

MILPERSMAN 1300-320

NUCLEAR WEAPONS (NW) PERSONNEL RELIABILITY PROGRAM (PRP) PRELIMINARY SUITABILITY SCREENING

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| NAVPERSCOM CUSTOMER SERVICE CENTER | Phone: | Toll Free | 1-866-U ASK NPC |
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| Reference (s) | (a) SECNAVINST 5510.35C (b) DoDM 5210.42, Nuclear Weapons Personnel Reliability Program Manual, 13 Jan 15 (c) SECNAV M-5510.30, DON Personnel Security Program (d) Uniform Code of Military Justice (UCMJ) |
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1. **Policy.** The safety, security, and reliability of nuclear weapons are of paramount importance to the security of the United States. The Personnel Reliability Program (PRP) preliminary suitability screening process is designed to ensure that only those personnel who have demonstrated the highest degree of reliability, trustworthiness, personal conduct, and integrity are assigned to PRP duties.

2. **Responsibility.** The responsibility for PRP preliminary suitability screening of personnel to determine their suitability for assignment to a PRP billet rests with the commanding officer (CO) of the transferring command. The CO must ensure members receiving orders to billets requiring PRP certification undergo PRP preliminary suitability screening under the provisions of this article and references (a) and (b) using NAVPERS 1300/27 PRP Preliminary Suitability Screening. NAVPERS 1300/27 may be accessed using the following link: <http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx>. The results (suitable or unsuitable) must be forwarded to the gaining command and rating detailer by naval message, using the format in exhibit 1, within the time limits prescribed below. This authority will not be delegated, except to "acting" COs or officers-in-charge of isolated detachments. For training commands, an O5 division director may be delegated as the approving official.

3. **Applicability.** Personnel who have been selected or have received orders for assignment to a billet requiring PRP certification must receive PRP preliminary suitability screening, unless the member is currently certified in the PRP. The intent of this article is to eliminate personnel early in the transfer process who are clearly not fit for assignment to PRP positions. Full PRP certification of the member is not the intent.

a. PRP preliminary suitability screening is required for the following categories:

(1) **Personnel at Formal Courses of Instruction.** Members attending initial training (e.g., "A" School) who have been selected for follow-on assignment requiring PRP certification will undergo PRP preliminary suitability screening at the first available opportunity in their training program per reference (a). In addition to the requirements of reference (a), NAVPERS 1300/27 will be used to assist with the PRP preliminary suitability screening. Training commands will also document PRP preliminary suitability screening on OPNAV 5510/414 Nuclear Weapon Personnel Reliability Program (PRP) Screening and Evaluation Record per reference (a). NAVPERS 1300/27 will be attached to OPNAV 5510/414 and forwarded to the gaining PRP command. PRP preliminary suitability screening conducted at a previous training command (e.g., "A" School, Basic Enlisted Submarine School, Submarine Officer Advance Course, etc.) satisfies the requirement and need not be performed by follow-on schools (e.g., "C" School, P-WEPS pipeline, etc.). OPNAV 5510/414 may be accessed by using the following Web address: <https://navalforms.documentservices.dla.mil/>.

(2) **Non-PRP Personnel Transferring to Formal Training Requiring PRP Preliminary Suitability Screening.** The Catalog of Navy Training Courses (CANTRAC) identifies courses of instruction or training requiring PRP preliminary suitability screening prior to transfer. CANTRAC may be accessed by using the following link: <http://www.netc.navy.mil/Development.htm>. COs will ensure designated members are screened per this article using NAVPERS 1300/27. PRP preliminary suitability screening completion is documented on a temporary NAVPERS 1070/613 Administrative Remarks (using the format in exhibit 2). This document will be forwarded in the Service member's transfer package and submitted to the servicing personnel office for entry into the electronic service record (ESR). A naval message to the training command is not required.

(3) Non-PRP Personnel Transferring to a PRP Position.

Non-PRP personnel at either PRP or non-PRP commands who are in receipt of orders to a PRP billet require preliminary suitability screening for the PRP. COs will ensure designated members are screened per this article using NAVPERS 1300/27. The PRP preliminary suitability screening results must be reported suitable or unsuitable via naval message, using the format in exhibit 1, to the gaining command and the applicable detailer within 30 days of receipt of orders. Results of the PRP preliminary suitability screening must also be documented, per reference (a), on a temporary NAVPERS 1070/613 using the format in exhibit 2. NAVPERS 1300/27 will be attached to OPNAV 5510/414 and then forwarded to the gaining PRP command.

b. PRP preliminary suitability screening is not required for members currently serving in a PRP billet since they are under continuous evaluation. If the member is suspended from the PRP, the CO will inform the gaining activity and applicable detailer at Navy Personnel Command of the member's PRP status and anticipated resolution within 30 days of receipt of orders.

| PRP Preliminary Suitability Screening Applicability Overview | | | | |
|---|------------------|------------------------|-------------------|-------------------|
| Category | Prescreen | NAVPERS 1300/27 | Exhibit 1 | Exhibit 2 |
| Training (paragraph 3a(1)) | Yes | Yes | No | No ⁽¹⁾ |
| Non-PRP going to training (paragraph 3a(2)) | Yes | Yes | No | Yes |
| Non-PRP going to PRP billet (paragraph 3a(3)) | Yes | Yes | Yes | Yes |
| Current PRP (paragraph 3b(1)) | No | No | No ⁽²⁾ | No |

Note 1: Exhibit 2 is required only if the member is found to be unsuitable for the PRP.

