTA Web Print access through your MTF/DHA systems with Sensitive information access)
<https://avhe.health.mil/Citrix/AVHEWeb/>
- Step 2: Select AWP Icon from the AVHE page



AWP How To

- Step 3: Search member with Demographic Info (DoD/SSN preferred method)
- Step 4: Member's name should appear in Search Results box click **Add Patient** (this will move member to selected patient box)
- Step 5: Once member's name has moved to Selected Patient box click **Create Report**



AWP How To

- **Step 6:** Ensure all boxes in the **Include Clinical Domains** are checked, and select **Comprehensive Information Reports INCLUDE HIV Lab Results** (you will need to request sensitive access when you first request AWP access) then select **Request Report**

AHLTA PRINT - Request Report (Patient: MELCHER, DESREE, CATHERINE) AWP 22.4.0

Select Date Range

Date Range: All From: 3/21/2022 To: 3/18/2023

Include Clinical Domains

<input checked="" type="checkbox"/> Select All Domains	<input checked="" type="checkbox"/> Procedures	<input checked="" type="checkbox"/> Rats	<input checked="" type="checkbox"/> Clinical Notes
<input checked="" type="checkbox"/> Allergies	<input checked="" type="checkbox"/> Family History	<input checked="" type="checkbox"/> Immunizations	<input checked="" type="checkbox"/> Vitals
<input checked="" type="checkbox"/> Problems	<input checked="" type="checkbox"/> Laboratory Results	<input checked="" type="checkbox"/> Encounters (SPBC)	<input checked="" type="checkbox"/> Diagnosis History
<input checked="" type="checkbox"/> Medications		<input checked="" type="checkbox"/> Include Cancelled Encounters	
		<input checked="" type="checkbox"/> Include Left Without Being Seen (LWOBS) Encounters	
		<input checked="" type="checkbox"/> Include Administratively Closed Encounters	

Print Information Sensitivity & Priority

☒ Non-Sensitive Information Report ☐ Prioritize Request

☐ Comprehensive Information Report, EXCLUDE HIV Lab Results

☐ Comprehensive Information Report, INCLUDE HIV Lab Results

Mailing Request Report



AWP How To

- **Step 7:** New box opens (you may need to wait then refresh while AWP pulls record info for this member) when status says **AVAILABLE** check the box next to the members name and then select **Download Reports**. A pdf will then populate open the file to see the full AHLTA Webprint
- **Step 8:** Save file to be uploaded into Genesis

AHLTA PRINT - Report Status AWP 22-43

2 Records Found ☒ Submitted by Me Filter: Completed (Last 48 hrs)

<input type="checkbox"/>	User	Status	Patient	ECOP	Submitted	Last Update	Status
<input checked="" type="checkbox"/>	Moore, James N King USAF AFPC (USA)	Finished	██████████	██████████	18 SEP 2023 01:28:17 p.m.	18 SEP 2023 01:28:31 p.m.	Available
<input type="checkbox"/>	Moore, James N King USAF AFPC (USA)	Finished	██████████	██████████	14 SEP 2023 02:00:33 p.m.	14 SEP 2023 02:00:44 p.m.	Available

Any questions please reach out to Admin Qual Branch Medical Section
Comm: 210-565-2774 option 1
DSN: 665-1644 option 1

*Next, let's cover how to upload STRs in MHS
Genesis.*



MHS GENESIS STR UPLOAD (PRP AQ)

Step 1: Log into Power Chart and Click on The **Communicate** Tab at the Top of The Page

The screenshot shows the PowerChart software interface. At the top, there is a navigation bar with various tabs. A yellow arrow points to the 'Communicate' tab. Below the navigation bar, there is a 'Message Center' section. On the left side of the 'Message Center', there is a 'Messages' tab selected. The main area displays a list of messages with columns for Assigned, Create Date, From, Patient Name, Priority, Status, Due Date, Subject, To, Update Date, Type, and Provider.





MHS GENESIS STR UPLOAD (PRP AQ)

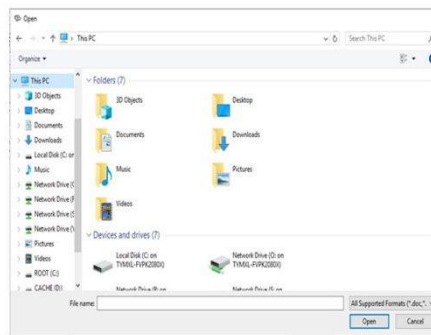
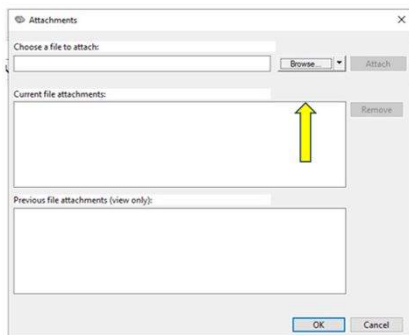
Step 3: Once Top Row Populates With All the Pt Information Fill in The Other Blocks as Seen Below (**To: USAF Randolph AFPC AQC Messaging** (this is our message pool); **Subject: PRP AQC STR Uploads**). Choose **As: Non-Workload Interval Note**. Be Sure That the Save To Chart Box Is Selected (*this should be automatic but if not select the box*).

Step 4: Now Click Other Attachments to Upload the STRs (Medical, Dental, Verification of Records MFR, NAL checklist/letter); For Records with Blank Sections, You No Longer Need to Upload the Blank Section Page (*instead notate the blank section later in the message*)



MHS GENESIS STR UPLOAD (PRP AQ)

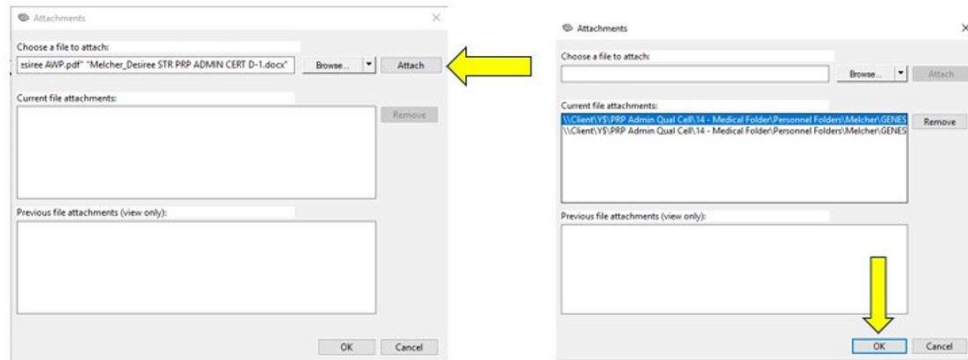
Step 5: Select the **Browse** Button in the New Box That Appears, Then Choose The File(s) You Are Wanting To Upload (*It would suggest saving files in a secure share file those boxes are easier to find when using MHS Genesis then saving files to your desktop*). You Can Select Multiple Files at a Time by Holding Down the Shift Key While Selecting the Files Before Clicking the Open Button, or You Can Upload Each File Individually Before Selecting the OK Button





MHS GENESIS STR UPLOAD (PRP AQ)

Step 6: Once Your File(s) Have Been Selected Click on **Attach**; If you are Done Uploading Files to This Message Click **OK**. If You Have More Files to Attach Then Click on Browse and Continue to Select The Files You Want *(be sure to click the attach button after each file you add)*. Once All Files Have Been Added are Show In the Current File Attachments Box Click on the **OK** Button at the Bottom of the Box.





MHS GENESIS STR UPLOAD (PRP AQ)

Step 7: The Files You Uploaded Should All Show Up Now Right Above the Message Box. Type in the Message Section: **All Records Uploaded/ Accounted For** (if all records are uploaded with no discrepancies or blank sections. You No Longer Need to Upload Blank Section Pages Just Account for Blank Section in Your Message (see below for template)

If There are Blank Sections or Only Electronic Records Type:

All Records Uploaded/Accounted For; M-X blank section; D-X blank section; Member does not have AWP

If Member Only Has Electronic Record(s) Type:

All Records Uploaded/Accounted For Member Only Has Electronic Records

All Records Uploaded/Accounted For Member Only Has Electronic Records; Member does not have AWP

Or

All Records Uploaded/Accounted For Member's Only Has Electronic Medical Record (this is for members with electronic med record but who also have a hard copy dental)





MHS GENESIS STR UPLOAD (PRP AQ)

Step 8: Once Message Is Complete Click on **Send**

If you have any questions on this process please reach out to the PRP Admin Qualification Branch at AFPC

Comm: 210-565-2774 option 1 (for medical)

DSN: 312-665-2774 option 1

***For additional reference, attached below are
the HAIMS scanning guide and steps how to
rotate PDF pages.***



PRP Admin Cert HAIMS STR Scan Guide.pdf

76.5 KB



How To Rotate PDF Pages.pdf

210.5 KB



Section of Record <small>(D-1, D-2, M-1, M-2, M-3, M-4)</small>	<input type="text"/>
Last Name, First Name	<input type="text"/>
Last 4 of SSN	<input type="text"/>
Upload Date	<input type="text"/>

This section of the member's
Service Treatment Record does
not contain any documentation.

No Documents?

If the hard copy medical record does not have documents in a section, a *space holder* page is required. This page notifies the AQC that a medical record section is empty. You must annotate which section is blank, the name of the member, the last 4 of the social security number (SSN), and the date of the upload to the electronic health record (EHR).

Documents Previously Uploaded?

If the member has previously had all hard copy medical and dental records uploaded, you will need to complete the Service Treatment Record Memorandum for Record (MFR). The previous uploaded documents must follow the AQC guidelines. To complete this MFR, you will need to fill in the information that is shown in red font.



