

## MILPERSMAN 1300-320

### NUCLEAR WEAPON (NW) PERSONNEL RELIABILITY PROGRAM (PRP) SUITABILITY PRELIMINARY SCREENING

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<b>Reference (s)</b>	(a) SECNAVINST 5510.35B, Department of the Navy (DON) Nuclear Weapon Personnel Reliability Program Instruction (b) DoD 5210.42-R, Nuclear Weapon Personnel Reliability Program Regulation, 30 Jun 06 (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) suitability preliminary 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 preliminary 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 will ensure that members receiving orders to billets requiring PRP certification undergo preliminary screening by the provisions of this article and references (a) and (b) by utilizing NAVPERS 1300/27 Personnel Reliability Program (PRP) Suitability Preliminary Screening Checklist which can be accessed by using the following link: <http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx>. The results (either suitable or unsuitable) will 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 the "acting" CO or officer-in-charge of isolated detachments. For training commands, an O-5 division director may be delegated as the approving official.

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

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

(1) **Personnel at Formal Courses of Instruction**. Members attending initial training such as "A" schools and who have been selected for follow-on assignments requiring PRP certification will undergo a PRP preliminary 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 utilized to assist with the PRP preliminary screening. Training commands will also document PRP preliminary screening on OPNAV 5510/414 Nuclear Weapon Personnel Reliability Program (PRP) Screening and Evaluation Record as required by reference (a). NAVPERS 1300/27 will be attached to OPNAV 5510/414 and then forwarded to the gaining PRP command. Preliminary screening conducted at a previous training command (i.e., "A" school, BESS, SOAC, etc.) satisfies the requirement and does not need to be performed by follow-on schools (i.e., "C" school, P-WEPS pipeline, etc.). NAVPERS 1300/27 can be accessed by using the following link: <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>.

(2) **Non-PRP Personnel Transferring to Formal Training Which Requires PRP Suitability Preliminary Screening**. The Catalog of Navy Training Courses identifies courses of instruction or training which requires PRP preliminary screening prior to transfer. COs will ensure that designated members are screened using NAVPERS 1300/27. Screening completion is documented on a temporary NAVPERS 1070/613 Administrative Remarks using the format in Exhibit 2 which will be forwarded in

the transfer package and submitted to the servicing personnel office for entry in 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 suitability preliminary screening for the PRP. COs will ensure that designated members are screened using NAVPERS 1300/27 and the results are reported (suitable or unsuitable) via naval message, using the format in Exhibit 1, to the gaining command and the assigned rating detailee within 30 days of receipt of orders. PRP preliminary screening shall 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 suitability preliminary screening is not required for the following categories:

(1) **Current PRP Personnel.** PRP preliminary screening for members currently serving in a PRP billet is not required since they are under continuous evaluation. If the member is temporarily decertified from the PRP, the CO will inform the gaining activity and Commander, Navy Personnel Command (CNPC) of the member's PRP status and anticipated resolution within 30 days of receipt of orders.

(2) **Prospective COs.** This article does not apply to members transferring into a CO billet. COs are considered preliminarily screened and screened for training if they possess the required investigation and have been formally screened for command by a command selection board.

<b>PRP Suitability Preliminary Screening Applicability Overview</b>				
<b>Category</b>	<b>Prescreen</b>	<b>NAVPERS 1300/27</b>	<b>Exhibit 1</b>	<b>Exhibit 2</b>
Training (paragraph 3a(1))	Yes	Yes	No	No <sup>(1)</sup>
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 <sup>(2)</sup>	No
Prospective CO (paragraph 3b(2))	No	No	No	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 Suitability Preliminary Screening Criteria and Process.**

Conduct PRP suitability screen, per this article and references (a) and (b), using NAVPERS 1300/27; thorough reviews of the member's service record; Joint Personnel Adjudication System (JPAS) record; and medical and dental record; and a personal interview. Report PRP suitability in the format provided in Exhibits 1 and 2. PRP suitability preliminary screeners are not required to be in the PRP, but are required to be trained in Privacy Act and personally identifiable information (PII) requirements. The mandatory annual PII training for users of DON information systems fulfills the requirement for Privacy Act and PII training. PII training is available through Navy Knowledge Online, Total Workforce Management System, MarineNet, and the Department of the Navy Chief Information Officer Web site and can 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 preliminary screening process. This form is available for download through the Naval Forms Online Web site (<https://navalforms.documentservices.dla.mil>). Once completed, OPNAV 5510/419 will be maintained in the 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 expected position. For the purposes of this article, PSI results (the actual report of the PSI) shall not be requested or reviewed by the transferring command. This will be accomplished by the gaining PRP command.

d. **Medical and Dental Record Review.** Nominated members shall be physically and mentally suitable for PRP assignment.

(1) Medical potentially disqualifying information (PDI) that is not obviously disqualifying, but requires adjudication by a competent medical authority (CMA) prior to PRP certification, is not required to be further investigated by the transferring command. Training commands that have access to an appropriately PRP trained CMA may (if time permits) have medical PDI adjudicated by a CMA.

(2) Health Insurance Portability and Accountability Act and Privacy Act regulations shall be observed when reviewing medical records. Due to the sensitivity and confidential nature of these records, access shall extend only to those who normally work with these records and have completed the requisite Privacy Act and PII training. Preliminary screeners shall 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 determine if the member has a positive attitude regarding nuclear weapons duties, has a willingness to work with nuclear weapons or related material, and to discover any information that will make the member ineligible for the PRP.

5. **Suitability or Unsuitability Determination.** Determine suitability or unsuitability for PRP based on JPAS, 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) shall be followed, which include a letter to Director, Strategic Systems Programs (office code SP31), a permanent NAVPERS 1070/613 entry for enlisted personnel or a letter to Navy Personnel Command (NAVPERS), Post Selection Board Matters Branch (PERS-833) for officers, and (depending on the circumstance) other appropriate administrative actions. The permanent NAVPERS 1070/613 format in Exhibit 2 satisfies the above requirement.

6. **Reporting Procedures**

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

b. **Report Suitability.** Report the suitability determination of PRP preliminary screening utilizing 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 transfer package.

7. **Change of Suitability Determination.** If any subsequent information renders the member unsuitable (occurring at the transferring command, any intermediate activity, or en route), hold orders in abeyance and notify 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 preliminary screening requirements may be forwarded to [prp@ssp.navy.smil.mil](mailto:prp@ssp.navy.smil.mil).

## EXHIBIT 1

**REPORT OF 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//PERSNNN//
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 5510.35B/01MAR11//
REF/C/GENADMIN/CNPC ORDER/DATE//
NARR/ REF A IS MILPERSMAN. REF B IS DEPARTMENT OF THE NAVY
NUCLEAR WEAPON PERSONNEL RELIABILITY PROGRAM INSTRUCTION.
REF C IS BUPERS ORDER NNNN.//
POC/NAME/RANK/IDENTIFIER/TEL:/EMAIL://
RMKS/1. AS DIRECTED BY REF 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

**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 DoD 5210.42R and SECNAVINST 5510.35B and is recommended/is not recommended (circle one) for duties involving nuclear weapons.

A.B. SEA, CDR, USN  
Commanding Officer

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(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 DoD 5210.42R and SECNAVINST 5510.35.B.

MEMBER'S SIGNATURE/DATE

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(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 DoD 5210.42R and SECNAVINST 5510.35B. 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 5510.35B and that there is no statute of limitation for submitting the request.

MEMBER'S SIGNATURE/DATE

Witnessed:

A.B. SEA, CDR, USN  
Commanding Officer