Note 2: Message is required to inform the gaining command that member is currently in the PRP under continuous evaluation.

4. PRP Preliminary Suitability Screening Criteria and Process.

Conduct PRP preliminary suitability screening per this article and references (a) and (b) using NAVPERS 1300/27. The designated PRP preliminary suitability screener will thoroughly review the

member's service record, Joint Personnel Adjudication System (JPAS) record or the Defense Information System for Security (DISS) record, medical and dental records, and conduct a personal interview. Report PRP suitability in the format provided in exhibits 1 and 2 (as required). PRP preliminary suitability screeners are not required to be in the PRP, but are required to be trained in Privacy Act and personally identifiable information (PII) requirements. Mandatory annual PII training for users of DON information systems fulfills the requirement for Privacy Act and PII training. PII training is available through My Navy Portal, Total Workforce Management System, MarineNet, and the Department of the Navy Chief Information Officer Web site, which may be accessed by using the following link: <http://www.doncio.navy.mil/PIIcourse/>.

a. **Authorization for Disclosure of Medical or Dental Information.** If not already completed, the member must fill out OPNAV 5510/419 Nuclear Weapons Personnel Reliability Program Authorization for Disclosure of Medical and Dental Information, prior to the PRP preliminary suitability medical screening process. OPNAV 5510/419 Nuclear Weapons Personnel Reliability Program Authorization for Disclosure of Medical and Dental Information may be accessed using the following link: <https://navalforms.documentservices.dla.mil>. Once completed, OPNAV 5510/419 must be maintained in the Service member's transfer package until arrival at the gaining PRP command.

b. **Military Personnel Record Review.** All available personnel records, including the ESR and the official military personnel file (OMPF), will be reviewed for adverse information as defined in references (a) and (b).

c. **Personnel Security Investigation (PSI).** Nominated members must meet the security requirements as defined in references (a), (b), and (c) for their proposed position. For the purposes of this article, PSI results (the actual report of the PSI) must not be requested or reviewed by the transferring command. This will be accomplished by the gaining PRP command.

d. **STR (Medical and Dental) Review.** Nominated members must be physically and mentally suitable for PRP assignment.

(1) The PRP preliminary suitability medical screener must verify that the member has completed and signed OPNAV 5510/419 prior to conducting any medical record screening. DD 2807-1 Report of Medical History must be used for the medical portion of

the PRP preliminary suitability screening process, which may be performed by any physician, physician assistant, nurse practitioner, or independent duty hospital corpsman. DD 2807-1 may be accessed by using the following Web address: <http://www.esd.whs.mil/Directives/forms/>. Preliminary medical screeners must review and become familiar with the Bureau of Medicine and Surgery (BUMED) PRP preliminary training presentation available on the Joint Knowledge Online (JKO) Web site located at: [https://intelshare.intelink.gov/sites/jko/prp/sitepages/PRP Pre-screening.aspx](https://intelshare.intelink.gov/sites/jko/prp/sitepages/PRP_Pre-screening.aspx) prior to conducting the medical screening process. Preliminary PRP medical screeners are not required to be qualified or designated as CMA or PRP medical personnel.

(2) Any medical information of a concerning nature that is not obviously disqualifying, but requires adjudication by PRP CMA prior to PRP certification, is not required to be further investigated by the transferring command. Training commands having access to an appropriately PRP trained and qualified CMA may (if time permits) have the concerning medical information adjudicated by a CMA.

(3) Health Insurance Portability and Accountability Act and Privacy Act regulations must be observed when reviewing medical records. Due to the sensitivity and confidential nature of these records, access must extend only to those who normally work with these records and have completed the requisite Privacy Act and PII training. All PRP preliminary suitability screeners must protect health information and ensure that the provisions of the Privacy Act are not violated.

e. **Personal Interview.** The purpose of the interview is to assess whether the member has a positive attitude toward nuclear weapons-related duties, determine the member's willingness to work with nuclear weapons or nuclear weapons-related material, and to identify and or discover any additional information that would disqualify the member from PRP-related duties.