DEPARTMENT OF THE AIR FORCE
[Insert your MAJCOM/UNIT INFORMATION to
complete the header]

25 July 2023



MEMORANDUM FOR PRP ADMINISTRATIVE QUALIFICATION CELL

FROM: MTF PRP Monitor

SUBJECT: Verification of Uploaded Service Treatment Records

1. I verify that all available medical records for **Rank First Name MI Last Name (20/XXXX)** have been scanned in to their electronic medical record. The member does not have any new medical information between now and the last upload of Service Treatment Records (STRs) on **XX Month Year**.
2. All available medical records for individuals being considered for/or performing Personnel Reliability Program (PRP) duties, including previous in-service or pre-employment health records are to be accessible to the Administrative Qualification Cell in accordance with DoDM5210.24 AFMAN13-501.
3. For questions or concerns, please contact me at DSN **XXX-XXXX**.

NAME, Rank, USAF
Duty Title
Unit/Office Symbol

Click to zoom.

CONTINUE

Knowledge Check. Select and submit the best option in response to the question below.

What is the timeline to upload all available hard copy medical and dental records?

- ☐ 5 duty days
- ☐ 7 calendar days
- ☐ 7 duty days
- ☐ 30 calendar days from date of notification

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

Who is responsible for uploading medical and dental records upon notification from the Administrative Qualification Cell?

- ☐ PRAP Member
- ☐ Competent Medical Authority
- ☐ MTF PRAP Monitor
- ☐ Outbound Assignments

SUBMIT



Complete the content above before moving on.

Next, let's discuss reporting Category 1 discrepancies.

Category 1 (CAT 1) discrepancy reporting tracks and manages high priority and mission affecting processes and programs. This reporting program helps agencies manage workload and continuity, and ensures individuals arrive at their gaining locations mission ready. CAT I discrepancy reporting applies to multiple areas such as passports, joint spouse assignments, and security clearance issues to name a few; however, we are going to focus on CAT I discrepancies as it applies to PRP.



Passports



Join spouse assignment



Security clearance

The reporting process focuses on critical areas and provides feedback to leadership to promote a continuous process of improvement.



Dental Records

MTF PRAP monitors must review their monthly PRP rosters sent by the installation monitor. One common discrepancy is members not *hand carrying their dental record* to their next duty location. MTF PRAP monitors must verify if members dropped off their dental records to the Dental PRP section. They will communicate and work with their dental counterpart. If the member does not have their dental record on hand with them, you should communicate the discrepancy to the installation monitor with the name of the individual and unit, so that they can report it to the losing base.

The reporting window is **NLT 30 calendar days** from their **date arrived on station**.

CONTINUE

Knowledge Check. Select and submit the best option in response to the statement below.

CAT I discrepancy reporting applies to multiple areas such as passports, joint spouse assignments, and security clearance issues.

☐

True

☐

False

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

How many calendar days must a Category 1 discrepancy be reported from a PRP member's date arrived on station?

☐ 30

☐ 45

☐ 60

☐ 90

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

Who sends the monthly PRP roster?

- ☐ Installation Commander
- ☐ MTF Commander
- ☐ Installation Monitor
- ☐ MTF PRAP Monitor

SUBMIT



Complete the content above before moving on.

Lesson 4: Certification of PRAP Member

After completing this lesson, the student will be able to perform the certification of PRAP members, IAW prescribed guidance and publications.



Certification Processing

The MTF PRAP monitor receives the Department of the Air Force (DAF) Form 286, *PRP Qualification/Certification Action*, and PRP questionnaire from the unit PRAP monitor for initial, interim, and recertification processing.

Initial Certification: Member meets *all* personnel requirements to be PRP certified.

Interim Certification: Member does not have proper security clearance for their position. A *critical* position requires a Top Secret clearance while a *controlled* position requires Secret clearance.



NOTE: For medical reviews, the process does not change due to certification status.

Shown below are examples of the DAF Form 286 and the PRP questionnaire.

[illegible]

Click to zoom.

[illegible]

Click to zoom.



PRP Questionnaire.pdf

515.6 KB



Available Records?

The MTF PRAP monitor verifies availability of medical records to include dental and mental health. If hard copy records are not available at the member's current base, the MTF PRAP monitor will send a request for all hard copy records to be mailed by utilizing the Department of Defense (DD) Form 877, *Request for Medical/Dental Records or Information*. If the member does not have a hard copy record, the review will be completed by electronic health record only. The DD Form 877 may be used in circumstance which the Paper Record Tracking (PRT) system is unavailable.



***Shown here is an example of the DD Form
877.***

CUI (when filled in)

REQUEST FOR MEDICAL/DENTAL RECORDS OR INFORMATION		REQUESTING ACTIVITY - Complete items 1 through 10 (Except 8b); also complete item 19.	DATE
1. PATIENT (Last Name - First Name - Middle Name)		3. STATUS <input type="checkbox"/> MILITARY <input type="checkbox"/> VA BENEFICIARY <input type="checkbox"/> DEPENDENT <input type="checkbox"/> FEDERAL EMPLOYEE <input type="checkbox"/> OTHER (Specify) _____	
2. ORGANIZATION AND PLACE OF TREATMENT		3a. NAME OF SPONSOR (if dependent)	
4. TO (Include ZIP Code)		5. IDENTIFYING INFORMATION	
<div style="border: 1px solid black; height: 100px;"></div>		a. SERVICE NUMBER	
		b. GRADE/RATE	
		c. SOCIAL SECURITY ACCOUNT NO.	
		d. VA CLAIM NUMBER	
		e. DATE OF BIRTH (If Federal employee)	
6. DATES OF TREATMENT (inclusive)		7. DISEASE OR INJURY	
8. a. RECORDS REQUESTED		9. REMARKS	
MIL <input type="checkbox"/> VA <input type="checkbox"/>	b. RECORDS FORWARDED	<div style="border: 1px solid black; height: 150px;"></div>	
<input type="checkbox"/> CLINICAL	MIL <input type="checkbox"/> VA <input type="checkbox"/>		
<input type="checkbox"/> OUTPATIENT	<input type="checkbox"/> <input type="checkbox"/>		
<input type="checkbox"/> HEALTH RECORD	<input type="checkbox"/> <input type="checkbox"/>		
<input type="checkbox"/> DENTAL RECORD	<input type="checkbox"/> <input type="checkbox"/>		
<input type="checkbox"/> X-RAY	<input type="checkbox"/> <input type="checkbox"/>		
<input type="checkbox"/> MEDICAL REPORT CARDS, EMERGENCY MEDICAL TAGS, FIELD MEDICAL CARDS	<input type="checkbox"/>		
<input type="checkbox"/> ABSTRACT OF RATING SHEET	<input type="checkbox"/>		
<input type="checkbox"/> REPORT OF PHYSICAL EXAMINATION	<input type="checkbox"/>		
<input type="checkbox"/> ALL AVAILABLE RECORDS (Except X-rays unless specifically requested)	<input type="checkbox"/>		
<input type="checkbox"/> OTHERS (List under remarks)	<input type="checkbox"/>	10. SIGNATURE	
REPLY/REFERRAL			
11. TO:		12. REMARKS	
<div style="border: 1px solid black; height: 40px;"></div>		<input type="checkbox"/> RECORDS CHECKED IN 8b FORWARDED.	
		<input type="checkbox"/> NO RECORDS FOUND FOR PATIENT DURING ABOVE PERIOD. <input type="checkbox"/> MORE INFORMATION NEEDED. FURNISH FOLLOWING:	
13. SIGNATURE		14. DATE	
REPLY/SECOND REFERRAL			
15. TO:		16. REMARKS	
<div style="border: 1px solid black; height: 40px;"></div>		<input type="checkbox"/> RECORDS CHECKED IN 8b FORWARDED.	
		<input type="checkbox"/> NO RECORDS FOUND FOR PATIENT DURING ABOVE PERIOD. <input type="checkbox"/> MORE INFORMATION NEEDED. FURNISH FOLLOWING:	
17. SIGNATURE		18. DATE	
19. RETURN TO: (Include ZIP Code)			
<div style="border: 1px solid black; height: 80px;"></div>		<div style="border: 1px solid black; height: 80px;"></div>	
REQUESTING ACTIVITY WILL ENTER COMPLETE ADDRESS TO WHICH RECORDS OR FINAL REPLY SHOULD BE MAILED.			

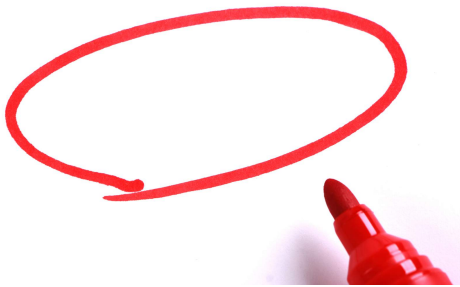
DD FORM 877, SEP 67

REPLACES EDITION OF 1 JAN. 60. WHICH MAY BE USED.

CUI (when filled in)

Reset

***As shown below, the same medical record
PRAP rules apply as discussed in Lesson 1.***



Use a **red** pen, marker, or red tape, instead of black, to identify a PRP record.

PRP

Stamp or label “**PRP**” outside the record jacket in approximately 2-inch red block letters.



Complete the content above before moving on.

Here's how the process works:

Step 1

The PRAP monitor notifies CMAs or other trained medical personnel that an initial/interim review needs to be completed.

A thorough medical record review is then accomplished by CMAs or other trained medical personnel. The CMA must notify the certifying official of any suitability factors that were discovered.

If the member was previously assigned to PRP and has been “J” coded, the medical record review is conducted from the last time the member performed PRP duties.

NOTE: Only a CMA has the sole authority in determining individuals’ suitability factors within a medical record review.



Step 2

Once the CMA completes the review, the MTF PRAP monitor will review the PRP questionnaire and DAF Form 286 to assist in making a suitability factor notification, if needed.



Step 3

Medical records will be screened for suitability factors. If previously certified, records are screened back to the date the member last performed PRAP duties.

