

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**



AIR FORCE INSTRUCTION 31-401

1 NOVEMBER 2005

Incorporating Change 1, 19 August 2009

**PACIFIC AIR FORCES
Supplement**

18 FEBRUARY 2010

**51ST FIGHTER WING
Supplement**

8 JUNE 2012

Security

**INFORMATION SECURITY
PROGRAM MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ USAF/XOS-FI

Certified by: HQ USAF/XO
(Lt Gen Carrol H. Chandler)

Pages: 135

Supersedes: AFI 31-401,
1 November 2001

(PACAF)

OPR: HQ PACAF/IPO

Certified by: HQ PACAF/IPO
(Ruben C. Mesinas)

Pages:9

Supersedes: AFI 31-401_PACAFSUP1,
3 April 2006

(51FW)

OPR: 51 FW/IP

Certified by: 51 FW/CV
(Col Mark D. DeLong)

Pages:34

Supersedes: AFI 31-401/51FW Sup 1,
6 July 2009

This publication implements Air Force Policy Directive (AFPD) 31-4, Information Security. It prescribes and explains how to manage and protect unclassified controlled information and classified information. Use this instruction with Executive Order (EO) 12958, as amended, Classified National Security Information, 25 March 2003; Office of Management and Budget (OMB), Information Security Oversight Office (ISOO) Directive Number 1, Classified National Security Information, Executive Order 12829, National Industrial Security Program (NISP), DOD Manual 5220.22, National Industrial Security Program Operating Manual, January 1995; and, Department of Defense (DOD) 5200.1-R, Information Security Program, 14 Jan 97, for the management of the Air Force Information Security Program. Additional references include DOD Instruction (DODI) 5240.11, Damage Assessments, 23 Dec 91; DOD Directive (DODD) 5210.83, Unclassified Controlled Nuclear Information (UCNI), 15 Nov 91; Air Force Policy Directive (AFPD) 31-4, Information Security. This instruction is applicable to contractors as prescribed in AFI 31-601, Industrial Security Program. All these references are listed at the end of each paragraph where applicable. This instruction is not to be used as a stand-alone document. HQ USAF/XOS-F is delegated approval authority for revisions to this AFI.

(PACAF) This supplement applies to PACAF installations and Air National Guard (ANG) units. It does not apply to the Air Force Reserve. This instruction may be supplemented at wing level. Forward all supplements to MAJCOM Information Protection (IP) Offices for review and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Offices that require funds to meet these requirements should fund internally or elevate via the corporate process. See Attachment 1 for a glossary of references and supporting information.

(51FW) AFI 31-401, *Information Security Program Management*, 1 November 2005 and AFI 31-401_PACAFSUP I, 17 February 2010 are supplemented as follows: The supplement establishes wing guidance and unit responsibilities on proper handling, protection, destruction and transmission of classified materials. It applies to all assigned, attached, geographically separated units (GSUs), tenant units and staff agencies under the 51st Fighter Wing (FW) security program. Commanders of tenant units who have not elected Information Protection (IP) support must establish an MOU or staff a program "waive out" memorandum. The "waive out" memorandum should be endorsed by the MAJCOM, DRU, or FOA who has security administrative control over the tenant organization. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at . The authority to collect and maintain the records prescribed in this instruction is Title 50 U.S.C. 797 and Title 10 U.S.C. 8012. Information is voluntary; however, without the

members social security number to positively identify the individual, processing or accessing them through the entry control area may be delayed.

SUMMARY OF CHANGES

This interim change reflects new requirements for management of the Information Security Program at all echelons; transfers responsibility for Unclassified Controlled Nuclear Information; reflects the transfer of Information Security Program Manager (ISPM) duties and responsibilities from the Chief, Security Forces or installation security official to the Chief of Information Protection at MAJCOM and installation levels and codifies staff office changes from that action; updates locations possible for overnight delivery of Secret information in urgent cases; updates references and deletes terms not used in the text; updates glossary of references and supporting information (**Attachment 1**); updates transmission procedures for unclassified controlled nuclear information (**Attachment 2**); deletes use of United States Postal System registered mail or Express Mail to transfer Secret or Confidential material (**Attachment 4**). An asterisk (*) indicates newly revised material.

(PACAF) This publication has been revised throughout and must be thoroughly reviewed. This revision reflects requirements for oversight and management of newly formed Information Protection Office at MAJCOM and installation levels, clarifies the duties of the MAJCOM and Installation Program Managers and updates changes in the Information Security Program; Updates the glossary of references and supporting information (**Attachment 1**); Provides examples for Authorizing Hand-Carried Classified Aboard Commercial Aircraft memorandum (**Attachment 8**), sealed package exemption notice (**Attachment 9**) and Security Manager Initial Briefing (**Attachment 10**).

(PACAF) AFI 31-401, 1 November 2005, IC-1, 19 August 2009 is supplemented as follows:

(51FW) This publication has been substantially revised throughout and must be thoroughly reviewed. This revision outlines the inspection criteria for vaults, secure rooms, cargo security cages, and munitions storage facilities. Program “waive out” procedures were added to clarify jurisdictional issues in relation to Information Security Program management. It also details training requirements for security managers, Original Classification Authority (OCA), and Derivative Classifiers.

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Chapter 1

POLICY AND PROGRAM MANAGEMENT

1.1. Policy . It is Air Force policy to identify, classify, downgrade, declassify, mark, protect, and destroy its classified and unclassified information and material consistent with national policy. This general policy statement also applies to unclassified controlled information (**Attachment 2**) under the purview of relevant statutes, regulations and directives [Reference DOD 5200.1-R, C1.1.]

1.2. Philosophy. Protecting information is critical to mission accomplishment. The goal of the Information Security Program is to efficiently and effectively protect Air Force information by delegating authority to the lowest levels possible; encouraging and advocating use of risk management principles; focusing on identifying and protecting only that information that requires protection; integrating security procedures into our business processes so that they become transparent; and, ensuring everyone understands their security roles and responsibilities.

1.3. Program Management. The strength of the Air Force Information Security Program is in its infrastructure. The infrastructure is important because it facilitates effective communication of our security policies and procedures to those performing the Air Force mission. With the support of commanders at all levels, this is accomplished predominantly through our Information Security Program Manager (ISPM) and security manager system. Both play an integral role in ensuring unit personnel know and understand their role in protecting classified information against unauthorized disclosure [Reference DOD 5200.1-R, C1.2.]

1.3.1. Senior Security Official. The Administrative Assistant to the Secretary of the Air Force (SAF/ AA) is designated the Air Force Senior Security Official responsible for ensuring implementation of the Information Security Program.

1.3.1. (PACAF) The Director, Information Protection (DIP), Pacific Air Forces, is the command senior information protection official.

1.3.2. Air Force Program Manager. The Director, Information Protection (SAF/AAP) is responsible for policy, resource advocacy, and oversight of this program.

1.3.2. (PACAF) The DIP, Pacific Air Forces, is responsible for resource advocacy for PACAF. HQ PACAF/IP Directorate is the program manager for policy and oversight of the PACAF information security programs and the activities they support.

1.3.3. Commanders of Major Commands (MAJCOM), Field Operating Agencies (FOAs), Direct Reporting Units (DRUs), and Installations. These commanders are responsible for:

1.3.3.1. Establishing information security programs.

1.3.3.2. Identifying requirements.

1.3.3.3. Executing their programs to comply with this policy.

1.3.4. The installation Chief of the Information Protection (IP) Office (IPO) or MAJCOM Director, Information Protection is designated the ISPM at each Air Force installation or site. Air Force Chiefs of Information Protection:

1.3.4. **(PACAF)** The installation Chief, Information Protection (CIP) is designated as the Information Security Program Manager (ISPM) at each Air Force installation or site. The CIP must be appointed in writing by the installation Vice Wing commander.

1.3.4. **(51FW)** The Chief, Information Protection is designated as the Information Security Program Manager (ISPM).

1.3.4.1. Implement the Information Security Program, for the Information, Personnel, and Industrial Security Programs on behalf of the installation commander. Assist in the program/technology protection planning process as it relates to information, personnel and industrial security, to include direction on physical security requirements for the protection of assets during the various states, i.e., production, deployment, maintenance, test, or undergoing modifications.

1.3.4.1. **(PACAF)** The CIP and the Information Protection Office (IPO) are responsible for program management of Unclassified Controlled Information, For Official Use Only (FOUO), Restricted/Formerly Restricted Data (RD/FRD), and Unclassified Nuclear Information (UCNI).

1.3.4.2. Integrate on-base contractor operations into the installation's Information Security Program in accordance with (IAW) AFI 31-601.

1.3.4.2.1. Review pre-award and/or draft solicitations and contract documents associated with classified contract efforts; security classification guides and Department of Defense (DD) Form 254 to ensure appropriate security clauses and/or language is contained therein which address the protection of sensitive government information and resources.

1.3.4.2.2. Serve as technical OPR for the development and preparation of the Visitor Group Security Agreement (VGSA) or other security agreements as determined necessary by the installation commander.

1.3.4.2.2. **(PACAF)** Signatures of all parties involved (prime/subcontract companies and user agencies) are required. The CIP will sign to verify all parties involved acknowledge the Visitor Group Security Agreement (VGSA).

1.3.4.2.3. Conduct security oversight of on-base designated "cleared facilities" as determined by the installation commander.

1.3.4.3. Provide oversight within their jurisdiction.

1.3.4.3. **(PACAF)** The ISPM is responsible for oversight of installation organizations participating in the Information, Personnel, and Industrial Security programs. Geographically Separated Units (GSU) not under the installation jurisdiction must establish a Support Agreement (SA) or Memorandum of Agreement/Understanding (MOA/MOU) for ISPM support functions.

1.3.4.3. **(51FW)** Tenant and Geographically Separated Units (GSU) that decline participation in the Information, Personnel, and Industrial Security programs by not selecting the Information Protection field in the DD Form 1144, *Support Agreement*, must establish an Memorandum of Agreement (MOA) with the 51 FW/IP office if support is subsequently requested. Units that choose to be waived from the 51 FW/IP oversight should have their MAJCOM, DRU, or FOA commander who has security

administrative control (ADCON) author the Information Protection Program Waive Out memorandum at Attachment 11. Send “waive out” requests to the 51 FW/IP office.

1.3.4.4. Provide and monitor training as required by **Chapter 8** of this AFI.

1.3.4.5. For organizations at the Wing level and below, conduct security manager meetings no less than semi-annually.

1.3.4.5. **(51FW)** The 51st Fighter Wing Information Protection Office (51 FW/IP) will conduct security manager meetings at least semi-annually, or more frequently if mission dictates. Unit security managers are required to attend these meetings or delegate a representative (identified on the sign-in roster) to take notes and promptly report the information to the unit security manager. Attendance by GSUs, while not mandatory, is strongly encouraged.

1.3.4.6. **(Added-PACAF)** Establish an approved charter by the Vice Wing Commander (CV) for the installation Security Advisory Group (SAG). SAG members and advisors must be appointed in writing by unit commanders.

1.3.4.7. **(Added-PACAF)** Convene the installation SAG quarterly or as directed by the CIP.

1.3.4.8. **(Added-PACAF)** Establish a local supplement to this instruction.

1.3.4.9. **(Added-PACAF)** Conduct initial Unit Security Manager (USM) training within 90 days of the commander’s appointment letter.

1.3.4.9. **(51FW)** Commanders must coordinate with the 51 FW/IP and ensure their appointed USM is available for training within 90 days of appointment. The 51 FW/IP office must have the official appointment memorandum before training can occur.

