

SECURITY INFORMATION FILE (SIF) CHECKLIST

THIS IMT CONTAINS PERSONAL INFORMATION THAT REQUIRES PROTECTION FROM UNAUTHORIZED DISCLOSURE.

I. INITIAL IDENTIFICATION INFORMATION		
a. NAME (Last, First, Middle Initial)	b. GRADE	c. SSN
d. ORGANIZATION	e. OFFICE SYMBOL	f. TELEPHONE
g. REASON		h. SOURCE
i. AUTHORITY		j. DATE ESTABLISHED

II. PRE-CLOSURE ACTIONS			
INITIATION ACTIONS	DATE COMPLETED	FINAL ACTIONS	DATE COMPLETED
a. Request for SIF establishment received		j. All supporting documents received	
b. SIF/suspension notification to member		k. Review AFI 31-501 Attachment 16 to ensure all actions are taken	
c. LAN access removed (if applicable)		l. JA	
d. AF IMT 2586 accomplished (if applicable)		m. DP	
e. Installation commander notified		n. SF	
f. JPAS updated		o. SG	
g. Civilian Personnel notified (Civ only) (Labor and Employee Mgmt Section)		p. Other (Specify)	
h. Additional investigative action (OSI/SF)			
i. Restricted Area Badge turn-in		q. Commander's final security determination memorandum	

III. MAINTENANCE					
COMMANDER UPDATE	DUE	RECEIVED	COMMANDER UPDATE	DUE	RECEIVED
a. 30-day update			c. 90-day update		
b. 60-day update			d. 120-day update		

NOTE: It is an Air Force goal to complete all base-level actions within 120 days.

IV. POST-CLOSURE ACTIONS			
TRANSFERRED TO CAF		TRANSFERRED TO GAINING BASE	
ACTION TAKEN	DATE	ACTION TAKEN	DATE
a. AF IMT 174 received		e. Transmittal memorandum completed	
b. Waiver requested from AFCAF		f. Copy of orders received	
c. 180-day status request		g. SIF forwarded	
d. 270-day status request		h. AF IMT 174 received	

V. REMARKS (Continued on reverse)

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

REMARKS (Continued)

VI. SIF PROCESS FOLLOW-UP			
SIF PROCESS FOLLOW-UP QUESTIONS	YES	NO	IF NO, BRIEFLY STATE REASON
a. Was SIF established within 20 days of unfavorable information?	<input type="checkbox"/>	<input type="checkbox"/>	
b. Was a 45-day extension granted to establishing commander? (Explain if SIF establishment exceeded 45 days)	<input type="checkbox"/>	<input type="checkbox"/>	
c. Is SCI access involved (current or projected)? (Refer to AFMAN 14-304 and AFI 31-501, para 8.2.2.3.)	<input type="checkbox"/>	<input type="checkbox"/>	
d. Was SIF returned from AFCAF as incomplete? (Explain if yes, resubmitted within 60 days or waiver requested)	<input type="checkbox"/>	<input type="checkbox"/>	