Suitability factors include, but not limited to:

- Personal conduct
- Emotional, mental, and personality disorders
- Financial considerations
- Criminal conduct
- Substance/drug misuse and incidents
- Alcohol use disorder and related incidents
- Sexual harassment and assault

- Security violations
- Misuse of information technology systems



Step 4

CMA signs and returns the finalized documents to the MTF PRAP monitor.



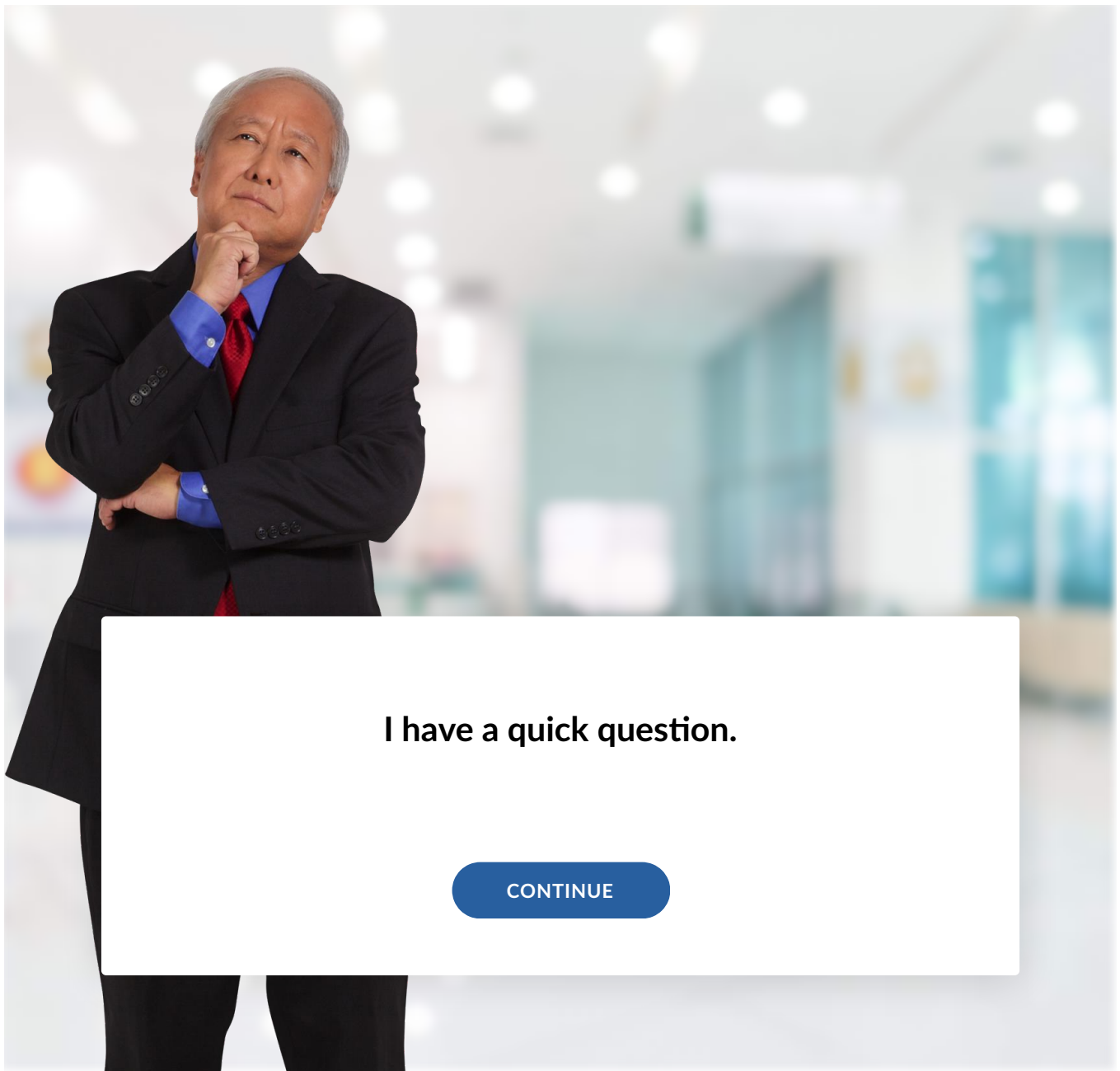
Step 5

MTF PRAP monitor:

- Notifies unit that the medical review has been completed and documents can be picked up or emailed back to unit (unit's preference).
- Accomplishes HIPAA disclosure. Disclosures can be recorded either in PHIMT or MHS Genesis – Access HIM.
- Continuously monitor the member until they are removed from PRP status.

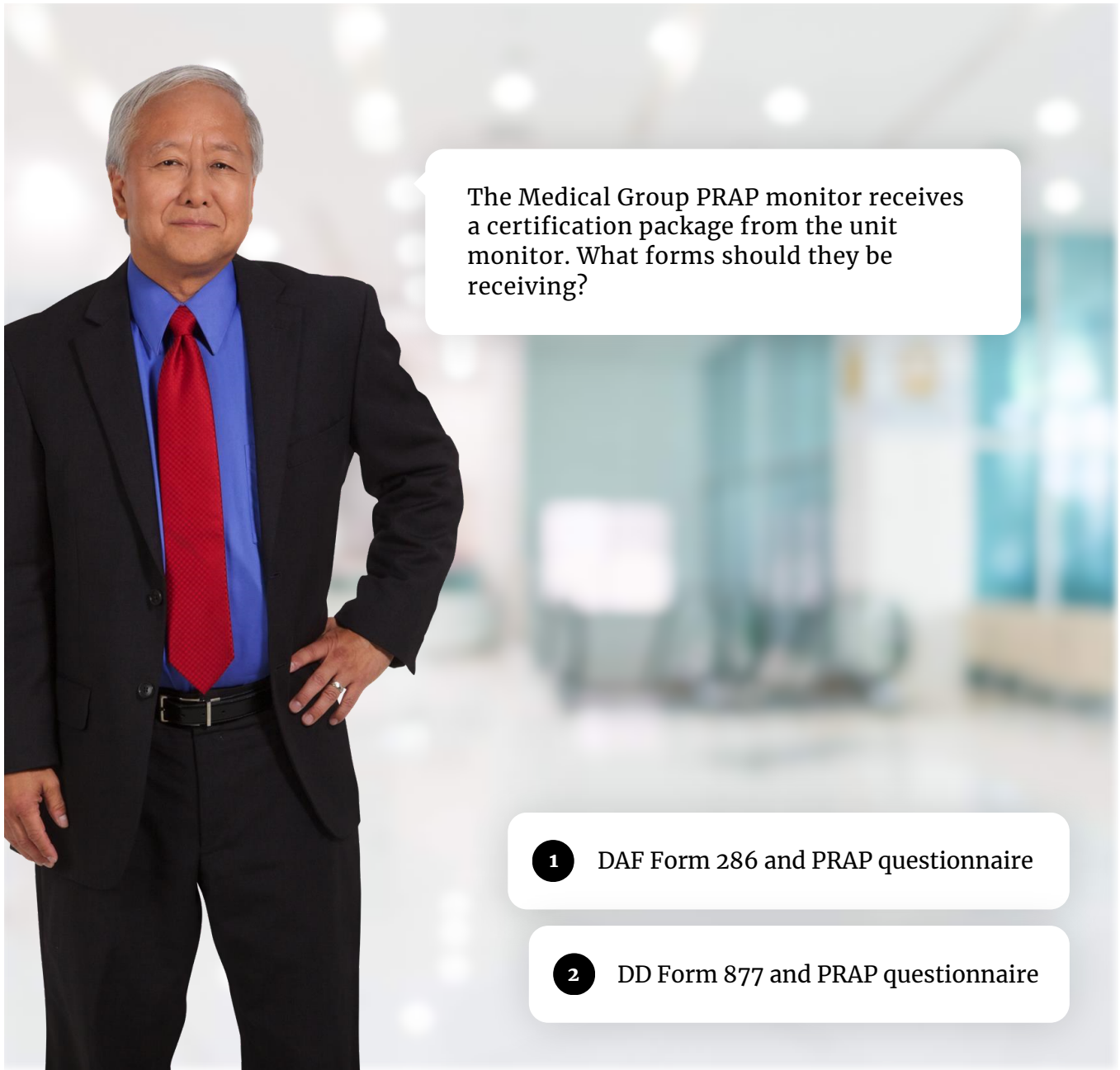


NOTE: MHS Genesis/AHTLA are interchangeable depending on what the installation is currently using for documenting. MHS Genesis is expected to be fully deployed to all Department of Defense (DoD) sites by the end of calendar year of 2023.



Scene 1 Slide 1

Continue → Next Slide



The Medical Group PRAP monitor receives a certification package from the unit monitor. What forms should they be receiving?