1.3.4.9.1. **(Added-51FW)** The 51 FW/IP office implements unit security manager training (two phase training process) via a blended venue and utilize multiple resources. Phase I - Appointed security managers will establish a Defense Security Service (DSS) Academy account and complete a predetermined battery of online security discipline courses. DSS Academy course completion certificates will be e-mailed to the 51fw.ip@us.af.mil; upon receipt the 51 FW/IP office will schedule phase II unit security manager training. Phase II – security manager training consists of four to six hours of local training, JPAS account setup, and one-on-one question and answer period. The 51 FW/IP office will document unit security manager training by providing a certificate of completion.

1.3.5. Unit Commanders or Equivalents, and Staff Agency Chiefs. NOTE: For the purpose of this instruction, staff agency chiefs are those individuals serving in 2-digit positions reporting to the commander or vice commander above the Wing level and 2 and 3 digit positions at Headquarters Air Force. These commanders or equivalents, and staff agency chiefs will:

1.3.5.1. Appoint a security manager to administer the unit’s information security program. Alternate security managers may be appointed as necessary. Commanders or equivalents, and staff agency chiefs should consider Air Expeditionary Force rotation cycles, TDY, training requirements, and other assigned duties. Continuity should receive serious consideration in selection of security managers. Military security managers must

have a favorable National Agency Check, local agency check, and credit check (NACLIC); civilians a National Agency Check with written inquiries and credit check (ANACI), investigation or higher and eligibility for JPAS access before appointment. NOTE: Smaller organizations and staff agencies are encouraged to appoint primary and alternate security managers to serve multiple activities.

1.3.5.1. **(51FW)** Commanders will notify 51 FW/IP in writing when a new primary or alternate security manager is appointed (Attachment 12). Commanders may only appoint unit security managers with six months or more time left on station. Ideally for continuity purposes, commanders should allow 60 day overlap between the incoming and outgoing unit security managers.

1.3.5.1.1. Contractors will not be appointed as primary or alternate security managers. However, they can be required to provide other security program support, under Air Force direction, such as, assisting the security manager, conducting end-of-day security checks, security training/briefings, etc.

1.3.5.1.1. **(PACAF)** Contractors may receive USM training from unit via their parent company unless otherwise prohibited by contract contents to provide security program support to the USM.

1.3.5.2. Ensure security managers receive training required by **Chapter 8**.

1.3.5.2. **(PACAF)** USMs at Geographically Separated Units (GSUs) may receive initial USM training through Computer Based Training (CBT) or similar means of instructions authorized by the supporting installation CIP.

1.3.5.3. Notify the ISPM in writing when either primary or alternate security managers are changed.

1.3.6. Security Managers:

1.3.6.1. Establish and manage the Information Security Program within their unit or staff agency.

1.3.6.1. **(51FW)** Develop a unit security manager handbook, set up according to the example format (Attachment 13).

1.3.6.2. Develop and update a unit security operating instruction.

1.3.6.2. **(51FW)** Develop security procedures unique to the unit's security operations and include these requirements in the unit operating instruction (OI). Review and update unit security OI annually.

1.3.6.3. Advise the unit commander or equivalents, and staff agency chief on security issues pertaining to the unit or staff agency.

1.3.6.4. Attend ISPM hosted security manager meetings.

1.3.6.5. Update and remind personnel of security policies and procedures.

1.3.6.6. Oversee the unit or staff agency information security self-inspection program.

1.3.6.7. Report security incidents immediately, but no later than by the end of the first duty day.

1.3.6.8. Assist the unit commander or equivalent, staff agency chief and ISPM in monitoring security incident investigations. Normally security managers will not conduct security incident inquiries.

1.3.6.9. Participate in security education training as defined in [Chapter 8](#).

1.3.6.9. **(PACAF)** Attend security managers training within 90 days of appointment.

1.3.6.10. Manage the JPAS within their organization.

1.3.6.10.1. In-process and out-process all unit personnel.

1.3.6.10.2. Monitor and act on system notifications.

1.3.6.11. **(Added-PACAF)** Manage the Information, Personnel, and Industrial Security Programs for the unit/staff office they are assigned to.

1.3.7. Supervisors:

1.3.7.1. Establish criteria, evaluate, and rate all Air Force employees on their performance of security responsibilities [*Reference DOD 5200.1-R, C1.1.2.1.*]

1.3.7.1.1. Military. See [AFI 36-2406](#), *Officer and Enlisted Evaluation Systems*, paragraph 1.3.7.

1.3.7.1.2. Civilian. See [AFI 36-1001](#), *Managing the Civilian Performance Program*, paragraph A3.2.8.

1.3.7.2. Provide and ensure training as directed in [Chapter 8](#) of this AFI.

1.3.8. Foreign Disclosure. The Deputy Under Secretary of the Air Force, International Affairs, (SAF/ IA), 1080 Air Force Pentagon, Washington DC 20330-1080, oversees the release of all Air Force information to foreign governments, persons, and international organizations.

1.3.8. **(PACAF)** The PACAF Command Foreign Disclosure Officer (CFDO) oversees the disclosure and/or release of Controlled Unclassified Military Information (CUMI) and classified military information to foreign governments and international organizations for HQ PACAF. Numbered Air Force and Installation Foreign Disclosure Officers/Foreign Disclosure Representatives (FDOs/FDRs) coordinate with the Command Foreign Disclosure Office as required. The CFDO is responsible for training and standardization of all PACAF FDOs/FDRs.

1.3.9. Historian. The Air Force Historian (HQ USAF/HO), 3 Brookley Avenue, Box 94, Bolling AFB DC 20032-5000, approves or disapproves historical researchers' access to classified information. [*Reference DOD 5200.1-R, C6.2.2.4.*]

1.4. Oversight. In addition to the reporting requirements of the Information Security Program (see [paragraph 1.7](#)), the following will be implemented [*Reference DOD 5200.1-R, C1.7.*]

1.4.1. MAJCOMs will incorporate information protection issues into Inspector General (IG) inspections/reviews. In addition, MAJCOM Information Protection Offices (IPO) will conduct oversight and assistance visits in the form of either an Information Security Program Review (ISPR) or Staff Assistance Visit (SAV) to subordinate IPOs at least every 36 months.

MAJCOM IPO staffs are encouraged to explore oversight options to minimize resource impact.

1.4.1. **(PACAF)** PACAF/IP will conduct Information Security Program Reviews (ISPRs) at each PACAF installation annually or as directed by the DIP.

1.4.1.1. ISPR.

1.4.1.1.1. An ISPR is an assistance-oriented oversight visit for the information security programs performed by an ISPM, or designated representative(s) on a subordinate ISPM or security manager. It is a non-rated review for policy and program effectiveness to benchmark processes/products, identify problem areas and corrective actions. A key component of the ISPR is an assessment of the effectiveness of the information security training program.

1.4.1.1.2. Air Force on-base contractor visitor groups will be integrated into the host installation's Information Security Program unless the mission, operational requirements, autonomous nature or other factors require them to establish and maintain their own security program as a cleared facility under the National Industrial Security Program Operating Manual (NIS- POM).

1.4.1.1.3. The ISPM will provide the commander or equivalent, and staff agency chief the ISPR results in writing.

1.4.2. Base level ISPMs will conduct ISPRs on an annual basis. **EXCEPTION:** An extension to 18 months may be granted by the ISPM for units that have demonstrated highly effective, discrepancy free programs during the previous ISPR. ISPRs/SAVs may be conducted every two years for activities or units that do not store classified information.

1.4.2. **(PACAF)** 36 WG/IP will be responsible for conducting security reviews at PACAF sites in Singapore, Diego Garcia, and Australia. ISPR for Wake Island will be conducted as evolving mission change necessitates.

1.4.2. **(51FW)** Annually, 51 FW/IP will conduct Local Information Protection Management Evaluations (LIPMEs) on all 51 FW agencies, tenant, and GSUs that fall under the IP's jurisdiction, unless a "waive out" memorandum has been formally processed IAW Attachment 11.

1.4.2.1. **(Added-51FW)** Osan Air Base (AB) agencies exempted from LIPMEs are:

1.4.2.1.1. **(Added-51FW)** Sensitive Compartmented Information (SCI) and Special Access Program (SAP) Facilities.

1.4.2.1.2. **(Added-51FW)** 18th Intelligence Squadron, Detachment 2.

1.4.2.1.3. **(Added-51FW)** 35th Air Defense Artillery.

1.4.2.1.4. **(Added-51FW)** 3rd Battlefield Coordinating Element.

1.4.2.1.5. **(Added-51FW)** Detachment 452, AFTAC.

1.4.2.1.6. **(Added-51FW)** OL-CK, AFTAC.

1.4.2.1.7. **(Added-51FW)** USFK J3 PLANS.

1.4.2.1.8. **(Added-51FW)** 5th Field Investigations Squadron, Air Force Office of Special Investigation.

1.4.2.1.9. **(Added-51FW)** Det 614, Air Force Office of Special Investigations.

1.4.2.2. **(Added-51FW)** LIPMEs are examinations of a unit's Information, Personnel, and Industrial Security programs. LIPMEs are compliance evaluations but they are not rated. LIPMEs identify noteworthy and noncompliant areas in the security programs of the activity visited. The Information Security Program Manager (ISPM) may use a random sampling method, but the examination will be extensive enough to determine the overall status of the unit security program.

1.4.2.3. **(Added-51FW)** Unit commanders and staff agency chiefs will review LIPME reports and take appropriate corrective actions on all security program noncompliant areas identified. Replies to LIPME reports are required and must include corrective actions taken to remedy management deficiencies. Unit commanders and staff agency chiefs will document LIPME replies on official memorandum and address the memorandum to the 51 FW/IP. Follow-up responses are due no later than 30 days after the original written report and cycles of 30 days until discrepancies are closed.

1.4.3. Security Self-Inspections: Unit commanders or equivalents, and staff agency chiefs involved with processing or holding classified information ensure personnel conduct semiannual security self-inspections to evaluate information security program effectiveness. **EXCEPTION:** Activities with a small volume of classified material may work with the ISPM to develop an oversight schedule consistent with risk management principles.

1.4.3. **(PACAF)** Unit semiannual self-inspections will be conducted no later than six months following an annual security program review. Program reviews may substitute and count as one of the semi-annual self-inspections.

1.4.3. **(51FW)** Semiannual Inspections. Conduct unit semiannual security self-inspections during the months of June and December of each year in accordance with this paragraph and all sub paragraphs. Submit a copy of commander endorsed semiannual security self-inspection reports to the 51 FW/IP no later than 15 July and 15 January of each year. LIPMEs do not count as one of the semiannual security self-inspections. (Exception: Higher Headquarters Staff Assistance Visits (SAV) conducted on Tenant units may substitute for one of the semiannual security self-inspections. The Tenant unit must forward the completed SAV report to the 51 FW/IP office for filing. Follow-up responses are due no later than 30 days after the original written report and cycles of 30 days until discrepancies are closed.

1.4.3.1. Unit commanders or equivalents, and staff agency chiefs will appoint an individual, in writing, other than the unit security manager to conduct a semiannual security inspection.

1.4.3.1. **(51FW)** Unit commanders or staff agency chiefs will appoint someone other than the unit security manager, in writing, to conduct the unit's semiannual self-inspection (Attachment 14). Security managers will not inspect their own programs but will monitor and assist as necessary.

1.4.3.2. A program review may satisfy the requirement for one of the semiannual self-inspections.

1.4.3.2.1. **(Added-51FW)** The inspection of each element of the security program may be made on the basis of a random sampling, but the inspection must be thorough enough to show compliance with required security directives.

1.4.3.2.2. **(Added-51FW)** Self-inspection reports will be prepared in the format as prescribed in Attachment 15. Reports will include specific findings or problems with causes, impacts, and recommended corrective actions. Unit commander will endorse the semiannual self-inspection report and forward to the security manager for action of report findings.

1.4.3.2.2.1. **(Added-51FW)** Security managers will forward report findings to the responsible section and request the corrective action for the finding(s).

