

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE (AFMC)**



**AIR FORCE INSTRUCTION 31-601
HILL AIR FORCE BASE
Supplement 1
3 APRIL 2001**

SECURITY

**INDUSTRIAL SECURITY PROGRAM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

AFI 31-601, 22 November 2000, is supplemented as follows:

1.4. Send inquiries and recommendations to 75 SFS/SFAI, Information Security, 6010 Gum Lane, Hill AFB UT 84056-5825. The 75 SFS/SFA will respond or forward to HQ AFMC/SF.

1.5.9.1. (Added). The 75 SFS/CC acts and signs on behalf of the installation commander (OO-ALC/CC) at Hill AFB for industrial security matters.

1.6.1.4. At Hill AFB, Utah Test and Training Range (UTTR), and Little Mountain Test Complex, the 75 SFS/SFA is the Servicing Security Activity (SSA). The 75 SFS/SFAI manages the Industrial Security Program.

1.6.2.6. (Added). When a classified contract is to be performed on Hill AFB, Utah Test and Training Range, and Little Mountain Test Complex, the program/project office or the office responsible for initiating requests for contract support forwards the following to 75 SFS/SFAI:

- Name and address of contractor.

- Degree of security clearance required.
- Access and storage requirements.
- Location of contract performance.
- Name and telephone number of a local contract representative.
- Dates the contract will be performed.
- Any special security requirements.
- A copy of *DD Form 254, DoD Contract Security Classification Specification*.
- A copy of contractor's request for visit.
- Name of sponsoring organization security manager.

1.6.2.7. (Added). When contract performance is completed, furnish 75 SFS/SFAI written notice.

1.6.5.1. The 75 SFS/SFAI is responsible for security oversight of contractor cleared facilities and visitor groups. Conduct security reviews in accordance with *National Industrial Security Program Operating Manual (NISPOM)*, *DoD 5220.22-M*, and *Visitor Group Security Agreements (VGSA)*.

1.7.1.1. Submit requests through the Public Affairs Office (OO-ALC/PA), 7891 Georgia Street, Hill AFB UT 84056-5824).

1.7.2. Contact 75 SFS/SFAI in person or via secure telephone with the initial report.

1.8.2.1. On-base "cleared facilities" notify 75 SFS/SFAI within 24 hours of discovery of violations reported to CSO. Furnish 75 SFS/SFAI a copy of all administrative inquiries, investigations, and other administrative actions required in connection with security deviations or security violations. The 75 SFS/SFAI informs the OO-ALC Intelligence Office (OO-ALC/TICS) of security incidents involving SCI and non-SCI intelligence information. The 75 SFS/SFAI informs the Information Assurance Office (75 CS/SCBNS) of any security incidents involving communications security (COMSEC), computer security (COMPUSEC), or emission security (EMSEC).

2.1.2. The 75 SFS/CC is approval authority for interim top-secret facility clearances.

2.3.4.3. Send requests through 75 SFS/SFAI.

3.1.5. (Added). Do not appoint contractor personnel as security managers for AF activities.

4.2.3.1. (Added). Include and show coordination of security manager for the system program director or project manager; OO-ALC/TICS, for intelligence support and release instructions; 75 CS/SCBNS for Command Control Communications, Computer (C4) systems security, and COMSEC/Emission requirements, 75 SFS/SFAI for industrial security and classification management on *DD Form 254*, Block 13, Security Guidance. Include foreign disclosure office (OO-ALC/LGMS/FDPO) in the coordination process when any issues arise involving foreign interests.

4.3.2.2. (Added). The biennial review will be documented, signed by the program manager or designee, and forwarded to 75 SFS/SFAI, as well as other official holders of the *DD Form 254*.

4.5.1. The 75 SFS/CC is delegated the authority to establish visitor groups.

4.5.7. (Added). The 75 SFS/CC, contracting officer, program/project manager and the Air Force unit security manager sign the visitor group security agreement with contractor's designated management/security representative.

6.1.1. The 75 SFS/SFAI conducts security reviews of cleared facilities and visitor groups at least once every 12 months or as determined by the SSA.

6.1.4.6. (Added). 75 SFS/SFAI will annotate security reviews for Visitor Groups on *DD Form 696, Industrial Security Inspection Report*, and Letter of Requirements.

7.3.2.1. (Added). Send visit requests and changes to security manager of organization being visited. Security managers should route copies to focal points for visit, as applicable. Security managers maintain copies of visit requests on file until expiration date indicated on the request.

9.1.1. The 75 CS/SCBNS is the office of primary responsibility (OPR) for COMSEC and EMSEC requirements for automated information system (AIS) accreditation.

9.1.1.1. (Added). The 75 CS/SCBNS formulates policy and disseminates guidance pertaining to communications security (COMSEC), computer security (COMPUSEC), and emission security (EMSEC). They disseminate COMSEC information to contractors with COMSEC accounts, and inspect COMSEC contractor facilities.

10.2. Notification of this relief should be furnished to 75 SFS/SFAI.

10.2.1. (Added). OO-ALC/TICS is responsible for sensitive compartmented information (SCI) and non-SCI intelligence information.

10.3. (Added). The 75 SFS/SFAI is the OPR for the OO-ALC Operations Security (OPSEC) Program.

11.4. Forward requests through 75 SFS/SFAI.

11.5. (Added). OO-ALC/LGMS/FDPO approves security requirements for contracts that involve foreign military sales for Air Force Materiel Command organizations. The 388 FW/CCP approves security requirements for contracts that involve foreign military sales for Air Combat Command organizations.

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