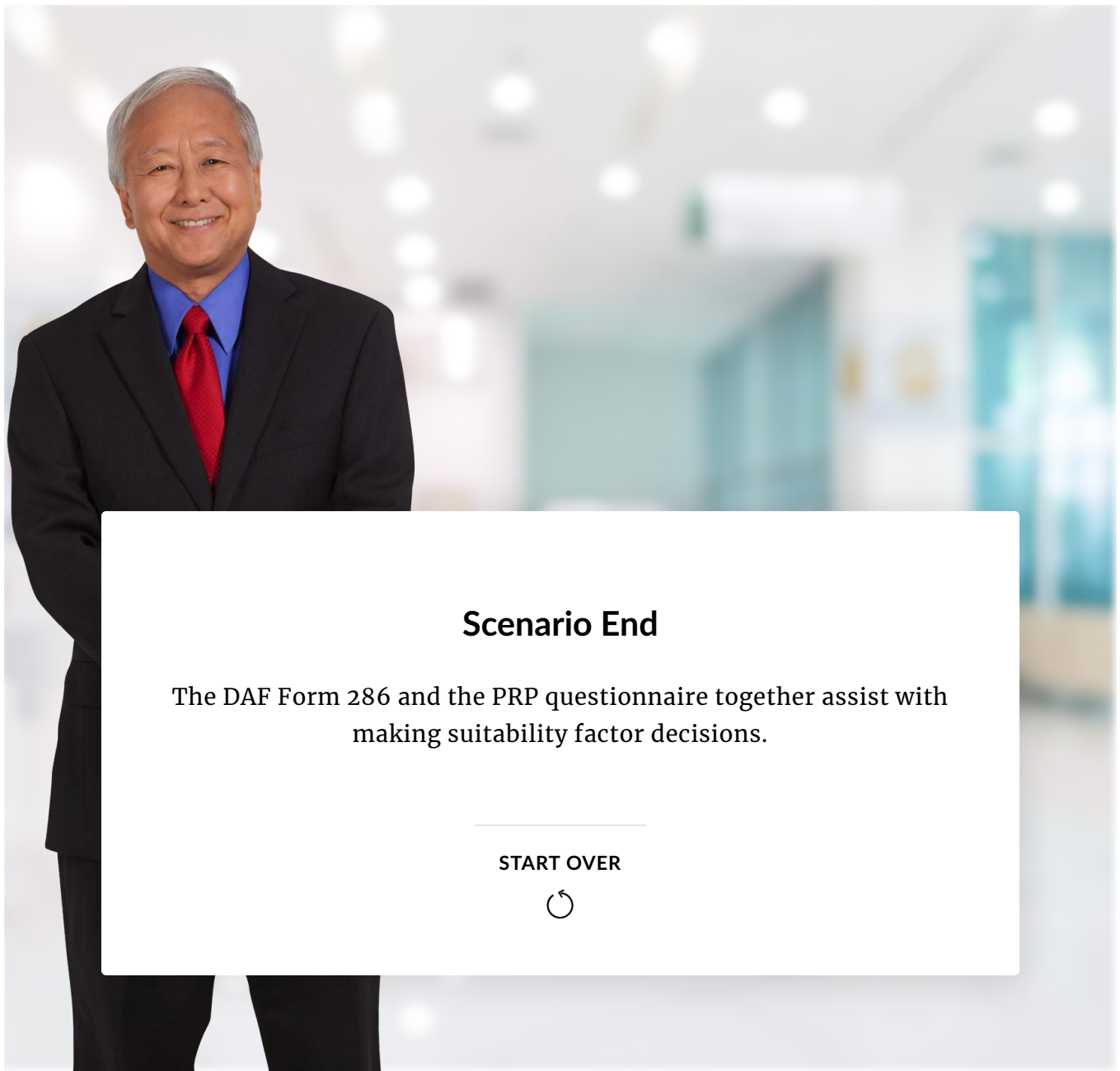
1 DAF Form 286 and PRAP questionnaire

2 DD Form 877 and PRAP questionnaire

Scene 1 Slide 2

0 → Next Slide

1 → Next Slide



Scenario End

The DAF Form 286 and the PRP questionnaire together assist with making suitability factor decisions.

START OVER



Scene 1 Slide 3

Continue → End of Scenario



Complete the content above before moving on.

Knowledge Check. Select and submit the best option in response to the question below.

What are suitability factors?

- ☐ Personal conduct, emotional, mental, and personality disorders, security violations
- ☐ Financial considerations, criminal conduct, substance, drug misuse, drug incidents
- ☐ Alcohol use disorder, alcohol related incidents, sexual harassment/assault, misuse of information technology system
- ☐ All of the above

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

MTF PRAP monitor receives certification package from unit monitor. What is the next step in the process?

- ☐ Identify all available medical records
- ☐ Notify the CMA
- ☐ Interview the PRP member
- ☐ Make a HIPAA disclosure in PHIMT

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

Once CMA signs the DAF Form 286 and suitability factors are released to the unit, what does the PRAP monitor need to accomplish?

- ☐ Make a phone notification
- ☐ Flag the member as PRP in MHS Genesis
- ☐ HIPAA disclosure log in PHIMT
- ☐ Notify the certifying official

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

Who is responsible for doing the medical reviews?

- ☐ CMA or other medical trained personnel

☐

Unit PRP monitor

☐

Certifying official

☐

PRP member

SUBMIT



Complete the content above before moving on.

Lesson 5: Removal from PRAP Status

After completing this lesson, the student will be able to perform removal of individuals from PRAP status, IAW prescribed guidance and publications.

As we learned in the Administrative Qualification Cell (AQC) lesson, a member who has been selected for PRP permanent change of station (PCS) assignment will undergo a personnel and medical record review. This review is vital to nuclear surety to ensure only the most reliable and capable Airmen are PCS'ing into PRP positions.

Another option available to certifying officials is to certify members who are already assigned to a PRP unit. This is called an *in-place* certification and also requires a personnel and medical record review. The primary purpose of this review is to identify any mandatory disqualification or decertification criteria.



As a Reminder

Disqualification criteria have been identified and reported *before* a member is PRP. These are identified at the AQC and during in-place certifications.

Decertification criteria is identified and reported while a member is *performing* PRP. This means the member is already at the duty location and has been certified as PRP.

There are SIX mandatory disqualification/decertification criteria:

1

Individuals who are diagnosed with alcohol use disorder who subsequently fails the prescribed rehabilitation program or treatment regimen

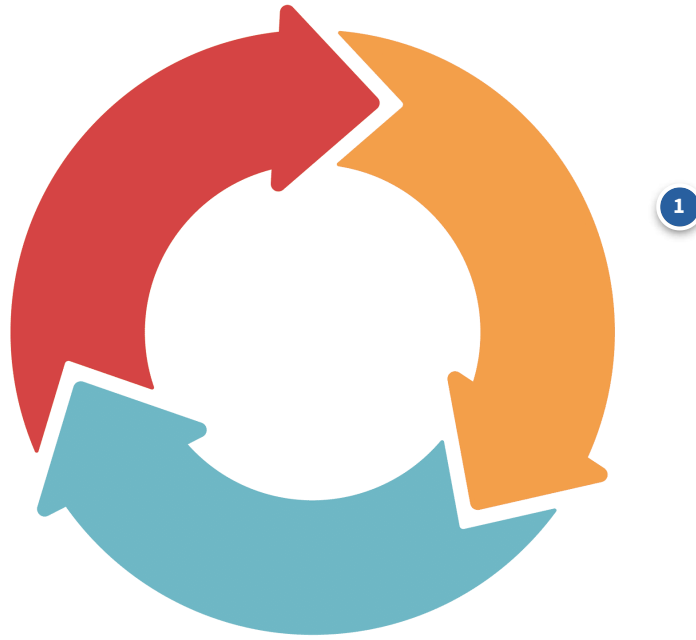
- 2 Unauthorized trafficking, cultivating, processing, manufacturing or sale of any controlled or illegal drug to include cannabis-based products
- 3 Ever used a drug that causes flashbacks
- 4 Diagnosed with severe substance use disorder
- 5 Loss of confidence by the certifying official
- 6 Revocation of security clearance

When any of these are identified during medical record reviews or any medical appointments, (on or off base) this information *must* be passed to the CMA.



Click each hotspot below (#) to learn more about the decertification/disqualification process.





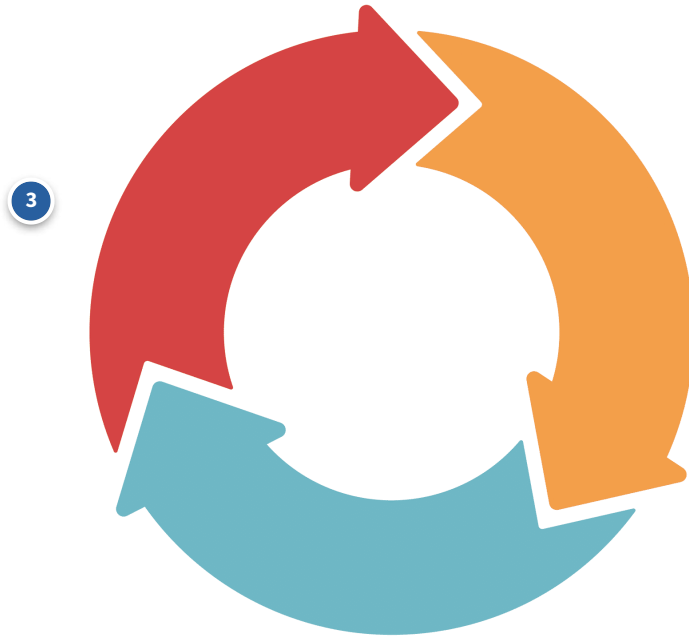
CMA Recommendation

The CMA will report the mandatory criteria finding to the certifying official and recommend decertification or disqualification.



Continue Treatment

The Military Treatment Facility (MTF) and PRAP team will continue to treat the member as PRP until the certifying official formally decertifies or disqualifies the member from PRP.



Status Change

This will reflect on the monthly ABC roster or a status change may be provided to the MTF PRAP monitor from the installation PRAP monitor.



Complete the content above before moving on.

Knowledge Check. Select and submit the best option in response to the question below.

How many mandatory PRP decertification/disqualifications?

-
- ☐ 3
 - ☐ 6
 - ☐ 12
 - ☐ 15

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

Who does the MTF notify when PRP decertification/disqualification criteria is found?

- ☐ First Sergeant
- ☐ PRP Member

☐ Certifying Official

☐ Supervisor

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

How is the MTF notified of a PRP decertification/disqualification?

☐ ABC Roster

☐ Phone Notification

☐ Installation PRAP Monitor

☐ Military Personnel Flight

SUBMIT



Complete the content above before moving on.

So, what are the permanent disqualification and decertification procedures?

DAF Form 286 and AF Form 286A are separate forms!

DAF Form 286 is to **certify** and **recertify** members for PRP.