1.4.3.2.2.1.1. **(Added-51FW)** Security manager will forward a copy of the commander endorsed semiannual security self-inspection to the 51 FW/IP no later than 15 July and 15 January.

1.4.3.2.2.2. **(Added-51FW)** Security manager will track all corrective action and present them to the unit commander monthly for approval.

1.4.3.2.2.3. **(Added-51FW)** Security manager will file the approved corrective actions with the semiannual self-inspection report.

1.4.3.3. **(Added-51FW)** Inspectors will use the 51 FW/IP Self-Inspection Checklist for Information, Personnel, and Industrial Security.

1.4.4. SAF/AAP, Chief of Information Protection will visit MAJCOMs to review their information protection and associated security programs every 36 months.

1.5. Special Types of Information. [Reference DOD 5200.1-R, C1.3.]

1.5.1. Restricted Data (RD)/Formerly Restricted Data (FRD). [Reference DODD 5210.2 and DOD 5200.1-R, C1.3.1.]

1.5.1.1. General. RD is governed by DODD 5210.2, *Access to and Dissemination of Restricted Data*, 12 Jan 78. Air Force personnel will mark and safeguard RD according to DODD 5210.2. A list of Air Force Officials Authorized to Certify Access to RD is located on the AFSFC web site. These officials are responsible for certifying access to RD using DoE Form 5631.20, *Request for Visit or Access Approval* (see **paragraph 5.5.1.2**). They may delegate this authority to the level they deem necessary for operational efficiency. Officials delegated the authority will sign in the “For” block on behalf of the access granting official. Air Force personnel may obtain DoE Form 5631.20 from the DoE activity they are visiting or at the DoE Forms web site.

1.5.1.1. **(PACAF)** Commanders at unit level and higher are authorized to certify and sign Department of Energy Forms 5631.20 granting access to Restricted Data.

1.5.1.1.1. Activities must notify SAF/AAP through command IP channels of changes to the list of certifying officials as they occur. When doing so, they must also provide the position title, activity and office symbol of the affected authority. **NOTE:** When the change involves an activity name change, access-granting officials will sign forms authorizing access using the current activity name and a note that identifies the activity it superseded until the list of officials is updated.

1.5.1.1.2. SAF/AAP will periodically update a master list available at the Information Protection Directorate Community of Practice (CoP)

1.5.1.1.2. (**PACAF**) ISPMs must notify PACAF/IP of any changes to the list. PACAF/IP will notify SAF/AAP of any changes.

1.5.1.2. Critical Nuclear Weapon Design Information (CNWDI). RD that is particularly sensitive. Access is limited to the minimum number of people who need it to do their job.

1.5.1.2.1. CNWDI Approving Officials. These officials are responsible for granting CNWDI access. This authority is assigned to division chiefs and above at all levels of command.

1.5.1.2.2. Granting Access. Approving officials will ensure access and briefings are documented on AF Form 2583, *Request for Personnel Security Action*.

1.5.1.2.3. Protection. Air Force personnel will protect CNWDI in the same manner prescribed for collateral classified information. This includes limiting access to containers storing CNWDI to only those personnel who have been granted CNWDI access. [*Reference DODD5210.2, Paragraph 6*]

1.5.2. North Atlantic Treaty Organization (NATO). [*Reference DOD 5200.1-R, C1.3.4.*]

1.5.2.1. SAF/AAP is responsible for overall development, approval, and implementation of NATO security policy within the Air Force.

1.5.2.1. (**PACAF**) PACAF/IP is responsible for reporting the status of all NATO information transiting through PACAF. PACAF/IP will report NATO issues to SAF/AAP.

1.5.2.2. The HQ USAFE IP Office is responsible for developing and recommending NATO security policy for implementation within the Air Force.

1.5.2.3. (**Added-PACAF**) Installation CIPs must establish local procedures for safeguarding transient NATO information.

1.5.2.3.1. (**Added-51FW**) Transit NATO classified will be secured in the same manner as other transit classified information, refer to paragraphs 5.12.1.1. through 5.12.1.4.

1.5.3. For Official Use Only (FOUO). Unclassified information that is exempt from release under the Freedom of Information Act (FOIA) exemptions 2-9, may be designated "For Official Use Only." No other material shall be considered FOUO. FOUO is not authorized as an anemic form of classification to protect national security interests. [*Reference DOD Regulation 5400.7/AF Supplement, DOD Freedom of Information Act Program, C4.1.1*] The FOIA exemptions are detailed in *DOD Regulation 5400.7/AF Supplement*, Chapter 3.

1.5.3. (**51FW**) Sensitive But Unclassified (SBU) information and Personally Identifiable Information (PII) will be managed and handled in the same manner as For Official Use Only (FOUO).

1.5.3.1. (**Added-51FW**) FOUO, SBU and PII will be destroyed by crosscut shredding (beyond reconstruction) when no longer needed.

1.5.4. Sensitive Compartmented Information (SCI). The Deputy Chief of Staff, Intelligence, Surveillance and Reconnaissance (AF/A2), 1480 Air Force Pentagon, Washington DC 20330-1480, is responsible for SCI policy. The provisions of this publication may not supersede the policies and guidance prescribed in the appropriate Director of Central Intelligence Directives governing the control, safeguarding, and dissemination of SCI as promulgated by the Cognizant Security Authority (CSA) for intelligence security management. The CSA will, on behalf of the Senior Official of the Intelligence Community (SOIC), AF/A2, ensure appropriate resolution of actual or perceived conflicts regarding SCI and the provisions of this publication.

1.5.4. **(PACAF)** PACAF/A2S is responsible for SCI policy throughout PACAF installations and Air Force activities.

1.5.5. Special Access Program (SAP) Information. The Director of Security, Counterintelligence and Special Program Oversight (SAF/AAZ), 1480 Air Force Pentagon, Washington DC 20330-1480, is responsible for SAP policy and oversight of all Air Force SAPs. Should the policies and guidance in this instruction and those issued by DoD and/or the Air Force SAP Central Office (AFSAPCO) conflict, DoD and AFSAPCO policies and guidance will take precedence.

1.6. Waivers.

1.6.1. Commanders or equivalents, and staff agency chiefs send requests to waive provisions of DOD 5200.1-R, AFPD 31-4, or this AFI through command IP channels to SAF/AAP. FOAs also coordinate their requests with their respective functional head at Headquarters Air Force (HAF) before submitting to SAF/AAP [Reference DOD 5200.1- R, C1.4.2.]

1.6.1. **(PACAF)** Request for waivers of this AFI will be sent through PACAF/IP to SAF/AAP. Waivers will be submitted in Memorandum format. AF Form 116 will not be used for requesting waivers for this program.

1.6.2. Requests for waivers shall contain sufficient information to permit a complete and thorough analysis to be made of the impact on national security should the waiver be approved.

1.6.3. Waivers or exceptions to Special Access Program (SAP) requirements are forwarded through appropriate program channels to SAF/AAZ, 1480 Air Force Pentagon, Washington DC 20330-1480.

1.7. Reporting Requirements. [Reference DOD 5200.1-R, C1.6.1.]

1.7.1. MAJCOM and DRU IPs will submit the SF Form 311, Agency Security Classification Program Data, report to SAF/AAP by 1 October of each year.

1.7.1. **(PACAF)** SF 311, Agency Security Classification Management Program Data Report, must be submitted by each installation to PACAF/IP no later than 1 October of each year.

1.7.1. **(51FW)** Organizations assigned, attached, or supported by the 51 FW/IP will submit the SF 311, *Agency Security Classification Management Program Data*, quarterly, according to 51 FW official tasking. (NOTE: Some units report SF 311 through their home office (e.g., 694 ISR GP, 5 RS and the waived out units).

1.7.1.1. Organizations sample data for Part C, Original Classification Decisions, and Part D, Derivative Classification Decisions during a consecutive 2-week period each fiscal year quarter (Oct-Dec, Jan-Mar, Apr-Jun, and Jul-Sep). In the last quarter the 2-week period must be set early since the reports are required by 15 October. Interagency Report Control Number 0230-GSA-AN applies to this information collection requirement.

1.7.1.1.1. Count the number of classification decisions in finished products for dissemination or retention, regardless of the media.

1.7.1.1.2. Do not count reproductions or copies.

1.7.2. (**Added-PACAF**) Management Information System (MIS) Reports required by AFD 31-4 will be submitted to PACAF/IP by 15 January and 15 July of each year.

1.8. Administrative Sanctions.

1.8.1. Send reports through command IP channels to SAF/AAP when someone knowingly, willfully, or negligently discloses classified information to unauthorized individuals as specified in EO 12958, as amended [Reference DOD 5200.1-R, C1.5.]

1.8.2. Air Force commanders or equivalents and staff agency chiefs report unauthorized disclosures of classified information that violate criminal statutes to their servicing ISPM and Air Force Office of Special Investigations (AFOSI) offices [Reference DOD 5200.1-R, C1.5.]

1.8.3. Commanders or equivalents, and staff agency chiefs take and process administrative sanctions/ actions for civilian appropriated fund employees IAW AFI 36-704, *Discipline and Adverse Actions*, AFMAN 34-310, *Nonappropriated Fund Personnel Program Management and Administration Procedures*, for nonappropriated fund employees, and IAW AFI 36-2907, Unfavorable Information File (UIF) Program, for military personnel. Contact the servicing civilian or military personnel flight office if assistance is needed. Commanders should consult their servicing legal office before taking action for serious violations.

1.9. **Self-Inspection.** See [paragraph 1.4](#) of this AFI [Reference DOD 5200.1-R, C1.7.]

Chapter 2

ORIGINAL AND DERIVATIVE CLASSIFICATION

2.1. Original Classification Authority (OCA) [Reference DOD 5200.1-R, C2.2.]

2.1.1. The Secretary of the Air Force serves as the OCA and may further delegate this authority.

2.1.2. The process for delegating OCA authority is as follows:

2.1.2.1. Secretary of the Air Force delegates Top Secret, Secret, and Confidential authority.

2.1.2.1. (PACAF) PACAF original classification authorities (OCA) are: Top Secret: COMPACAF and NAF Commanders; Secret: PACAF/A3/5/8.

2.1.2.2. SAF/AA delegates Secret and Confidential authority.

2.1.2.3. All requests for the delegation of OCA will be forwarded through command IP channels to SAF/AAP, Director of Information Protection, 1720 Air Force Pentagon, Washington, DC 20330-1340, for processing.

2.1.2.3.1. Address requests for original Top Secret authority to the Secretary of the Air Force.

2.1.2.3.2. Address requests for original Secret and Confidential authority to SAF/AA.

2.1.2.3.3. Only individuals in senior military or civilian positions (usually General Officer or Senior Executive Service level) at the first or second echelon of command carrying out a unique mission with responsibility for one of the eight subject areas prescribed by EO 12958, as amended, may be designated as an OCA.

2.1.2.3.4. OCA is assigned to a position, not a person. OCA will not be delegated other than identified in **paragraphs 2.1.2.1** and **2.1.2.2** above. However, deputies, vice commanders, chiefs of staff and similar other subordinates of an OCA are empowered to act as an OCA when they assume the duty position of an OCA in an “acting” capacity and have certified in writing that they have been trained in OCA responsibilities and classification principles in addition to the basic security training on the proper safeguarding of classified information and the criminal, civil, and administrative sanctions that may be brought against an individual who fails to protect classified information from unauthorized disclosure before exercising this authority.

2.1.2.4. All requests will contain the full position title, functional office symbol, a detailed explanation of why the position requires OCA and an estimate of the annual use of the delegated authority.

2.1.3. SAF/AAP will maintain the master list of Air Force OCAs and post on the Information Protection Directorate Community of Practice (CoP). Periodically, SAF/AAP will request OCA validation from the MAJCOM/FOA/DRU IPMs.