5. **Suitability or Unsuitability Determination.** Determine suitability or unsuitability for PRP based on JPAS or DISS, OMPF, medical and dental record review, personal interview, and any other reliable information available (i.e., chain of command, chaplain, Drug and Alcohol Program Advisors, etc.). If the member is found to be unsuitable, in addition to the reporting requirements in paragraph 3 of this article, PRP disqualification requirements in reference (a) must be followed including:

(a) Letter to Director, Strategic Systems Programs (SP31);

(b) Permanent NAVPERS 1070/613 entry (for enlisted personnel) or a letter to Navy Personnel Command (NAVPERSCOM), Post Selection Board Matters Branch (PERS-833) (for officers); and

(c) Other appropriate administrative actions (depending on the circumstance). The permanent NAVPERS 1070/613 format in exhibit 2 satisfies this requirement.

6. **Reporting Procedures**

a. **Preliminary Screening.** Initiate the PRP preliminary suitability screening process immediately upon receipt of orders.

b. **Report Suitability.** Report the suitability determination of PRP preliminary suitability screening using exhibits 1 and 2 within the time constraints provided in paragraph 3. Do not include sensitive medical information when reporting PRP suitability and ensure Privacy Act requirements are met.

c. **Copy of Enlisted or Officer Screening.** In all cases, a copy of the completed NAVPERS 1300/27 and exhibit 2 (where applicable) will be included in the Service member's transfer package.

7. **Change of Suitability Determination.** If any subsequent information renders the member unsuitable, (occurring at the transferring command, any intermediate activity, or enroute), hold orders in abeyance and notify the applicable detailee at Navy Personnel Command immediately. Ensure the member is aware of his or her responsibility to report any circumstances that may change his or her suitability status immediately to avoid disciplinary action under reference (d), article 107 (false official statements) for failing to do so.

8. **Policy Support.** Questions about PRP policy and PRP preliminary suitability screening requirements may be forwarded to (NIPRNET) prp@ssp.navy.mil or (SIPRNET) prp@ssp.navy.smil.mil.

EXHIBIT 1

REPORT OF PRELIMINARY SUITABILITY FOR PRP ASSIGNMENT MESSAGE
(Use proper message format containing the following)

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FM USS SCREENING COMMAND
TO USS RECEIVING COMMAND
COMNAVPERSCOM MILLINGTON TN//PERS-4//
BT
UNCLAS//N01300//
MSGID/GENADMIN/SCREENING COMMAND//
SUBJ/REPORT OF SUITABILITY or UNSUITABILITY FOR PRP ICO
NAME, RATE OR RANK//
REF/A/DOC/MILPERSMAN/1300-320/DDMMYY//
REF/B/DOC/SECNAVINST 5510.35C/9AUG16//
REF/C/GENADMIN/CNPC ORDER/DATE//
NARR/ REF A IS MILPERSMAN. REF B IS DEPARTMENT OF THE NAVY
NUCLEAR WEAPONS PERSONNEL RELIABILITY PROGRAM (PRP)
INSTRUCTION. REF C IS BUPERS ORDER NNNN.//
POC/NAME/RANK/IDENTIFIER/TEL:/EMAIL://
RMKS/1. AS DIRECTED BY REFS A AND B AND PER REF C, SNM PRP
SUITABILITY PRESCREENING HAS BEEN COMPLETED. MBR IS
(SUITABLE/UNSUITABLE) FOR PRP ASSIGNMENT.//
BT
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EXHIBIT 2

PRP PRELIMINARY SUITABILITY SCREENING/NAVPERS 1070/613 ADMINISTRATIVE REMARKS

COMMANDING OFFICER, NAVAL STATION ANYTOWN (UIC 12345)

DDMMYYYY: Member has been prescreened for suitability in the Nuclear Weapons Personnel Reliability Program (PRP) per provisions of DoDM 5210.42 and SECNAVINST 5510.35C and is recommended/not recommended (circle one) for duties involving nuclear weapons.

A.B. SEA, CDR, USN
Commanding Officer

(if recommended for a PRP position)

DDMMYYYY: I have read and understand the qualifying and disqualifying criteria for the Personnel Reliability Program (PRP) contained in DoDM 5210.42 and SECNAVINST 5510.35C.

MEMBER'S SIGNATURE/DATE

(if not recommended for a PRP position)

DDMMYYYY: DISQUALIFIED for assignment to nuclear weapons positions.

I have read and understand the qualifying and disqualifying criteria for the Personnel Reliability Program (PRP) contained in DoDM 5210.42 and SECNAVINST 5510.35C. I understand that I am not qualified for assignment to nuclear weapons positions and the PRP due to my inability to meet the PRP standards.

I also understand that I have the right to appeal this decision per SECNAVINST 5510.35C and that there is no statute of limitation for submitting the request.

MEMBER'S SIGNATURE/DATE

Witnessed:

A.B. SEA, CDR, USN
Commanding Officer