DAF Form 286A is to **disqualify** and **decertify** members from PRP.

DAF Form 286 vs. DAF Form 286A

The MTF PRAP monitor receives Department of the Air Force (DAF) Form 286A from the unit PRAP monitor for permanent disqualification and decertification processing. Don't confuse this form with the DAF Form 286.

Below is an example of the DAF Form 286A.

DAF Form 286A: Permanent Disqualification or Decertification Form. The form includes sections for Individual Information, Permanent Disqualification or Decertification Information, and Individual Acknowledgment. It contains fields for Name, Title, Category, PGP Position, and Date. There are also checkboxes for 'I am not submitting additional information' and 'I am submitting additional information'.

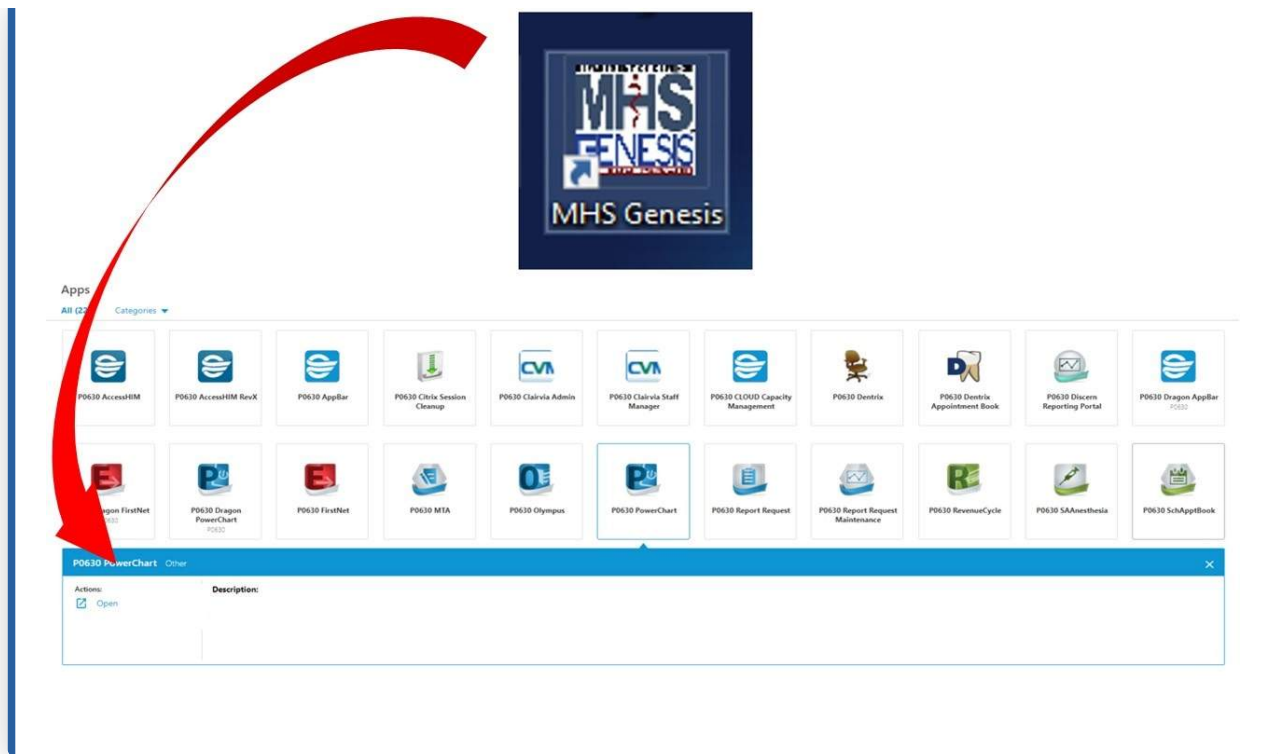
Click to zoom.

Click to zoom.

The MTF PRAP Monitor will remove the Special Duty flag from the electronic health record by completing the following steps:

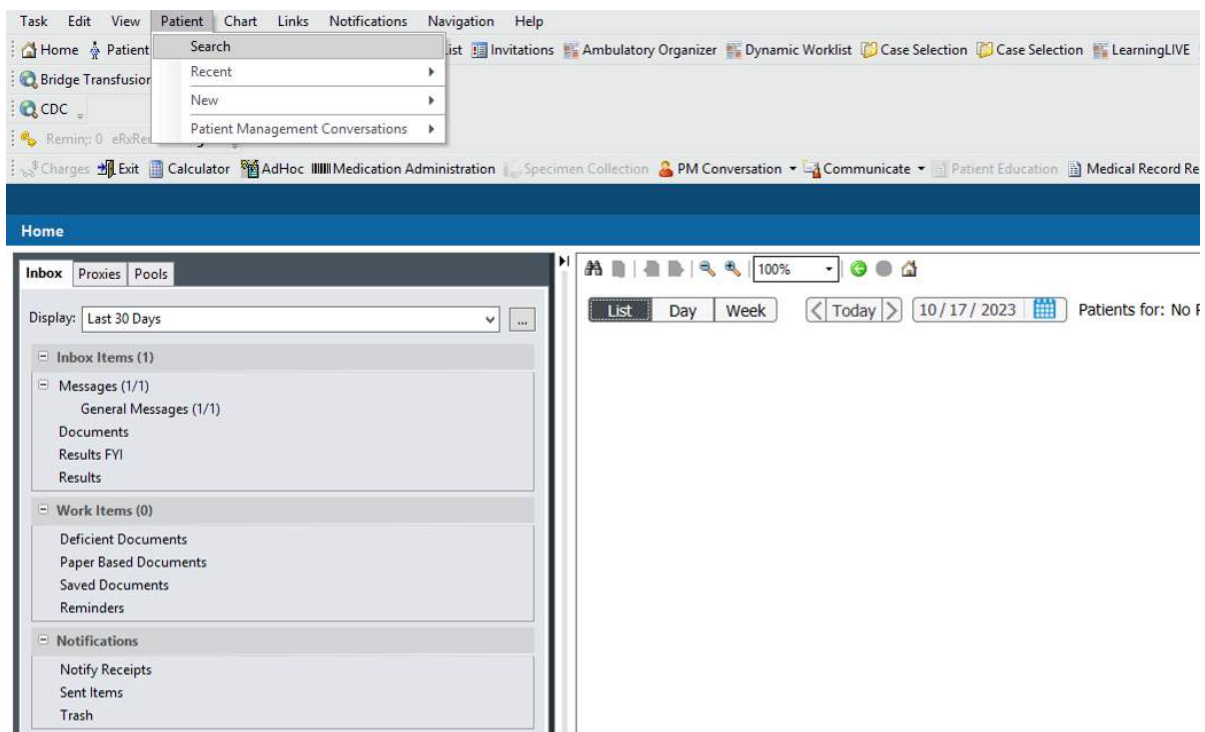
Step 1

From your desktop icon, open the MHS Genesis Power Chart.



Step 2

Search for the PRP member that has been disqualified or decertified.



Step 3

Select any encounter and then select OK. Next, select your appropriate assigned relationship.

Encounter Search

Device Input
☒ Off ☐ On

DOD ID:

Name (Last, First):

Middle Name:

SSN:

Sex:

Date of Birth:

Mother's Maiden Name:

MRN:

DoD Benefits Number (DBN):

FIN NBR:

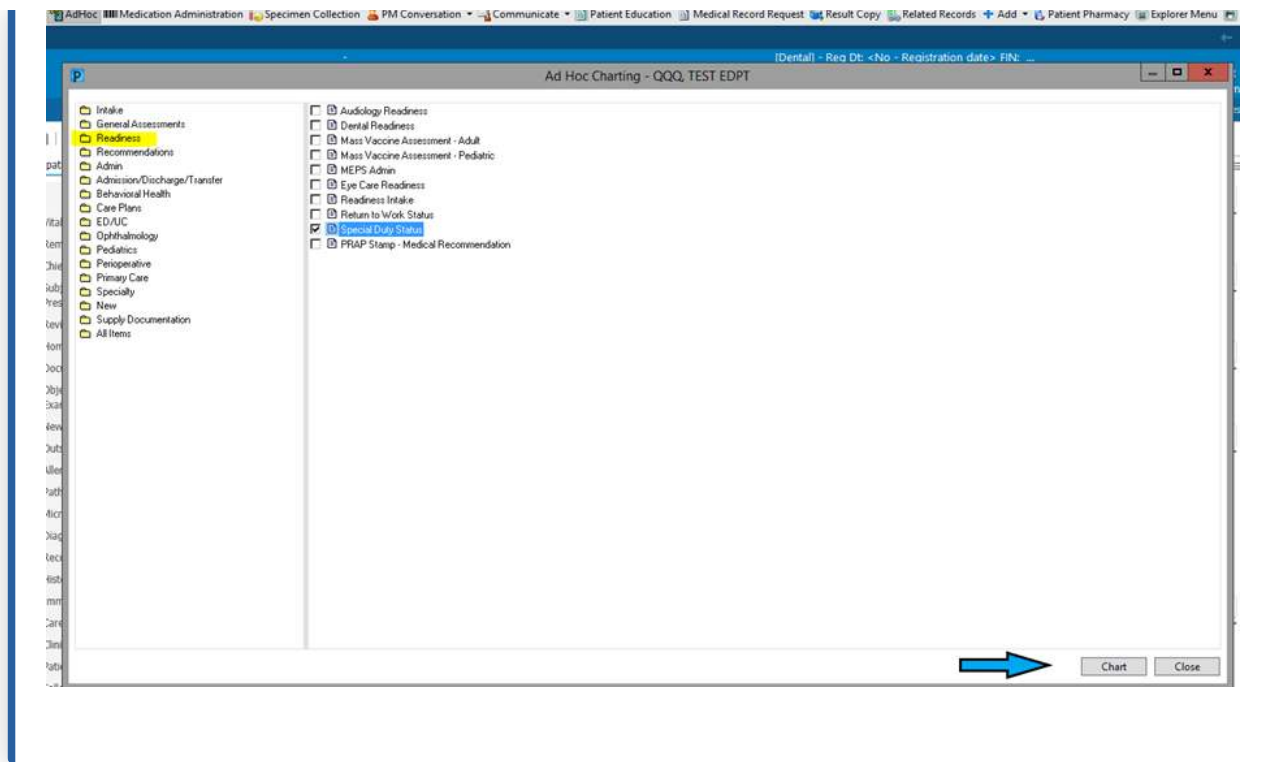
DOD ID	DBN	Name (Last, First)	SSN	Sex	Date of Birth	MRN
1586765694		QQQ, TEST BABY		Female	10/18/2022	318401
1574028759		QQQ, TEST EDPT	XXX-XX-1114	Male	01/01/1999	309374
1622435825		QQQDODTESTNDAA, TESTPATIENT A		Female	01/01/1900	368706
1610776180		QQQFEDJEHR, TEST-CLEANUP	XXX-XX-5555	Male	01/06/22 14:50	148265
1614459880		qqqnroh, testblue		Male	02/13/1979	208329
1551464411		QQQSEGTWOTEST, TEST RUTH		Female	08/22/2017	203143
1551474328		QQQSEGTWOTEST, TESTFOUR		Female	01/01/1900	203276
1551466198		QQQSEGTWOTEST, TESTTHREE ANGEL		Male	12/12/1990	203162
1551466031		QQQSEGTWOTEST, TESTTWO	XXX-XX-1212	Female	12/12/1990	203159
1622429922		QQQVATESTNDAA, TESTPATIENT A		Female	01/01/1900	368525
1622430394		QQQVATESTNDAA, TESTPATIENT B		Male	01/01/1900	368539
1605052292		QQQ770MCOLOQYONE, TEST	YYY-YY-7777	Female	05/01/1076	102527