2.1.3.1. Personnel will submit requests for changes or new requests through IP command channels as they occur.

2.1.3.2. See the Information Protection Directorate Community of Practice (CoP) web site for OCA training requirements

2.1.3.2. (PACAF) ISPM is responsible to ensure OCAs receive training and for filing documentation annotating the training.

2.2. Original Classification. *[Reference DOD 5200.1-R, Chapter 2 and Interim Information Security Guidance, April 16, 2004.]*

2.2.1. Original classification is the initial decision that an item of information could be expected to cause damage to the national security if subjected to unauthorized disclosure, and that the interests of the national security are best served by applying the safeguards of the Information Security Program to protect it. This decision may be made only by persons who have been specifically delegated the authority to do so, have received training in the exercise of this authority, and have program responsibility or cognizance over the information *[Reference: DOD 5200.1-R, C2.1.]*

2.2.1.1. Before an original classification decision is made, it must be determined that classification guidance is not already available in the form of classification guides, plans or other memoranda.

2.2.1.2. OCAs are accountable to the Secretary of Defense for their classification decisions.

2.2.1.3. In those rare situations where the OCAs' decision must be rendered verbally due to the priorities of an on-going operation, written confirmation will be issued within seven days.

2.2.1.4. OCAs must notify users when there are changes to an original decision.

2.2.1.5. OCAs shall be prepared to present, as required, deposition and expert testimony in courts of law concerning classification of national security information and be prepared to defend and justify their original decisions.

2.2.2. Classification may be applied only to information that is owned by, produced by or for, or is under the control of the United States Government. Information may be considered for classification only if it concerns one of the categories specified in Section 1.4 of EO 12958, as amended.

2.3. Derivative Classification. The act of incorporating, paraphrasing, restating, or generating in a new form information that is already classified, and marking the newly developed material consistent with the markings of the source information. The source information ordinarily consists of a classified document or a classification guide issued by an OCA. Within DOD, all cleared personnel can perform derivative classification.

2.3.1. Originating Agency's Determination Required (OADR). OADR is no longer an approved marking and should not be contained in any originally classified documents that have been created after October 14, 1995.

2.3.2. X1 through X8 are no longer approved markings and should not be contained in any originally classified documents that have been created on or after September 22, 2003.

2.3.3. When creating a derivatively classified document and using a source document that contains OADR or X1 through X8, the derivative classifier will place the following information in the Declassify On line:

DECLASSIFY ON: Source marked OADR (or X1 thru X8, whatever is applicable)

Date of source: 5 October 1993 (date of source document)

2.3.4. These documents will be subject to review for declassification 25 years after the date of the source document.

2.3.5. **(Added-51FW)** Persons who apply derivative classification markings must identify themselves by name and position, or by personal identifier, in a manner that is immediately apparent for each derivative classification action.

2.3.6. **(Added-51FW)** Commanders will ensure persons who apply derivative classification markings receive initial training in the proper application of the derivative classification principles of E.O. 13526, with an emphasis on avoiding over-classification, at least once every 2 years. Derivative classifiers who do not receive such training at least once every 2 years shall have their authority to apply derivative classification markings suspended until they have received such training. Training will be tracked and documented by the Unit Security Manager.

2.4. Classification Prohibitions and Limitations.

2.4.1. Under no circumstances shall information be classified in order to (1) conceal violation of law, inefficiency, or administrative error; (2) prevent embarrassment to a person, organization, or agency; (3) restrain competition; or (4) prevent or delay the release of information that does not require protection in the interest of the national security [*Reference EO 12958, as amended, Section 1.7, DOD 5200.1-R, and Interim Information Security Guidance 16 April 2004*].

2.4.2. The OCA having jurisdiction over the subject matter determines if information requested under the FOIA or the mandatory declassification review (MDR) provisions of EO 12958, as amended, should be declassified [*Reference DOD 5200.1-R, C2.4.3.5.*]

2.5. Classification Challenges [*Reference DOD 5200.1-R, C4.9.*]

2.5.1. If holders of information have reason to believe that the information is improperly or unnecessarily classified, they shall communicate that belief to their commander or equivalent, staff agency chief, security manager, or supervisor.

2.5.2. Send formal challenges to classification, in writing, to the OCA with jurisdiction over the information in question.

2.5.2. **(PACAF)** Send copies of challenges to PACAF/IP.

2.5.3. Challenges to reclassification decisions are sent through command IP channels to SAF/AAP

2.5.4. All classified information undergoing a challenge or a subsequent appeal will remain classified until a final resolution is reached.

2.6. Security Classification/Declassification Guides.

2.6.1. Required Elements. A security classification/declassification guide (see [Attachment 7](#) for sample format) is the written record of an original classification decision and appropriate declassification instructions and should be issued as early as practical in the life cycle of the classified system, plan, program or project. It shall, at a minimum:

2.6.1.1. Identify the subject matter of the classification guide.

2.6.1.2. Identify the OCA by name or personal identifier, and position.

2.6.1.3. Identify an agency Point of Contact (POC) (name, office symbol, mailing address, organizational e-mail address, DSN/commercial phone numbers) for questions regarding the classification guide.

2.6.1.4. Provide the date of issuance or last review.

2.6.1.5. State precisely the categories or elements of information to be declassified, to be downgraded, or not to be declassified.

2.6.1.6. State which classification level applies to each element of information, and, when useful, specify the elements of information that are unclassified (NOTE: only one level of classification will be annotated for each element of information.)

2.6.1.7. State a concise reason for classification which, at a minimum, cites the applicable classification category or categories in Section 1.4 of EO 12958, as amended.

2.6.1.8. State, when applicable, special handling caveats.

2.6.1.9. Prescribe declassification instructions for each element of classified information.

2.6.1.10. Identify any related files series that have been exempted from automatic declassification pursuant to Section 3.3(c) of EO 12958, as amended.

2.6.1.11. To the extent a guide is used in conjunction with the automatic declassification provisions in Section 3.3 of EO 12958, as amended, state precisely the elements of information to be exempted from declassification to include:

2.6.1.11.1. The appropriate exemption category listed in section 3.3(b), and, when citing the exemption category listed in section 3.3(b)(9), specify the applicable statute, treaty or international agreement; and

2.6.1.11.2. A date or event for declassification IAW **section 1.5**

2.6.2. OCA Responsibilities.

2.6.2.1. It is the responsibility of the OCA to publish classification/declassification guides to facilitate the proper and uniform derivative classification and declassification of their information. **NOTE:** In some cases, OCAs may determine that publishing classification guidance in other forms is more effective, e.g., program protection plans, system protection guides, AFIs. In these cases, the applicable publication will be considered the guide and the publishing requirements in **paragraph 3.3** still apply.

2.6.2.1. (**PACAF**) PACAF OCAs shall coordinate Security Classification Guides (SCGs) with PACAF/IP.

2.6.2.1.1. (**Added-PACAF**) ISPMs will be the focal point for SCGs established by the NAF OCAs.

2.6.2.2. Each OCA will revise (IAW [paragraph 2.6.2.4](#) below) their security classification guides to include an advisory statement in the Release of Information section:

2.6.2.2.1. Release of program data on the World Wide Web. Extreme care must be taken when considering information for release onto publicly accessible or unprotected World Wide Web sites. In addition to satisfying all of the aforementioned approval provisions, owners and/or releasers of information proposed for such release must ensure that it is not susceptible to compilation with other information to render sensitive or even classified data in the aggregate. The search and data mining capabilities of Web technology must be assessed from a risk management perspective. Information intended for publication on publicly accessible or unprotected web sites must be cleared for public release prior to publication according to [AFI 35-101](#), *Public Affairs Policy and Procedures*. If there are any doubts, do not release the information.

2.6.2.3. All guides will be reviewed by the servicing Foreign Disclosure Office before final approval.

2.6.2.4. Classification/declassification security guides shall be reviewed and updated, as circumstances require, but at least once every five years. **NOTE:** Due to the major changes implemented by [EO 12958, as amended](#), all current Air Force classification/declassification guides will be reviewed no later than 31 December 2005, and every five years thereafter.

2.6.3. Publishing Requirements.

2.6.3.1. All guides which extend classification beyond 25 years must be approved by the Interagency Security Classification Appeals Panel (ISCAP). Once the OCA has signed the guide, the document will be sent to SAF/AAP who will forward it to the ISCAP for approval.

2.6.3.2. The OCA will report publication of or changes to security classification/declassification guides to the Administrator, Defense Technical Information Center (DTIC) using DD Form 2024. DTIC will require an electronic copy of the guide.

2.6.3.2. (PACAF) Provide copies of DD Form 2024, DoD Security Classification Guide Data Elements, to PACAF/IP.

2.6.3.3. OCAs must also forward a hard copy of the applicable publication or change to:

2.6.3.3.1. HQ AFHRA/RSA, 600 Chennault Circle, Maxwell AFB AL 36112-6424.

2.6.3.3.2. SAF/PA, 1690 Air Force Pentagon, Washington, DC 20330-1690.

2.6.3.4. All guides (to include any changes) will also be forwarded electronically to SAF/AAP at SAF.AAP.workflow@pentagon.af.mil and AFDO at AFDO.Workflow@pentagon.af.mil in PDF and Microsoft Word format.

2.6.3.4. (PACAF) Electronic versions of SCGs will be forwarded to PACAF/IP.

2.6.4. Electronic Location of Guides. SAF/AAP will maintain the master list of all Air Force classification/declassification guides and will provide guides made available on the MOSIAC SIPRNET Community of Practice (CoP). Guides are also located on the DTIC

web site. To access the DTIC web site you must have a DTIC account. The URL for this is <http://www.dtic.mil/dtic/registration>.

2.6.5. Nuclear Weapons Classification Policy. The DOD and the Department of Energy (DoE) issue joint security classification guidance for information relating to nuclear weapons. The Air Force issues security classification policy for information relating to nuclear weapons. Most of these products are classified and users will require the appropriate security clearance before accessing them. Users may obtain copies of Joint DOD/DoE classification guides through DTIC at a cost. Users forward requests for copies of these guides to SAF/AAP (1720 Air Force Pentagon, Washington DC 20330-1340) through command IP channels. Requests must include the name, address, and phone number of the activity POC, and the POC's level of access. IPs will validate this information before submitting the requests to SAF/AAP. For all other Air Force or other agency guides, go direct to the originator. Users refer to DOD 5200.1-I, DOD Index of Security Classification Guides, to determine what other guides relating to nuclear weapons classification guidance are needed. DOD 5200.1-I can be obtained from DTIC.

Chapter 3

DECLASSIFYING AND DOWNGRADING INFORMATION

3.1. Declassification and Downgrading Officials. Within the Air Force, only OCAs have the authority to declassify or downgrade classified information.

3.2. Declassification. Note: Exemptions identified in this chapter are found in *ISSO Directive Number 1, Section 2001.21(3)(i)*.

3.2.1. Originally Classified Documents. The declassification decision determines the duration of protection [*Reference EO 12958, as amended, Section 1.6.(a)(4) and ISOO Directive Number 1, Section 2001.12.*]. *At the time an item of information is classified, original classifiers will determine which of the following four declassification instructions will be used, selecting whenever possible, the declassification instruction that will result in the shortest duration of classification.*

3.2.1.1. A date or event less than 10 years from the date of the document; or, if unable to identify such a date or event;

3.2.1.2. A date 10 years from the date of the document; or

3.2.1.3. A date greater than 10 and less than 25 years from the date of the document; or

3.2.1.4. A date 25 years from the date of the document.

3.2.2. Derivatively Classified Documents. The “Declassify on” line must include one of the following:

3.2.2.1. The date or event up to 25 years, as noted on the source document; or

3.2.2.2. Source marked OADR, date of source (cannot be a date after October 1995); or

3.2.2.3. Source marked X1-X8, date of source (cannot be a date after September 2003); or

3.2.2.4. 25X1 through 25X9, and a specific date or event for declassification; or

3.2.2.5. 25X1-human (the only category that does not require a date or event follow it).

