



**INFORMATION SECURITY PROGRAM
MANAGEMENT**

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AFI 31-401, 1 January 1999, is supplemented as follows:

1.3.1.3.5.1. (Added) Provide written notification designating the unit security managers to the Information Security Office (75 SFS/SFAI).

1.3.6.9. (Added) Unit security managers will maintain a Security Managers' Handbook to include the following items:

1.3.6.9.1. (Added) All appointment letters applicable to the Information Security Program i.e., Security Manager, Top Secret Control Officer.

1.3.6.9.2. (Added) Internal Security Operating Instructions.

1.3.6.9.3. (Added) Self-Inspection Checklist.

1.3.6.9.4. (Added) Semiannual Security Self-Inspection Reports.

1.3.6.9.5. (Added) Information Security Program Review Reports.

1.3.6.9.6. (Added) Security Training Material.

1.3.6.9.7. (Added) Miscellaneous items pertinent to program management.

1.4.2.2. (AFMC). Formal responses are required in deficient programs in order to monitor corrective actions.

1.5.3. Document NATO briefings on *AF Form 2583, Request for Personnel Security Action*.

4.11. (AFMC). During normal reviews or when pulled from file, all classified material, including that with "Originating Agency's Determination Required" or "OADR" designation, must be reviewed. The purpose is to ensure information/material contains appropriate markings i.e.; classify by line, reason line

and declassify on line. The level of classification and date for declassification are of utmost importance to ensure classified is not over or under protected. A Security Classification Guide (SCG) by title normally appears on the classify by line. The reason line contains appropriate paragraph in the SCG or exemption under *Executive Order 12958*. The declassify on line contains the date the Original Classification Authority (OCA) determined as necessary to sustain the classification level of the system depending on life expectancy. If an organization has a large amount of classified, a reasonable timeline and date of completion for a review must be determined. **NOTE:** A declassify designation must not be changed without approval of the OPR/OCA. Each organization with custodial control of classified has the responsibility to ensure program managers, engineers, technicians, etc., are tasked to completely review all marked holdings for accuracy.

5.7. (Added) *AFMC Form 97, Visit Request*, will be sent via electronic media or mail to the receiving organization no later than three duty days prior to the visit. All visitors entering a controlled area will sign in on organizational visitor control logs and sign out when the visit is terminated. Owners/users will review visitor control logs on a daily basis to ensure that controlled area badges are returned and visitor control logs are annotated correctly. Prior to allowing a foreign national access to any area, the visit must first be cleared through the Foreign Disclosure Office (OO-ALC/LGMS-FDO), 7-6857.

5.12.1. (Added) The same individual who signs the "Opened By" and "Closed By" blocks on the *SF Form 702, Security Container Check Sheet*, will not sign the "Checked By" block unless no additional personnel are on duty.

5.12.2. (Added) Completed *Standard Forms 701, Activity Security Checklist*, and *Standard Forms 702* shall be on file for a period of 90 days.

5.15.1. Coordinate through 75 SFS/SFAI five-duty days prior to meeting. All rooms built prior to 23 Feb 00 used to discuss collateral classified requires accomplishment of all procedures identified in the AFMC Supplement to this paragraph.

5.20.4. (Added) Wall construction for classified secure rooms will be as outlined in *Appendix G of DoD 5200.1-R*. In lieu of mesh or 18 gauge expanded steel screen, organizations may reinforce all walls in secure rooms with ¾ inch plywood on both sides of wall or ½ inch plywood on one side of wall. The plywood will be lined with sheet rock for fire protection purposes. The fire marshal should be contacted for further requirements. The Commander, 75th Security Forces Squadron, is hereby delegated as the approval authority for storage of national security information in the open or unattended mode.

5.20.8.75. SFS/SFAI will be notified and coordinate on all new construction and remodeling of buildings, containers, rooms or vaults that contain classified material, media or information.

5.23.4. (Added) All *Standard Forms 700, Security Container Information*, will list all personnel having the combination to the respective container. If there are more than four personnel listed, a sheet of blank paper having the same information as Block 10 will be filled out with additional names and pertinent information. The original will go inside the safe with Part 1 of *SF 700* and a copy will go with Part 2. Each additional personnel information sheet will be affixed to the *SF 700* it applies to. This will also serve as the requirements for container information/combination control.

5.28.2. (Added) In order to ensure compliance in regards to reduction of classified holdings as mentioned in *AFI 31-401/AFMC Sup-1, para. 5.28.2.*, all safe custodians will maintain a record of the status of the review and reduction process within their respective containers. This process will be examined during 75 SFS/SFAI information security program reviews.

6.3.2. Federal Express (FedEx) has been authorized to transport secret and confidential material addressed to other DoD activities within the CONUS. Use of the carrier will be when it is the most cost effective way to meet program requirements. Personnel should be aware that all incoming FedEx shipments could contain classified material. Therefore, internal procedures will be developed to ensure only properly cleared individuals sign for incoming FedEx shipments. These procedures will be subject to review during information security program reviews. *An AF Form 12, Accountable Container Receipt, or AF Form 310, Document Receipt and Destruction Certificate, must be completed anytime the material is transferred from the receiver to another internal customer.*

6.4.1.2. (Added) First Class Mail has the potential of containing classified information at the confidential level. Organizations who receive First Class must develop procedures to ensure all First Class is under constant surveillance until opened by the recipient, wherein a decision can be made relative to degree of protection required. Organizations who transmit classified information via first class mail must also develop procedures to ensure constant surveillance of the classified (unless placed in a secure, approved container) until picked up by an authorized agency or courier.

6.8. (AFMC). The local area is defined as: outside the perimeter of Hill AFB, UTTR, Little Mountain, and other manned geographically separated units (GSUs) established to meet special mission requirements. In addition, a DD Form 2501, Courier Authorization, or Courier Authorization Letter is required to hand carry classified into or out of building 1515, Building 133 (Command Post), building 891, building 1232, and any manned entry/exit gates at the perimeters of the above mentioned areas. Personnel who frequently hand carry-classified material may maintain possession of their respective *DD Form 2501* to facilitate accomplishment of mission requirements.

8.1.1. Training will be implemented and conducted by 75 SFS/SFAI. An exam will be given at the end of the training.

8.2.2. (Added) Security Manager will document all training. It will be an item for review during information security program reviews

8.7.2.2. (AFMC). Security Manager Meetings will be conducted by 75 SFS/SFAI semiannually as a minimum.

9.2.1.1. (Added) The inquiry official must be an impartial commissioned officer, senior NCO, or civil service employee GS-09 and above.

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