FIN NBR	Enc Type	Facility	Nurse Unit	Med Service
	Dental	zzMB Military Base	MB Dental	Dental, General Practice
	Dental	0059C	0059C-DENTAL-CL	Dental, General Practice
	Dental	zzMB Military Base	MB Dental	Dental, General Practice
	Dental	zzMB Military Base	MB Dental	Dental, General Practice
	Dental	0066C	1787C-DENTAL	Dental, General Practice
	Dental	1818C	1818C-DENTAL-CL	Dental, General Practice
	Dental	zzMB Military Base	MB Dental	Dental, General Practice
	Dental	0067C	0067C-DENTAL-B1	Dental, General Practice
	Dental	0069C	1918C-DENTAL-CL	Dental, General Practice
	Dental	0069C	1918C-DENTAL-CL	Dental, General Practice
	Dental	0117C	1354C-DENTAL-CL	Dental, General Practice

Step 4

Now that you are in the electronic medical record, you will need to update the Special Duty Identifier as PSD.

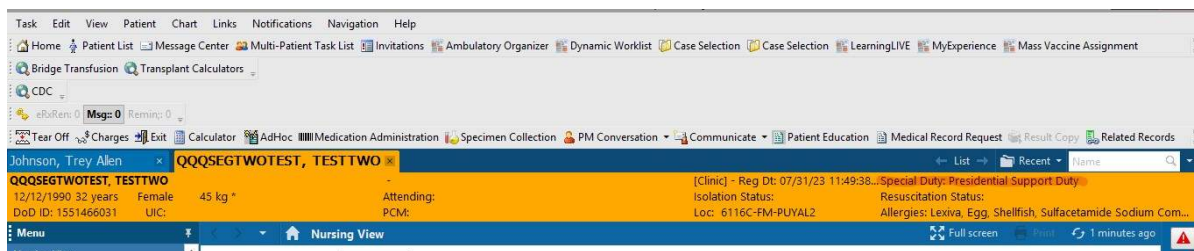
- Select the *Ad Hoc* function
- Select the *Readiness* folder
 - From there, it will open additional folders to the right
- Select *Special Duty Status*



Step 5

Select NO for Personnel Reliability Program, then select the green check mark in the upper left-hand corner to save this identifier to the record. This will bring you back to the electronic medical record screen and you will need to refresh the page.

Upon refresh, you will see that the Special Duty Identifier has been removed from the record!



Next, the PRAP monitor will need to remove the PRP markings from the hard copy medical records (click each box).

☐

For existing hard copy medical records, you can remove the red tape from the last digit of the social security number and cover the PRP stamp.

☐

If the hard copy records contain a *Special Duty Program Record Identifier* cover sheet, it must be removed.

☐

The hard copy medical record can be returned and filed within the main file outpatient medical records.

☐

MTF PRAP monitor notifies the Dental Clinic and Mental Health Clinic of the disqualification or decertification. They will follow the same steps for any hard copy dental records or Family Advocacy Program records.

☐

Once the records have been updated to reflect the member is no longer on PRP status, the MTF PRAP Monitor will need to send a request to change the member's Primary Care Manager (PCM) if they are empaneled to a CMA.



Complete the content above before moving on.

Knowledge Check. Select and submit the best option in response to the question below.

What form is used to decertify a member from PRP?

- ☐ DAF Form 286
- ☐ DD Form 2766
- ☐ DAF Form 745
- ☐ DAF Form 286A

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

Who is responsible for removing the Special Duty Identifier from the Electronic Health Record?

- ☐ Outpatient Medical Records Tech
- ☐ MTF PRAP Monitor
- ☐ Competent Medical Authority
- ☐ Unit PRAP Monitor

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

Once the hard copy medical record has been de-flagged, where is it filed?

- ☐ Main file, outpatient records
- ☐ PRP records room
- ☐ Dental clinic
- ☐ Flight medicine clinic

SUBMIT



Complete the content above before moving on.

Lesson 6: Reinstatement of PRAP Member

After completing this lesson, the student will be knowledgeable on reinstatement from PRAP Status procedures, IAW prescribed guidance and publications.

When a member has been removed from PRP, there are steps that can be taken for a member to return to PRP status.



Reinstate/Re-qualify

A certifying official or reviewing official may request to reinstate or re-qualify a member who has been removed from PRP.

The individual member may also request a reinstatement of their status. This request must be in writing and requires supporting evidence to validate that the decertifying or disqualifying condition or reason no longer exists.

DoD component heads are the final approval authority for PRP requalification and reinstatements.



Reminder! Disqualification criteria has been identified and reported *before* a member is PRP. Decertification criteria is identified and reported while a member *is performing* PRP duties.

Reinstate/Requalify

There are personnel status codes that are specific to PRP positions. These codes, which are populated in the Military Personnel Data System (MilPDS), reflect the member's current PRP status.

NOTE: The J, P, R, and V codes have been highlighted for training purposes.

MILITARY PERSONNEL DATA SYSTEM	
CODE	DESCRIPTION
A	Certified critical
B	Administratively qualified and/or pending certification
C	Pending required security investigation (not interim certified)
D	Certified control
E	Interim certified critical
F	Additional duty certified critical
G	To rescreen: missed regularly military training event
H	Additional duty certified control
J	Certified PRP transfer to non-PRP
K	Re-evaluate for temporary duty (TDY)
L	Pending administrative qualification
P	Permanently decertified/disqualified critical
R	Permanently decertified/disqualified control
T	Interim certified control
V	Disqualification

An individual's PRP status code may only be updated by using a DAF Form 286 or 286A.

The DAF Form 286 is used to *add* members to PRP.

The DAF Form 286A is used to *remove* members from PRP.



Initiating the Request

1. The certifying official initiates the formal request utilizing the DAF Form 286.

2. The MTF PRAP Monitor will receive this form from a unit that is attempting to reinstate or re-qualify a member back to PRP.
3. This request will be processed like a new certification and will require a CMA review and recommendation.

Alcohol Disorder

If the member has been diagnosed with alcohol use disorder, the following items must be completed before the CMA can recommend them reliable for PRP duty:

- An initial intensive outpatient-level treatment or higher level treatment
- 1-year period of strict compliance with aftercare program requirements
- PRP qualification screening and psychological evaluation with a favorable prognosis by the CMA

Once the CMA has documented their medical recommendation, the CMA will sign the DAF Form 286 and complete a *suitability factor* letter that will be returned to the certifying official.



Reinstatement and re-qualification to PRP must be approved by the Deputy Chief of Staff of the Air Force for Strategic Deterrence and Nuclear Integration, Policy and Strategy division (AF/A10P).

The reinstatement or requalification package must include:

- 1 Chain of command recommendations
- 2 CMA recommendation
- 3 Certifying official, reviewing official, and major command (MAJCOM) recommendation
- 4 Additional evidence to support the condition or reason for decertification or permanent disqualification no longer exists

CONTINUE

Next, we'll cover PRP reinstatement and requalification procedures.



Click each tab (+) below to learn more.

Request to Requalify/Reinstate —

For a member to be reinstated or requalified to PRP from a permanent decertification and disqualification, it must be formally requested from the Certifying Official (CO) or Reviewing Official (RO).

- The CO or RO initiates this request by completing an Air Force Form 286. As a MTF PRAP monitor, you will receive this form and you will treat it as a new certification.



Suitability Factors —

You will review, identify, and document the potential suitability factors (SF) and then provide the record to the Competent Medical Authority (CMA) for review and recommendation.