3.3. Exceptions. RD/FRD [*Reference 10 CFR 1045.1 Subpart A*]. Documents containing RD or FRD are excluded from automatic declassification and do not require a declassification date. RD must be reviewed by the DoE prior to release. DoE and DOD must jointly review documents containing FRD prior to release.

3.4. Automatic Declassification. IAW EO 12958, as amended, Section 3.3, all Air Force activities that possess classified information that is of permanent historical value and is 25 years old or older should have completed a declassification review of these documents by 31 Dec 2006.

3.4.1. The Air Force Declassification Office (AFDO) has published the Air Force Declassification Plan that provides the framework for Air Force compliance with Section 3.3 of EO 12958, as amended. It pertains to all classified Air Force records that are 25 years old or older as of 31 December 2006, and have been determined under Federal law to have permanent historical value. The Air Force Declassification Plan is posted at the AFDO web

site (<http://www.afdo.hq.af.mil/Plan.htm>). It is critical that records management and information security personnel work together to ensure that requirements of both are met on classified records that are going to be sent to the National Archives or Federal Records Center.

3.4.2. All classified records shall be automatically declassified on 31 December of the year that is 25 years from the date of its original classification, unless it falls in one of the exemption categories (25X) listed in Section 3.3(b) of EO 12958, as amended.

3.4.3. The 25X categories *cannot* be used unless the specific information has been approved through the ISCAP process. This is usually done in the form of a security classification/declassification guide. (See [paragraph 2.6](#) and [Attachment 7](#).) The Air Force has an approved list of exemption categories (listed in the Air Force Declassification Plan); however, the specific item must still be annotated in the security classification/declassification guide before it is used on derivatively marked documents. For original classification decisions, no 25X marking, other than “25X1-human,” is permitted on the “declassify on” line. All originally classified documents *will* contain either a date or event less than 10 years or a date from 10 to 25 years. The only exception is the marking “25X1-human.” This marking may be used when the disclosure of the information could be expected to reveal the identity of a confidential human source or human intelligence source. This is the *only* 25X marking that does not require a date or event for declassification to be cited with the 25X marking.

3.5. Mandatory Review.

3.5.1. Mandatory review requests must identify the information requested with enough specificity to allow for location of the records with a reasonable amount of effort.

3.5.2. Send all requests for MDR to 11 CS/SCSL (MDR), 1000 Air Force Pentagon, Washington DC 20330-1000.

3.5.3. Send appeals to MDR decisions through 11 CS/SCSL (MDR) to SAF/AA, the Air Force Appellate Authority for MDRs.

3.6. Systematic Review for Declassification. Activities will set up an annual schedule for conducting systematic declassification reviews for the following records:

3.6.1. Records of permanent historical value prior to their twenty-fifth birthday. These records will be reviewed and appropriate action taken by 31 Dec of the same year that is 25 years from the date of its original classification.

3.6.2. Other records. Activities will set up a reasonable schedule for conducting declassification reviews for all other classified records.

3.7. Referrals. A referral is information that is subject to the provisions of EO 12958, as amended, Section 3.3, Automatic Declassification, and ISOO Directive No. 1, Section 2001.34, and has been referred to, within, or outside the Air Force for review. AFDO is the focal point for processing Air Force referrals. Detailed information regarding the referral process can be found in the Air Force Declassification Plan.

3.8. Public Release. When information is declassified, it is not releasable to the public until it has been approved for release through the security review process IAW AFI 35-101, Chapter 15.

The same holds true for declassified or unclassified information that will be placed on an Internet site that can be accessed by the public.

3.9. Downgrading. Downgrading of information to a lower level of classification is appropriate when the information no longer requires protection at the originally assigned level, and can be properly protected at a lower level. Any official who is authorized to classify or declassify the information and has authority over the information may downgrade information.

Chapter 4

MARKINGS

4.1. General. Air Force personnel who originally and derivatively classify information will mark those products according to DOD 5200.1-R and the ISOO Marking Booklet. Material other than ordinary paper documents, e.g., e-mail transmitted over a secure network, must have the same information either marked on it or made immediately available to holders by other means. [Reference DOD 5200.1-R, C5.1.]

4.2. Required Markings. Classified documents are required to have the following markings:

4.2. (PACAF) ISPMs will perform random sampling of classified documents to ensure the required markings exist:

4.2.1. The overall classification of the document.

4.2.2. The agency, office of origin, and date of the document.

4.2.3. The office or source document that classified the information.

4.2.3. **(51FW)** In addition to the standard marking guidance for derivative classification, derivative classifiers must add following markings at the bottom of the first page of any derived document to include PowerPoint presentations and imbedded imagery within a PowerPoint Presentation or document: “Classified By:” followed by the derivative classifiers name and position “1Lt John E. Doe, 51 OSS/IN”.

4.2.3.1. If it is originally classified, the document will reference the office. **Example: CLASSIFIED BY: SAF/AAP.**

4.2.3.2. If a document is derivatively classified, it will reference the source document or the security classification/declassification guide. **Example: DERIVED FROM: HQ USAF/A3/5 Memo dated 12 Jan 2008. Subj: Funding Problems.**

4.2.3.3. **(Added-51FW)** When using multiple source documents, the “Derived From” line shall appear as: “Derived From: Multiple Sources”. The derivative classifier shall include a listing of the source materials on, or attached to, each derivatively classified document. There is no required placement of the source list within the document, only that it be included in, or attached to, the document.

4.2.4. The reason for classification. Each originally classified document shall bear a concise statement of the reason for classification, determined by the original classifier. [Reference DOD 5200.1-R, C5.2.4.] The classification categories are listed in EO 12958, as amended, Section 1.4; DOD5200.1-R Interim Information Security Guidance, Chapter 2, Para 1. Example: REASON: 1.4(e)

4.2.4.1. If a document is derivatively classified, the “REASON” is not required to be carried over to the derivative document.

4.2.5. Declassification instructions, and any downgrading instructions that apply. Example: DECLASSIFY ON: 15 MARCH 2010

4.2.5.1. If marking material that falls within one of the 25-year exemption categories, the correct marking will be as follows (NOTE: only derivatively classified documents will

carry a 25X marking, with the exception of 25X1-human, which is allowed on originally classified documents):

DECLASSIFY ON: 25X5, 15 February 2010

4.2.6. Page and portion markings to identify the specific classified information in the document and its level of classification. When marking a document that is derivatively classified, ensure all markings and caveats are carried over from the source document to the derivative document.

4.2.7. Control notices and other markings that apply to the document.

4.2.8. When a document has been declassified or downgraded, the following markings shall be applied:

4.2.8.1. The word “Declassified” or the new classification if being downgraded.

4.2.8.2. The authority for the action (the OCA’s office symbol and the identification of the correspondence or classification instruction that required it).

4.2.8.3. The date of declassification or downgrading action.

4.2.8.4. The overall classification markings that appear on the cover page or first page shall be marked through with a straight line. If downgraded, the new classification will be written in.

4.2.8.5. Page and portion markings will be remarked as required.

4.2.9. Notebooks, binders, folders, etc. containing classified documents will be conspicuously marked with the highest classification of the material contained. Affix the appropriate overall classification marking or classified cover sheet to the front and back of the notebook, binder, folder, etc.

4.2.10. **(Added-PACAF)** The Controlled Access Program Coordination Office (CAPCO) guidelines will be used as a standard to mark classified documents. Additional guidance can be found on the SIPRNet CAPCO page at <http://capco.dssc.sgov.gov>.

4.3. Special Control and Similar Notices. *[Reference DOD 5200.1-R, C5.2.9.]*

4.3.1. Working Papers. Working papers are documents and material accumulated or created in the preparation of finished documents and material. Working papers containing classified information will be:

4.3.1.1. Dated when created.

4.3.1.2. Marked with the highest classification of any information contained in the document and annotated “WORKING PAPER”.

4.3.1.3. Destroyed when no longer needed.

4.3.1.4. Protected IAW the assigned classification.

4.3.1.5. Marked in the same manner as a finished document at the same classification level when transmitted outside the facility or if retained for more than 180 days from the original creation date.

4.3.2. Communications Security (COMSEC). See AFI 33-211, *Communications Security (COMSEC) User Requirements*, for guidance on marking COMSEC documents and media.

4.3.3. Technical Documents. See AFI 61-204, *Disseminating Scientific and Technical Information*, for guidance on marking and disseminating technical documents. [Reference *DOD 5200.1-R*, paragraph C5.2.9.8. and *DODD 5230.24*, *Distribution Statements on Technical Documents*.]

4.3.4. SAPs. Documentation and information may be identified with the Phrase “Special Access Required” and the assigned nickname, codeword, trigraph, or digraph. See AFI 16-701, *Special Access Programs*, for additional guidance on SAP documents.

4.3.5. Restricted Data/Formerly Restricted Data (RD/FRD). [Reference *10 CFR 1045.1*, Subpart A.)

4.3.5.1. Documents containing RD shall be marked:

RESTRICTED DATA

“This material contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.”

4.3.5.2. Documents containing FRD shall be marked:

FORMERLY RESTRICTED DATA

“Unauthorized disclosure subject to administrative and criminal sanctions. Handle as Restricted Data in foreign dissemination. Section 144.b, Atomic Energy Act, 1954”

4.3.6. For Official Use Only (FOUO). See chapter 4 of DOD 5400.7/AF Supplement.

4.4. NATO. NATO documents should be marked in compliance with AFI 31-406, *Applying North Atlantic Treaty Organization (NATO) Protection Standards*, USSAN Instruction 1-69, *United States Implementation of NATO Security Procedures*, and C-M(2002)49, *Security Within the North Atlantic Treaty Organization (NATO)*. Any new policies, principles, standards, and procedures contained in C-M(2002)49 and its supporting directives take precedence, where they conflict, over the guidelines expressed in USSAN 1-69, dated 21 April 1982.

4.5. Other Foreign Government Information (FGI).

4.5.1. Classification designations for FGI often do not parallel U.S. classification designations. Moreover, many foreign governments and international organizations have a fourth level of classification that generally translates as "Restricted," and a category of unclassified information that is protected by law in the originating country and is provided on the condition that it will be treated "in confidence." A table of U.S. and foreign government classification markings can be found in DOD 5200.1-R, Appendix 6.

4.5.2. Other foreign government classified documents shall be marked in English to identify the originating country and the applicable U.S. classification designation. If a classification

designation has been applied to a foreign document by the originator, and it is the applicable U.S. English language designation, only the identity of the originating country need be applied to the document. *Examples:*

A German document marked "Geheim" would be marked: **DEU SECRET**.

A UK document marked "SECRET" would be marked: **GBR SECRET**.

4.5.3. Foreign government documents that are marked with a classification designation that equates to Restricted, and unclassified foreign government documents that are provided to a DOD Component on the condition that they will be treated "in confidence," shall be marked to identify the originating government and whether they are Restricted or provided "in confidence." Additionally, they shall be marked "CONFIDENTIAL - Modified Handling".
Example:

A French document marked "Diffusion Restreinte" would be marked:

FRENCH RESTRICTED INFORMATION

Protect as:

CONFIDENTIAL - Modified Handling

4.5.3.1. (Ref: DOD 5200.1-R, para C6.6.3.) In order to ensure the protection of FGI provided in confidence (e.g., foreign government "Restricted," or foreign government unclassified information provided in confidence), such information must be classified under EO 12958, as amended. Provide a degree of protection to the FGI at least equivalent to that required by the foreign government or international organization that provided the information. If the foreign protection requirement is lower than the protection required for U.S. CONFIDENTIAL information, the following requirements shall be met:

4.5.3.1.1. The information shall be provided only to those individuals who have a need-to-know and access is required by official duties.

4.5.3.1.2. Individuals given access shall be notified of applicable handling instructions.

4.5.3.1.3. Documents shall be stored so as to prevent unauthorized access.

4.6. Marking of Foreign Government and NATO Information In DOD Documents.

4.6.1. When used in DOD documents, FGI must be marked to prevent premature declassification or unauthorized disclosure. To satisfy this requirement, U.S. documents that contain FGI shall be marked on the cover or first page, "**THIS DOCUMENT CONTAINS (indicate country of origin) INFORMATION.**" In addition, the portions shall be marked to identify the classification level and the country of origin, e.g., (GBR-C); (DEU-C). If the identity of the foreign government must be concealed, the cover or first page of the document shall be marked, "**THIS DOCUMENT CONTAINS FOREIGN GOVERNMENT INFORMATION,**" and applicable paragraphs shall be marked FGI together with the appropriate classification (FGI-S). The identity of the foreign government shall be maintained with the record copy, which must be appropriately protected.

4.6.2. The "Derived From" line shall identify the U.S. as well as foreign classification sources. If the identity of the foreign government must be concealed, the "Derived From" line shall contain the marking "Foreign Government information." In that case, the identity of the foreign government will be maintained with the record copy and protected appropriately. A U.S. document shall not be downgraded below the highest level of FGI contained in the document or be declassified without the written approval of the foreign government that originated the information. Recommendations concerning downgrading or declassification shall be submitted through the DOD entity that created the document to the originating foreign government.

4.6.3. DOD classified documents that contain extracts of NATO classified information shall be marked as follows on the cover or first page: **"THIS DOCUMENT CONTAINS NATO CLASSIFIED INFORMATION."** Portions shall be marked to identify the NATO information (e.g., NS). When NATO or other foreign government RESTRICTED information is included in otherwise unclassified DOD documents, the following statement shall be affixed to the top and bottom of the page containing the information: **"This page contains (indicate NATO or country of origin) RESTRICTED information"**. The restricted portions shall be marked (e.g., (NR) (GBR-R). The cover, (or first page, if no cover) of the document shall contain the following statement: **"This document contains NATO RESTRICTED information not marked for declassification (date of source) and shall be safeguarded in accordance with USSAN 1-69"**.

4.6.4. Other foreign government classified documents should be marked in English to identify the originating country and the applicable U.S. classification designation.

4.6.5. Foreign government documents that are marked with a classification designation that equates to RESTRICTED, and unclassified foreign government documents that are provided to a DOD component, should be marked to identify the originating government and whether they are restricted or provided in confidence.

4.7. Audio and Video Tapes. Personnel responsible for marking and maintaining original classified audio and video tapes that document raw test data do not need to include footers/headers showing the applicable classification markings. However, the required classification markings must be placed on the outside of the container and reel. All copies made from the original tapes must include headers/footers that show the applicable classification markings. This will help ensure that valuable historical test data is not inadvertently erased during the classification marking process. [Reference DOD 5200.1-R, C5.4.]

4.8. Removable Information Systems Storage Media. Use SF Form 706, Top Secret ADP Media Classification Label; SF 707, Secret ADP Media Classification Label; SF Form 708, Confidential ADP Media Classification Label; SF 710, Unclassified Label, SF Form 711, ADP Data Descriptor Label, on removable information systems storage media. These are available through the Air Force Publications Distribution System. [Reference DOD 5200.1-R, Paragraphs 5-407 and 5-409a-b.]

4.8. (51FW)7 AF/A2S (SSO) will direct how ADP is marked and controlled within SCI facilities.

4.8.1. Many new removable information systems storage media are of size and shape that precludes application of the standard forms. Such media storing classified information must be permanently marked to display the highest classification of stored information.

4.8.1. (51FW) Commanders must approve all commercial media (e.g., music CDs, movie DVDs, and VHS Tapes, or other media formats) prior to introducing the commercial media into vaults, secure rooms, or locations where classified materials are routinely guarded or stored. Commander's approval will be documented by official memorandum. The memorandum will include: a) a risk assumption statement by the commander, b) a statement that all media classified and unclassified have marked according to AFI 31-401, para 4.8., c) a statement that "Personally owned information systems and storage media are prohibited in areas where classified is processed and will outline clearing or destruction procedures for unauthorized systems/media found in areas. Post a copy of the approval memorandum on the interior of the main entry door to the vault or secure room. Provide copies of the authorization memorandum to the unit's security manager and forward a copy to the 51 FW/IP office.

4.8.2. Designated Approving Authorities (DAA) have the authority to impose restrictions upon, and prohibit the use of, government owned removable information systems storage media for classified systems or networks. DAA approved restrictions will outline clearing, or destruction, procedures for unauthorized devices found in areas where classified processing takes place. Personally owned information systems storage media are prohibited in areas where classified is processed.

4.8.3. The inherent risk of loss of small storage devices should be considered before using them for storing or transporting classified information. Procedures to reduce the potential for accidental loss must be included in local operating instructions. Include a review of these procedures in the semi-annual self-inspection and ISPRs.

4.9. Sensitive Compartmented Information (SCI). *[Reference DOD 5200.1-R, C5.4.11.]*

4.9.1. See AFI 14-302, *Control, Protection, and Dissemination of Sensitive Compartmented Information*, for Air Force policy on intelligence information.

4.9.2. The Special Security Office (SSO) is the focal point for release and dissemination of SCI. The Director of Central Intelligence Directive (DCID) 6/6, *Security Controls on the Dissemination of Intelligence Information* and DCID 6/7, *Intelligence Disclosure Policy* provide criteria for release of intelligence to foreign officials.

4.9.2.1. (Added-51FW) 7 AF/A2S (SSO) is the focal point for SCI programs.

4.10. Authorized for Release To (REL TO) Markings. *[Reference DUSD(I) Memo 27 Sep 2004, subject: Security Classification Marking Instructions.]*

4.10.1. "REL TO" identifies classified information that an originator has predetermined to be releasable based on guidance provided by an Air Force specifically designated foreign disclosure official or has been released, through established foreign disclosure procedures and channels, to the foreign country(ies)/international organizations indicated.

4.10.2. "REL TO" cannot be used with "Not Releasable to Foreign Nationals" (NOFORN) on page markings. When a document contains both NOFORN and REL TO portions, NOFORN takes precedence for the markings at the top and bottom of the page.

4.10.3. The full marking “REL TO USA//applicable country trigraph(s), international organization or coalition force tetragraph” shall be used after the classification and will appear at the top and bottom of the front cover, if there is one, the title page, if there is one, the first page and the outside of the back cover, if there is one. “REL TO” must include country code “USA” as the first country code listed. After the USA, country trigraphic code shall be listed in alphabetical order followed by international organization/coalition tetragraphic codes listed in alphabetical order.

4.10.4. Country codes shall be separated by a comma and a space with the last country code separated by a space, a lower case “and” and a space. EXAMPLE: TOP SECRET//REL TO USA, EGY and ISR.

4.10.5. When portion marking, countries do not need to be listed unless they are different from the countries listed in the “REL TO” at the top and bottom of the page. Text that is releasable to all the countries listed at the top and bottom of the page shall be portion marked “REL”. EXAMPLE: (TS//REL)

4.10.6. If the information is releasable to countries that are different than those listed in the overall “REL TO” marking, the portion marking has the same format, but with the specific countries/organizations listed alphabetically. EXAMPLE: The overall document marking is ‘SECRET//REL TO USA, NZL and NATO.’ However, the portion marking may be: (S//REL TO USA, AUS, NZL and NATO) to indicate that information contained in this portion is also releasable to Australia.

4.10.7. “NOFORN” is an authorized control marking for intelligence information IAW DCID 6/6, Security Controls on the Dissemination of Intelligence Information. Do not use the “NOFORN” dissemination control marking on any document, including derivatively classified documents, without first verifying that the requirements of DCID 6/6 are met and that the marking is actually warranted.

4.10.8. Countries represented with the International Organization for Standardization (ISO) 3166 trigraphic codes can be obtained from the ISPM or from INTELINK on the SIPRNET.

4.11. Classified Electronic Mail (E-Mail)

4.11.1. All e-mails and documents accomplished on the SIPRNET, whether classified or unclassified, will contain the correct classification markings. Classified information may not be transmitted on the NIPRNET.

4.11.2. The first marking in the **Subject** line of the e-mail will be the overall classification of the e-mail using these symbols: (S) for Secret, (C) for Confidential, and (U) for Unclassified. Following this will be the subject title, followed by the classification of the subject title. Example: Subject: (S) Unclassified E-Mail Sample (U)

4.11.3. **Do not send classified messages or mark messages as classified on an unclassified network.**

4.11.4. Place the appropriate classification of the e-mail in all uppercase letters as the first line of the e-mail message text.

4.11.5. Begin the text of the message on the third line, leaving a blank line between the classification marking and the text.

4.11.6. All paragraphs and subparagraphs will be marked with the appropriate portion marking. Use the abbreviated classification symbol at the beginning of all paragraphs and subparagraphs.

4.11.7. Place the appropriate classification of the e-mail in all uppercase letters as the last line of the e-mail message text.

4.11.8. All attachments (if any) will be marked appropriately with overall and portion markings. Indicate the classification of the attachment by placing the abbreviated classification symbol in parentheses before the attachment icon.

4.11.9. Place classification, declassification, and downgrading instructions after the signature block on the left margin.

4.12. (Added-PACAF) Automated Data Processing Equipment (ADPE).

4.12.1. **(Added-PACAF)** Computer monitors that process images and do not have the capacity to store or process classified information will not be labeled with SF Form 706/707/708.

4.12.2. **(Added-PACAF)** ADPE marked with SF Form 706/707/708 will be considered to contain classified information and will be secured IAW Chapter 5 of this instruction.

Chapter 5

SAFEGUARDING

Section 5A—Control Measures

5.1. General. Air Force personnel are responsible, both personally and officially, for safeguarding classified information for which they have access. Collecting, obtaining, recording, or removing, for any unauthorized use whatsoever, of any sensitive or classified information, is prohibited.

5.1.1. Everyone should be aware that advancing technology provides constantly changing means to quickly collect and transport information. The introduction of electronic storage or transmission devices into areas that store, process, and/or generate classified information increases the risk to that information.

5.1.2. Consult the servicing DAA for specific guidance concerning introduction into areas containing Information Systems (IS). [*Reference DODD 8100.2, Use of Commercial Wireless Devices, Services, and Technologies in the Department of Defense (DOD) Global Information Grid (GIG).*]

Section 5B—Access

5.2. Granting Access to Classified Information. Personnel who have authorized possession, knowledge, or control of classified information grant individuals access to classified information when required for mission essential needs and when the individual has the appropriate clearance eligibility according to AFI 31-501, Personnel Security Program Management; has signed an SF 312, Classified Information Nondisclosure Agreement (NDA), and has a need to know the information. Those granting access to classified information must gain the originator's approval before releasing the information outside the Executive Branch or as specified by the originator of the material. Also see [paragraph 5.4.1.1](#) of this AFI. [*References DOD 5200.1-R, C6.2., and EO 12958, as amended, Section 4.1(c.)*]

5.2.1. The Secretary of Defense directed all military members and civilian employees with Top Secret eligibility or access to a specially controlled access category or compartmented information to make a one time verbal attestation to the first paragraph of the SF 312. The verbal attestation must be witnessed by at least one individual in addition to the official who presides over the attestation and manages the process [*Reference DOD 5200.1-PH-1.*] The procedures for personal attestation include:

5.2.1.1. The statement, "Attestation completed on (date)," is placed in the bottom of the Organization block in Item 11 of the SF 312.

5.2.1.2. The individual making the verbal attestation will complete Item 11 of the SF 312. The witness will sign in the Witness block. The presiding official will sign in the Acceptance block.