Review Process —

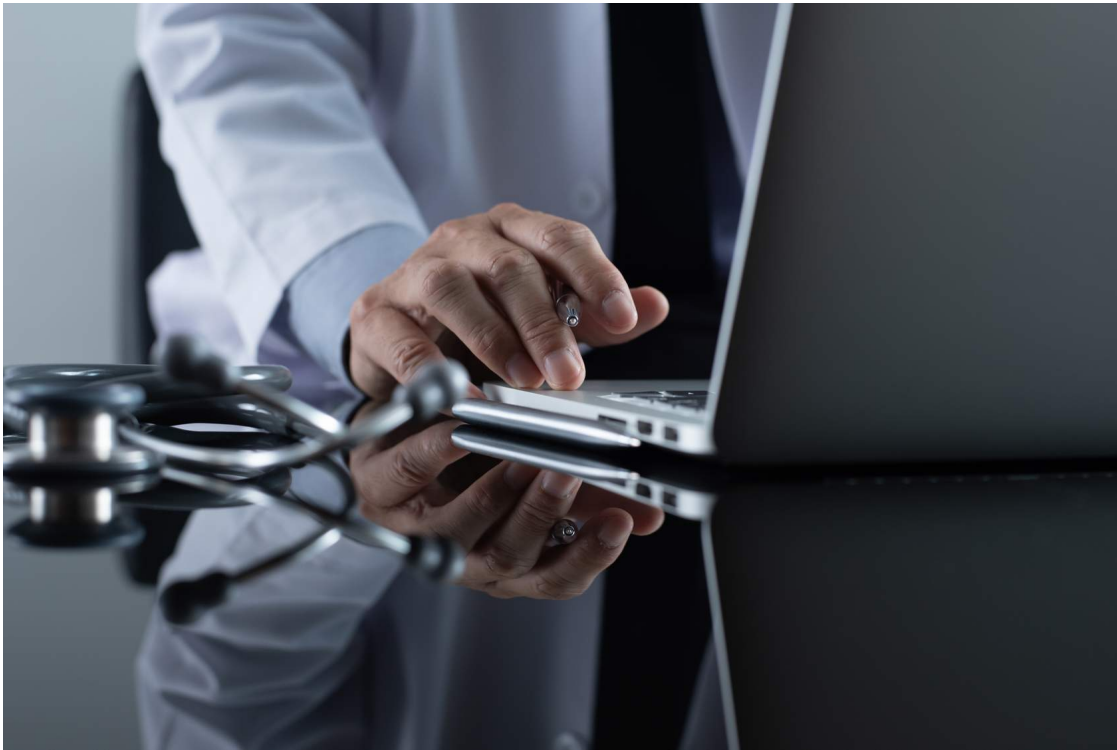
During the review process, if the member has been diagnosed with alcohol abuse disorder, the member must complete the following items before a CMA can recommend them reliable for duty:

- An initial intensive outpatient-level treatment or higher level treatment.
- A one-year period of strict compliance with aftercare program requirements.
- Undergo a PRP qualification screening and psychological evaluation with a favorable prognosis by the CMA.



CMA Review

Once the CMA review is complete and they have documented their recommendation, they will update the Air Force Form 286 and complete a SF letter. The MTF PRAP monitor will assist the CMA in sending the documents back to the requesting commander.



Requalify/Reinstate —

For a member to be requalified or reinstated, the request must be forwarded to **AF/A10P** for approval. The formal request will include chain of command recommendation (include CMA and specialty consultations (if health related), CO, RO, MAJCOM SGP, and MAJCOM PRAP monitors) with documentation that supports the opinions that the condition or reason for decertification or permanent disqualification no longer exists.





Complete the content above before moving on.

Knowledge Check. Select and submit the best option in response to the question below.

What form does the CO or RO use to recommend a reinstatement or requalification for permanently decertified/disqualified individuals?

☐

DD Form 2766

☐

Air Force Form 286A

☐

Air Force Form 286

☐

DD Form 315

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

Who may request a PRP reinstatement or requalification?

- ☐ PRAP Monitor
- ☐ Certifying Official (CO) or Reviewing Official (RO)
- ☐ MTF Commander
- ☐ Competent Medical Authority (CMA)

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

After the CMA has made the determination of status, what is the next step?

- ☐ CMA completes the Air Force Form 286 and SF letter, then return documents to the requesting commander.
- ☐ CMA completes the Air Force Form 286A.
- ☐ CMA calls the requesting commander.
- ☐ MTF PRAP monitor returns the original Air Force Form 286.

SUBMIT



Complete the content above before moving on.

Lesson 7: Presidential Support Duty

After completing this lesson, the student will be able to perform presidential support duty, IAW prescribed guidance and publications.



Presidential Support Duty (PSD)

The PSD is defined as personnel assigned to serve in roles directly supporting the President and Vice President of the United States of America.

There are three major requirements for members assigned to PSD:



Medical Screening and Surveillance

The PSD Medical Screening and Surveillance program identifies any physical or psychological conditions that might interfere with PSD during assignment to the White House Military Office.

There are three key outcomes:

1. Optimized selection of service members without any disqualifying medical and psychological conditions.

2. Close monitoring of the health status of those assigned to PSD to provide their medical readiness.
3. Expedited access to specialty care for the service members in PSD to minimize adverse impact on the mission.



Much like PRP and AUoF, PSD members are also evaluated by a provider for medical suitability factors that may prevent them from successful performance of their position.

A few examples of medical suitability factors that may impact a PSD member are (click each):

- ☐ Mood symptoms
- ☐ Recurrent panic symptoms
- ☐ Psychotic symptoms
- ☐ Uncontrolled asthma
- ☐ Uncontrolled diabetes
- ☐ Uncontrolled hypertension
- ☐ Blood clotting disorders
- ☐ Hearing loss
- ☐ Any condition requiring a medical evaluation board (MEB)



PSD members who meet the following criteria will require a notification to the White House Medical Screening Cell.

Notification Criteria #1

Does the patient's status raise concern regarding his/her reliability, adaptability, judgment, stability, and stress tolerance while serving in a national security position?

Notification Criteria #2

Does the patient have new duty or travel limitations?

Notification Criteria #3

Has the patient started a new medication that requires monitoring or special storage?

Notification Criteria #4

Is the condition stable to permit the patient to travel for up to four weeks at a time, CONUS and OCONUS, without medical or behavioral health care resources available for follow up?

Notification Criteria #5

Is the patient being referred to a higher, more intensive level of treatment for this condition that will require frequent medical visits?

Notification Criteria #6

If in behavioral health treatment, is the patient being tracked as high risk/high interest?

Notification Criteria #7

Is the patient at risk for self or other harm, to include family violence issues?

Notification Criteria #8

Has the patient been discharged from inpatient behavioral health treatment in the past ten days?

Notification Criteria #9

Does the service member require a medical board?



NOTE: PSD notifications are called into the **White House Medical Screening Cell** from the provider within 24 hours of identifying the medical suitability factor.



Medical Records

Members that are assigned to PSD may have existing hard copy medical records. PSD medical records are required to be *separated* from the main file outpatient medical records and filed on their own shelf.

NOTE: For PSD members without an existing medical record, a hard copy record will *not* be created.

***To prepare existing medical records for PSD,
the following steps must be taken (click each
tab):***

Step 1 —

Using a red permanent marker or red tape, cover the last social security number digit on both sides of the record jacket.



Step 2 —

Stamp or label the outside of the record jacket with “**PSP**” (presidential support personnel) in approximately 2-inch red uppercase letters. This stamp should be placed on the front of the record jacket on the top left corner.



Step 3 —

If your MTF chooses to use the Air Force Form 745, *Sensitive Duty Program Record Identifier* coversheet, you will need to circle “PSP” as shown below. If used, the Air Force Form 745 is only required in the active volume.

SENSITIVE DUTIES PROGRAM RECORD IDENTIFIER

PRP
PERSONNEL
RELIABILITY PROGRAM
D6DM5210 42 AFMAN13-501

PSD
PRESIDENTIAL
SUPPORT DUTY
PROGRAM
DODD 5210 35

SENSITIVE
DUTIES
PROGRAM

ATTENTION MEDICAL AND DENTAL PERSONNEL: This individual functions in a Sensitive Duties position. If any condition affecting the individual's duties is noted or suspected during treatment, contact the facility Sensitive Duties Monitor.

KEEP ON TOP OF SF 600'S/603'S
AF Form 745, REV. SEP 2011



Complete the content above before moving on.

Each member assigned to PSD will need to have their Special Duty Identifier updated in MHS Genesis. To accomplish this, you will need to follow these steps:

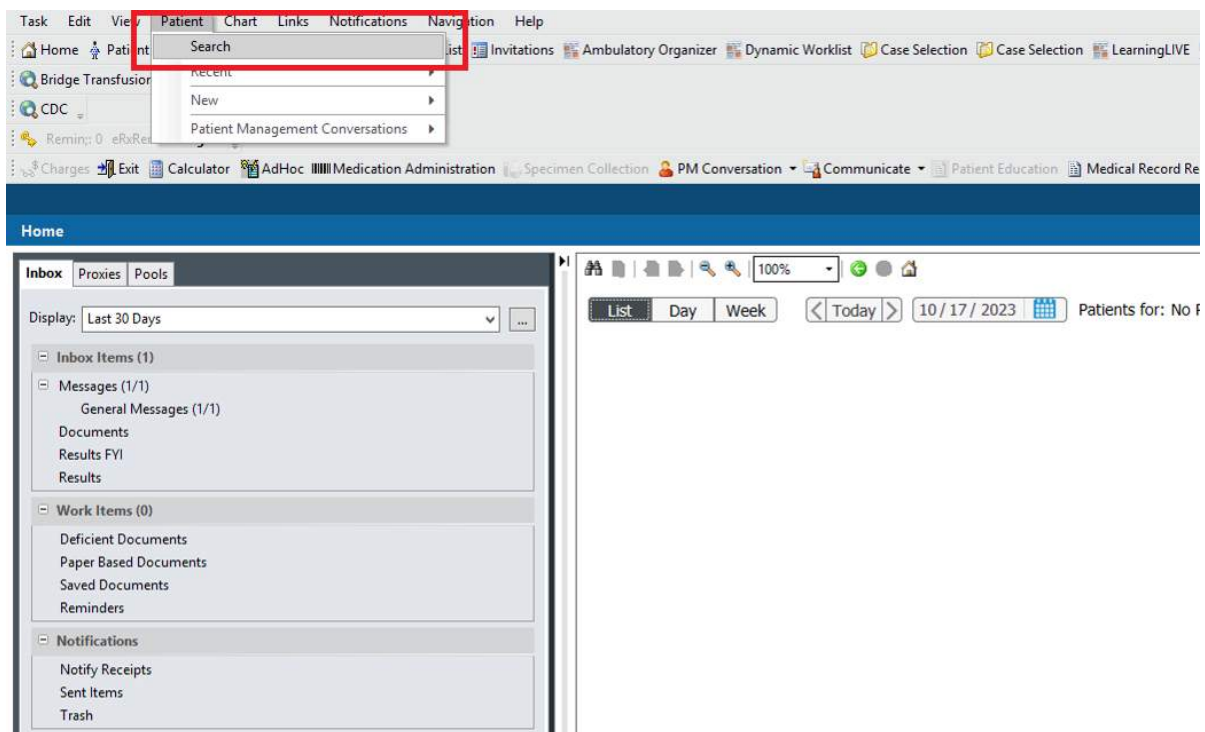
Step 1

Open the MHS Genesis Power Chart.