5.2.1.3. Record the date of attestation in JPAS.

5.2.2. Confirm an individual's access level. The holder of the information must confirm valid need-to-know and must verify the level of access authorization. Those granting access to classified information will confirm a person's access level by:

5.2.2.1. Checking the person's access level, clearance eligibility, and date the person signed the SF 312 and completed Non-SCI Indoctrination, in JPAS; or

5.2.2.2. Confirming it through the employee's security manager, supervisor, or commander or equivalent, or staff agency chief; or

5.2.2.3. Receiving a visit request from a non-DOD visitor's security manager or supervisor. See [paragraph 5.5](#) for further guidance.

5.3. Nondisclosure Agreement (NdA). Signing the NdA is a prerequisite for obtaining access (see [paragraph 5.2](#)). Unit commanders or equivalents and staff agency chiefs are responsible for ensuring their employees have signed one by checking JPAS or the employee's personnel records. If they have not signed one, those responsible use DOD 5200.1-PH-1, Classified Information Nondisclosure Agreement (Standard Form 312) Briefing Pamphlet, to brief people on the purpose. Record the NdA on-line through JPAS prior to sending the signed form for retention. **NOTE:** When the employee's access level is passed to another office or activity, that office or activity can assume the employee has signed one.

5.3.1. Retention. Security managers mail the NdA to the following organizations who will retain the NdAs for 50 years.

5.3.1.1. For active military members, to HQ AFPC/DPFFCMI, 550 C St., W, Suite 21, Randolph AFB, TX 78150-4723.

5.3.1.2. For AFRC and ANG members, to HQ ARPC/DPSFR, 6760 E. Irvington Place, #4450, Denver, CO 80280-4450.

5.3.1.3. For retired flag or general officers or civilian equivalents receiving access under the provisions of AFI 31-501 and who do not already have a signed NdA in their retired file, ISPMs send NdAs to HQ AFPC/DPFFCMR, 550 C St., W, Suite 21, Randolph AFB TX 78150-4723.

5.3.1.4. For Air Force civilians, to the servicing civilian personnel office:

5.3.1.4.1. HQ AFPC/DPCMP, 550 C St, W, Suite 57, Randolph AFB, TX, 78150-4759.

5.3.1.4.2. Hill: OO-ALC/DPC (AFMC), 6053 Elm Lane, Hill AFB UT 84056-5819

5.3.1.4.3. Tinker: 72 MSG/DPC (AFMC), 3001 Staff Drive Ste 1AH190B, Tinker AFB OK 73145-3014

5.3.1.4.4. Robins: 78 MSG/DPC (AFMC), 215 Page Road Ste 325, Robins AFB GA 31098-1662

5.3.1.4.5. 11 WG and the Pentagon: HQ 11 WG/DPC, 1460 Air Force Pentagon, Washington DC 20330-1460

5.3.1.4.6. Wright-Patterson: 88 MSG/DPC (AFMC), 4040 Ogden Ave, Wright-Patterson AFB OH 45433-5763

5.3.1.5. For persons outside the Executive Branch who receive access according to **paragraph 5.4**, the servicing ISPM to the activity granting access will file the NdA.

5.3.2. Refusal To Sign. When a person refuses to sign an NdA, the commander or equivalent, or staff agency chief:

5.3.2.1. Initiates security incident report, in JPAS, that the person refused to sign the NdA.

5.3.2.2. Denies the individual access to classified information.

5.3.2.3. Initiate actions to establish a Security Information File (SIF) according to AFI 31-501.

5.4. Access by Persons Outside the Executive Branch.

5.4. (PACAF) Non-US citizens who are granted Limited Access Authorizations (LAA) will also sign SF 312, *Classified Information Nondisclosure Agreement* (NdA). Nondisclosure Agreements for non-US citizens will be filed in the person's case file retained by the ISPM.

5.4.1. Policy. MAJCOM/FOA/DRU commanders and HAF 2-digits or their designees authorize individuals outside the executive branch to access Air Force classified material as follows unless otherwise provided in DOD 5200.1-R, paragraph C6.2.2.

5.4.1.1. Authorizing Officials (those cited in **paragraph 5.4.1** above) may grant access once they have:

5.4.1.1.1. Gained release approval from the originator or owner of the information. Normally, this is the same official identified in **paragraph 5.4.1.1.2.2** below.

5.4.1.1.2. Determined the individual has a current favorable personnel security investigation as defined by AFI 31-501 and a check of JPAS and a local files check (LFC) shows there is no unfavorable information since the previous clearance. A LFC must be processed according to AFI 31-501. **EXCEPTION:** In cases where there is no current personnel security investigation as defined in AFI 31-501, MAJCOM/FOA/DRU commanders and HAF 2-digits may request a National Agency Check (NAC) and grant access up to the Secret level before the NAC is complete when there is a favorable LFC and the Air Force Central Adjudication Facility (AFCAF) confirms there is no unfavorable information on the individual in JPAS. When applying this exception, follow the procedures outlined in AFI 31-501, paragraph 3.11. for interim security clearance eligibility.

5.4.1.1.2.1. Authority to grant access to persons outside the Executive Branch without a previous clearance may not be delegated below the listed positions in **paragraph 5.4.1.1.2**

5.4.1.1.2.2. Before material is released to persons outside the Executive Branch without a previous clearance, the OCA must be contacted and approve the access.

5.4.1.1.3. Determined granting access will benefit the government.

5.4.1.2. Requests for access must include:

5.4.1.2.1. The person's name, SSAN, date and place of birth, and citizenship.

- 5.4.1.2.2. Place of employment.
 - 5.4.1.2.3. Name and location of installation or activity where the person needs access.
 - 5.4.1.2.4. Level of access required.
 - 5.4.1.2.5. Subject of information the person will access.
 - 5.4.1.2.6. Full justification for disclosing classified information to the person.
 - 5.4.1.2.7. Comments regarding benefit(s) the U.S. Government may expect by approving the request.
- 5.4.1.3. The authorizing official will coordinate the processing of the NAC request with the nearest Air Force authorized requester of investigations.
- 5.4.1.4. Individuals with approval must sign an NdA before accessing information. Upon completion of access, individuals must sign an AF Form 2587, Security Termination Statement.
- 5.4.2. Congress. See AFI 90-401, *Air Force Relations with Congress*, for guidance when granting classified access to members of Congress, its committees, members, and staff representatives. [Reference DOD 5200.1-R, C6.2.2.1]
- 5.4.3. Government Printing Office (GPO). The GPO processes and confirms their personnel's access. [Reference DOD 5200.1-R, C6.2.2.2]
- 5.4.4. Representatives of the Government Accountability Office (GAO). See AFI 65-401, *Relations with the General Accounting Office*, for access requirements. [Reference DOD 5200.1-R, C6.2.2.3.]
- 5.4.5. Historical Researchers. AFHRA OL-A/HOR is the authority for granting access to historical researchers on behalf of the Air Force Historian (HQ USAF/HO). [Reference DOD 5200.1-R, C6.2.2.4.]
- 5.4.5.1. General. Requests for classified access by historical researchers will be processed only in exceptional cases wherein extraordinary justification exists. Access will be granted to the researcher only if the records cannot be obtained through available declassification processes (i.e., the FOIA and MDR processes) and when the access clearly supports the interests of national security.
 - 5.4.5.1.1. (PACAF) Request for classified access by historical researchers will be coordinated through the installation historian office and PACAF/HO.
 - 5.4.5.2. Providing Access.
 - 5.4.5.2.1. The researcher must apply to AFHRA OL-A/HOR in writing for the access. The application will fully describe the project including the sources of documentation that the researcher wants to access.
 - 5.4.5.2.2. If AFHRA OL-A/HOR accepts the request for access, they will provide the researcher with written authorization to go to the nearest Air Force installation security forces office to complete a personnel security questionnaire for a NAC according to AFI 31-501.

5.4.5.2.3. If the results of the NAC are favorable and AFHRA OL-A/HOR approves access, the researcher must sign a SF 312 and an agreement to submit any notes and manuscript(s) for security and policy review(AFI 35-101). This process is to ensure the documents do not contain any classified information and, if so, determine if they can be declassified. Send the SF 312 to AFHRA OL-A/HOR for retention. Classified information will not be removed from government facilities.

5.4.5.2.4. Other Terms.

5.4.5.2.4.1. The access agreement is valid for two years. One two-year renewal is possible. A renewal will not be considered if the project appears to be inactive in the months before the end of the original agreement.

5.4.5.2.4.2. Access will be limited to those records 25 or more years of age.

5.4.5.2.4.3. Access based on a NAC is valid for Secret and Confidential information but does not meet the requirement for access to RD or SAP information. Access to Top Secret or SCI information is not authorized.

5.4.5.2.4.4. Access will be allowed only to Air Force records at AFHSO, AFHRA, and the National Archives and Records Administration (NARA).

5.4.5.2.4.5. Access to Air Force records still in the custody of the originating offices in the Washington National Capital Region must be approved in writing by the originating offices or their successors. It is the responsibility of the researcher to secure this approval.

5.4.6. Former Presidential Appointees. Persons who previously occupied policy-making positions to which the President appointed them may not remove classified information upon departure from office. All such material must remain under the security control of the U.S. Government. Such persons may be authorized access to classified information they originated, received, reviewed, signed, or that was addressed to them while serving in their official capacity, provided the applicable Air Force OCA: [*Reference DOD 5200.1-R, C6.2.2.5.*]

5.4.6.1. Makes a written determination that such access is clearly consistent with the interests of national security;

5.4.6.2. Uses the same access determination procedures outlined in [paragraph 5.4](#) of this AFI;

5.4.6.3. Limits the access to specific categories of information over which the Air Force OCA has classification jurisdiction;

5.4.6.4. Maintains custody of the information or authorizes access to documents in the custody of the NARA; and,

5.4.6.5. Obtains the individual's agreement to safeguard the information and to submit any notes and manuscript for a security review (AFI 35-101, Chapter 15) to ensure that the documents do not contain classified information or to determine if any classified information should be declassified.

5.4.7. Judicial Proceedings. See AFI 51-301, *Civil Litigation*, for more information regarding the release of classified information in litigation.

5.4.8. Other Situations. Follow the guidance in [paragraph 5.4.1.1](#) above. [Reference DOD 5200.1-R, C6.2.2.7.]

5.4.9. Foreign Nationals, Foreign Governments, and International Organizations. Owners of classified information disclose it to foreign nationals, foreign governments, and international organizations only when they receive authorization from SAF/IAPD, 1080 Air Force Pentagon, Washington DC 20330-1080. (See AFI 16-201, *Foreign Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations*, for more specific guidance.) See [Attachment 4](#) for guidance on transmitting classified information to foreign governments.

5.4.9. (PACAF) Request for authorization to disclose information to non-US organizations or individuals will be forwarded to PACAF/IP.

5.4.10. Retired Flag or General Officers or Civilian Equivalent. See [AFI 31-501](#). These individuals need not sign a NDA if the original one is already filed in their retired file or JPAS. (see [paragraph 5.3.1.3](#)).

5.5. Access by Visitors. JPAS is the primary source for confirming access eligibility for DOD and DOD contractor personnel. Visit authorization letters will not be used to pass security clearance information unless JPAS is not available. [Reference DOD 5200.1-R, C6.2.3.]

5.5.1. Outgoing Visit Requests for Air Force Employees. When an Air Force employee requires access to classified information at:

5.5.1.1. A non-DOD contractor activity, the supervisor or security manager contacts the office to be visited to determine the desired clearance verification.

5.5.1.2. A DoE activity, the supervisor or security manager prepares and processes [DoE Form 5631.20](#), according to [DODD 5210.2](#), *Access to and Dissemination of Restricted Data*. Also see [paragraph 1.5.1](#) of this AFI.