Step 2

Search for the PSD member.



Step 3

Select any encounter and select your appropriate assigned relationship.

Encounter Search

Device Input
☒ Off ☐ On

DOD ID:

Name (Last, First):

Middle Name:

SSN:

Sex:

Date of Birth:

Mother's Maiden Name:

MRN:

DoD Benefits Number (DBN):

FIN NBR:

DOD ID	DBN	Name (Last, First)	SSN	Sex	Date of Birth	MRN
1586765694		QQQ. TEST BABY		Female	10/18/2022	318401
1574028759		QQQ. TEST EDPT	XXX-XX-1114	Male	01/01/1999	309374
1622435825		QQQDODTESTNDAA, TESTPATIENT A		Female	01/01/1900	368706
1610776180		QQQFEDJEHR, TEST-CLEANUP	XXX-XX-5555	Male	01/06/22 14:50	148265
1614459880		qqqnroh, testblue		Male	02/13/1979	208329
1551464411		QQQSEGTWOTEST, TEST RUTH		Female	08/22/2017	203143
1551474328		QQQSEGTWOTEST, TESTFOUR		Female	01/01/1900	203276
1551466198		QQQSEGTWOTEST, TESTTHREE ANGEL		Male	12/12/1990	203162
1551466031		QQQSEGTWOTEST, TESTTWO	XXX-XX-1212	Female	12/12/1990	203159
1622429922		QQQVATESTNDAA, TESTPATIENT A		Female	01/01/1900	368525
1622430394		QQQVATESTNDAA, TESTPATIENT B		Male	01/01/1900	368539
1605052282		QQQ770MCOLOQYONE, TEST	YYY-YY-7777	Female	05/01/1978	102527

FIN NBR	Enc Type	Facility	Nurse Unit	Med Service
	Dental	zzMB Military Base	MB Dental	Dental, General Practice
	Dental	0059C	0059C-DENTAL-CL	Dental, General Practice
	Dental	zzMB Military Base	MB Dental	Dental, General Practice
	Dental	zzMB Military Base	MB Dental	Dental, General Practice
	Dental	0066C	1787C-DENTAL	Dental, General Practice
	Dental	1818C	1818C-DENTAL-CL	Dental, General Practice
	Dental	zzMB Military Base	MB Dental	Dental, General Practice
	Dental	0067C	0067C-DENTAL-B1	Dental, General Practice
	Dental	0069C	1918C-DENTAL-CL	Dental, General Practice
	Dental	0069C	1918C-DENTAL-CL	Dental, General Practice
	Dental	0117C	1354C-DENTAL-CL	Dental, General Practice

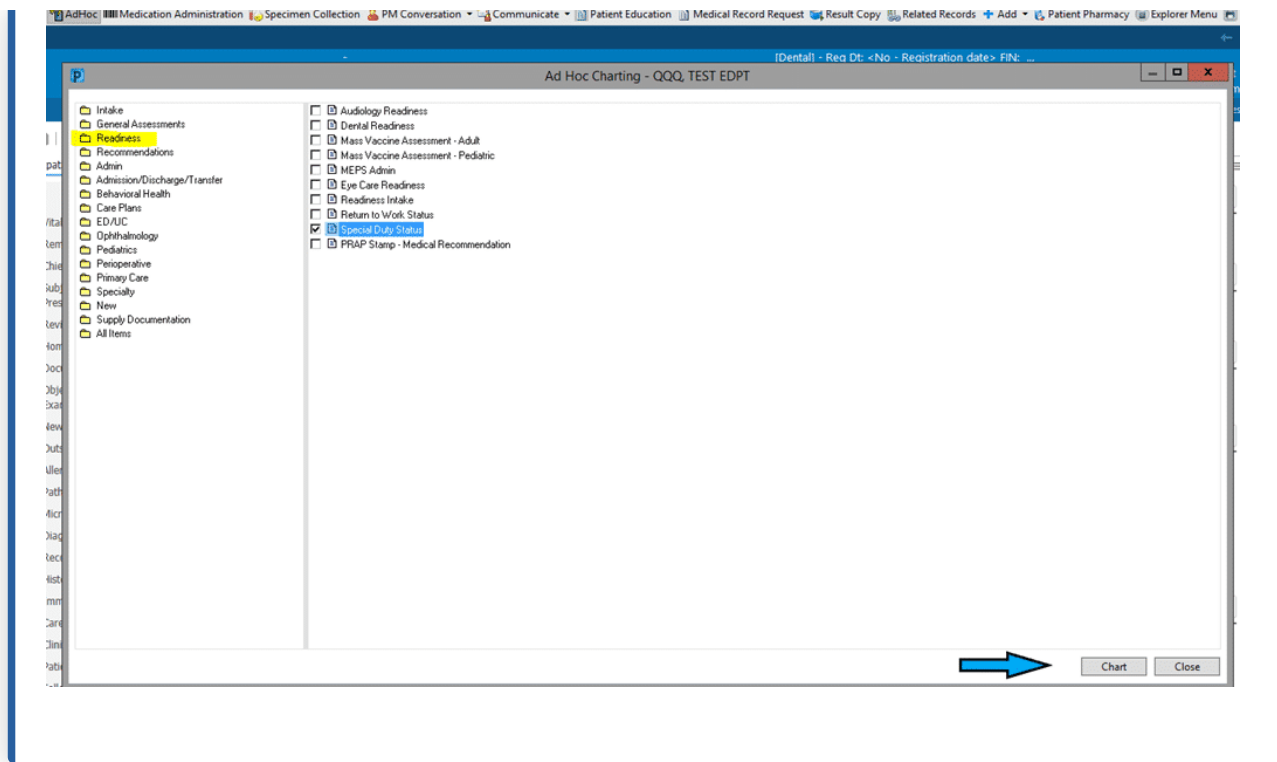
Step 4

Now that you are in the electronic medical record, you will need to update the Special Duty Identifier as PSD.

- Select the Adhoc function.
- Select the Readiness folder

From there, it will open additional folders to the right.

- Select Special Duty Status



Step 5

Select YES for Presidential Support Duty.

- Select the green check mark in the upper left-hand corner to save this identifier to the record.

This will bring you back to the electronic medical record screen and you will need to refresh the page. Upon refresh, you will see that the Special Duty Identifier has been saved to the record!

Special Duty Status - QQQ, TEST EDPT

Performed on: 05/31/2023 12:43 EDT

Special Duty Status

	Yes	No
Arming Status/Weapons Qualification		X
Aviation (Flight)		X
Dive		X
Ionizing Radiation Worker		X
Jump		X
Landing Craft Air Cushion		X
Nuclear Field Duty		X
Personnel Reliability Program		X
Presidential Support Duty	X	
Special Operations/Warfare		X
Submarine		X

QQQ, TEST EDPT

QQQ, TEST EDPT (RESTRICTED IDENTITY)
 01/01/1999 24 years Male 65 kg
 DoD ID: 1574028759 UIC

Attending
 PCM

(Dental) - Reg Dt: <No - Registration date> FRN
 Isolation Status:
 Loc: M8 Dental

Special Duty: Presidential Support Duty
 Resuscitation Status/Full code - attempt CPR
 Allergies: bees, peanuts, penicillin, shrimp, Badrim, Lactex, Isoseptol, Raspberries, Stra...



NOTE: In the event a member is *removed* from PSD, you will complete the steps above, but in Step 5, you will select NO and then select the green check mark to remove the Special Duty Identifier.

For existing hard copy medical records, you can remove the red tape from the last digit of the social security number and cover the PSP stamp. The hard copy medical record can be returned and filed within the main file outpatient medical records.

CONTINUE

Knowledge Check. Select and submit the best option in response to the question below.

Who is called for a Presidential Support Duty medical notification?

- ☐ White House Medical Screening Cell
- ☐ First Sergeant
- ☐ Medical Provider
- ☐ PSD Member

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

Which is required for PSD hard copy records?

- ☐ Black, PSP 2-inch stamp and black covering on last SSN digit
- ☐ Black, PSP 2-inch stamp and red covering on last SSN digit
- ☐ Red, PSP 2-inch stamp and red covering on last SSN digit
- ☐ Red, PSP 2-inch stamp and black covering on last SSN digit

SUBMIT

Knowledge Check. Select and submit the best option in response to the question below.

Which form is optional for use in the hard copy medical record for Special Duty Identifier?

- ☐ Air Force Form 745, *Special Duty Record Identifier*
- ☐ Air Force Form 600, *Chronological Record of Medical Care*
- ☐ Air Force Form 2110, *Outpatient Health Record*
- ☐ DD Form 2766, *Adult Preventative and Chronic Care Flowsheet*

SUBMIT



Complete the content above before moving on.