5.5.2. Incoming Visit Requests. Air Force activity visit hosts serve as the approval authority for visits to their activities. Use JPAS to confirm security clearances of DOD personnel, including DOD contractors. Installation or activity commanders or equivalents, and staff agency chiefs receiving a visit request:

5.5.2.1. From non-DOD contractors, see [DOD 5220.22-M](#), Chapter 6.

5.5.2.2. From foreign nationals or U.S. citizens representing a foreign government, process the visit request according to AFI 16-201.

5.6. Preventing Public Release of Classified Information. See [AFI 35-101](#), Chapter 15, for guidance on security reviews to prevent people from publishing classified information in personal or commercial articles, presentations, theses, books or other products written for general publication or distribution.

5.7. Access to Information Originating in a Non-DOD Department or Agency. Holders allow access under the rules of the originating agency.

5.8. Administrative Controls.

5.8.1. Top Secret. The security of Top Secret material is paramount. Strict compliance with Top Secret control procedures take precedence over administrative convenience. These

procedures ensure stringent need to know rules and security safeguards are applied to our most critical and sensitive information. The Air Force accounts for Top Secret material and disposes of such administrative records according to *WebRims Records Disposition Schedule*.

5.8.1.1. Establishing a Top Secret Control Account (TSCA). Unit commanders or equivalents, and staff agency chiefs who routinely originate, store, receive, or dispatch Top Secret material establish a Top Secret account and designate a Top Secret Control Officer (TSCO), with one or more alternates, to maintain it. The unit commander or staff agency chief will notify the installation ISPM of the establishment of TSCAs and the names of the TSCO. The TSCO uses AF Form 143, Top Secret Register Page, to account for each document (to include page changes and inserts that have not yet been incorporated into the basic document) and each piece of material or equipment to include IS media. NOTE: For IS information systems or microfiche media, TSCOs must either describe each Top Secret document stored on the media on the AF Form 143 or attach a list of the documents to it. This will facilitate a damage assessment if the media are lost or stolen. EXCEPTIONS:

5.8.1.1. (PACAF) ISPMs will be responsible to ensure Top Secret Control Officer (TSCOs) receive training. TSCOs must be appointed in writing and ISPMs will maintain copies of the appointment letters.

5.8.1.1. (51FW) Units or agencies having a need to store Top Secret material must notify 51 FW/IP in writing, prior to, or immediately after, receipt (Attachment 16). Designate a Top Secret Control Officer (TSCO) with one or more alternates in writing and forward TSCO appointment letter (Attachment 17) to 51 FW/IP. 51 FW/IP will train newly appointed TSCOs.

5.8.1.1.1. Top Secret Messages. TSCOs do not use AF Form 143 for Top Secret messages kept in telecommunications facilities on a transitory basis for less than 30 days. Instead, use message delivery registers or other similar records of accountability.

5.8.1.1.2. Defense Courier Service (DCS) Receipts. TSCOs don't use AF Forms 143 as a receipt for information received from or delivered to the DCS. DCS receipts suffice for accountability purposes in these cases. Retain as prescribed by *WebRims Records Disposition Schedule*. NOTE: TSCOs may automate their accounts as long as all of the required information is included in the information system.

5.8.1.2. Top Secret Disclosure Records.

5.8.1.2.1. The TSCO uses AF Form 144, **Top Secret Access Record and Cover Sheet**, as the disclosure record and keeps it attached to the applicable Top Secret material. Each person that accesses the attached Top Secret information signs the form prior to initial access.

5.8.1.2.2. People assigned to an office that processes large volumes (i.e., several hundred documents) of Top Secret material need not record who accesses the material. **NOTE:** This applies only when these offices limit entry to assigned and appropriately cleared personnel identified on an access roster.

5.8.1.3. Top Secret Inventories. Unit commanders or equivalents, and staff agency chiefs:

5.8.1.3.1. Designate officials to conduct annual inventories for all Top Secret material in the account and to conduct inventories whenever there is a change in TSCOs. These officials must be someone other than the TSCO or alternate TSCOs of the TSCA being inventoried. The purpose of the inventory is to ensure all of the Top Secret material is accounted for, discrepancies resolved, and its status is correctly reflected on the corresponding AF Form 143.

5.8.1.3.1. **(PACAF)** ISPMs will monitor annual inventories of Top Secret documents and will provide oversight for discrepancies noted on the reports. Collateral Top Secret documents courtesy stored in SCI Facilities are not exempt from annual inventories or during ISPRs.

5.8.1.3.1. **(51FW)** Annual inventories or audits of Top Secret Control Accounts (TSCAs) will be conducted during the month of January and whenever the TSCO changes. Inventory reports will be prepared in the format as prescribed in Attachment 18.

5.8.1.3.2. Ensure necessary actions are taken to correct deficiencies identified in the inventory report.

5.8.1.3.3. Ensure the inventory report and a record of corrective actions taken are maintained with the account.

5.8.1.3.4. May authorize the annual inventory of Top Secret documents and material in repositories, libraries, or activities storing large volumes of Top Secret documents and material be limited to a random sampling using the percentage scale indicated below. If account discrepancies are discovered the commander or equivalent, or staff agency chief must determine if the random sample percentage method will suffice or if a higher percentage inventory will be accomplished. If the higher percentage inventory is chosen, the inventory percentage will increase by no less than 20 percent.

5.8.1.3.4.1. One hundred percent, if there are fewer than 300 Top Secret documents.

5.8.1.3.4.2. No less than 90 percent if the holdings range from 301 to 400 Top Secret documents.

5.8.1.3.4.3. No less than 80 percent if the holdings range from 401 to 500 Top Secret documents.

5.8.1.3.4.4. No less than 70 percent if the holdings range from 501 to 600 Top Secret documents.

5.8.1.3.4.5. No less than 60 percent if the holdings range from 601 to 800 Top Secret documents.

5.8.1.3.4.6. No less than 50 percent if the holdings range from 801 to 1,000 Top Secret documents.

5.8.1.3.4.7. No less than 40 percent if the holdings range from 1,001 to 1,300 Top Secret documents.

5.8.1.3.4.8. No less than 30 percent if the holdings range from 1,301 to 1,800 Top Secret documents.

5.8.1.3.4.9. No less than 20 percent if the holdings range from 1,801 to 2,800 Top Secret documents.

5.8.1.3.4.10. No less than 10 percent if the holdings exceed 2,800 Top Secret documents.

5.8.1.4. Special Access Programs will follow the inventory and accountability requirements prescribed by the AFSAPCO.

5.8.1.5. Top Secret Receipts. TSCOs use AF Form 143 as a receipt when transferring Top Secret material from one TSCO to another on the same installation.

5.8.1.6. Top Secret Facsimiles. Top Secret facsimiles will be processed as another copy of the main Top Secret document in the TSCA. All the same rules apply except the register page and disclosure record will be faxed along with the document to the addressee. The addressee will sign and return them immediately to the sender for inclusion in the TSCA.

5.8.2. Secret. Unit commanders or equivalents, and staff agency chiefs set up procedures for internal control of Secret material. When entering Secret material into a mail distribution system, a receipt is required. Personnel may use AF Form 310, as a receipt.

5.8.2. **(51FW)** Commanders/Directors will establish internal control procedures for Secret material. Unit will utilize the AF Form, 310, *Document Receipt and Destruction Certificate*, or a similar receipt system to confirm recipient of mailed Secret material was received. Units will comply with DoDM 5200.01 - V3, *DoD Information Security Program: Protection of Classified Information*, Enclosure 4, Section 4., and AFI 31-401, para 6.3., procedures for transmission and transporting Secret classified information.

5.8.2.1. **(Added-51FW)** An inventory of transmitted material will be recorded and retained in the unit's GSA security container to assist in Original Classification Authority notification if the material is lost or compromised.

5.8.2.2. **(Added-51FW)** Unit Security Managers are responsible for training unit personnel on preparation and transmission of secret information.

5.8.3. Confidential. Individuals need not use a receipt for Confidential material unless asked to do so by the originating activity.

5.8.3. **(51FW)** Commanders/Directors will establish internal control procedures for Confidential material. Unit will utilize the AF Form, 310, or a similar receipt system to confirm recipient of mailed Confidential material was received. Units will comply with DoDM 5200.01 - V3, Enclosure 4, Section 5., and AFI 31-401, para 6.4., procedures for transmission of Confidential classified information.

5.8.3.1. **(Added-51FW)** An inventory of transmitted material will be recorded and retained in the unit's GSA security container to assist in Original Classification Authority notification if the material is lost or compromised.

5.8.3.2. **(Added-51FW)** Unit Security Managers are responsible for training unit personnel on preparation and transmission of confidential information.

5.8.4. Foreign Government and NATO Information. See DOD 5200.1-R, C6.6., for receipting requirements.

5.8.5. Retention of Receipts. Retain receipt and other accountability records IAW *WebRims Records Disposition Schedule*.

Section 5C—Safeguarding

5.9. Care During Working Hours.

5.9.1. Personnel removing classified material from storage must:

5.9.1.1. For Top Secret material use AF Form 144, instead of SF Form 703, **Top Secret Cover Sheet** (see [paragraph 5.8.1.2.1](#)) except as specified in [paragraph 5.8.1.2.2](#) above. [Reference DOD 5200.1-R, C6.3.2.1.]

5.9.1.2. For Secret or Confidential material use SF Form 704, **Secret Cover Sheet**, or SF Form 705, **Confidential Cover Sheet**, as appropriate. These forms are available through the Air Force Publications Distribution system.

5.9.1.3. Use the SF Form 702, to record openings and closings for all General Services Administration (GSA)-approved security containers, vaults, and approved secure storage rooms.

5.9.2. The nature of the classified material typically stored within a secure room or vault may preclude the use of cover sheets. Use cover sheets when feasible.

5.10. End-of-Day Security Checks. Each unit and staff agency that processes, stores, or generates classified information will conduct an end-of-day security check to ensure classified material is stored appropriately. Personnel conducting these checks will do so at the close of each working day and record them on the SF Form 701, when security containers are present, even if the container was not opened that day. The “Checked By” column of the SF 702 does not require end-of-day documentation. Activities that are continuously staffed will establish local procedures to provide for daily security checks. Document those daily security checks on the SF 701. Note: Additional security and safety checks may be added in the blanks on the SF 701. All security containers will be listed on the SF 701 for end-of-day checks.

5.11. Residential Storage Arrangements.

5.11.1. SECAF and SAF/AA authorize the removal of Top Secret information from designated working areas. Requesters send requests through command IP channels to SAF/AAP [Reference DOD 5200.1-R, C6.3.7.1.]

5.11.2. MAJCOM/FOA/DRU commanders, or their ISPMs approve requests for removing Secret and Confidential material from designated work areas during non-duty hours [Reference DOD 5200.1-R, C6.3.7.2.]

5.11.2. (51FW) Commanders wishing to remove Secret and/or Confidential material from designated work areas during non-duty hours will submit request, in writing, through the 51 FW/IP to PACAF/IP using the memorandum format (Attachment 19). Request will be forwarded to PACAF/IP for final determination. The residence must be located within the confines of Osan AB and have a GSA certified security container.

5.11.3. Contingency Plans. The written procedures will be developed as required by DOD 5200.1-R, C6.3.7.3. to include arrangements for notifying the responsible activity to pick up the classified container and material in the event something happens to the user [*Reference DOD 5200.1-R, C6.3.4.*]

5.11.3. **(51FW)** Commanders requesting to work and store classified material at their on-base residence must have written procedures (procedures can be included in the unit operating instruction). As a minimum, procedures will include arrangements for notifying the responsible activity to pick up the classified container and material in the event something happens to the user. Consider other factors such as protective measures to prevent access by foreign nationals visiting/living in the residence.

5.11.4. **(Added-PACAF)** ISPMs will conduct inspections of residential secured storage containers for compliance with DOD 5200.1-R and Chapter 5 of this instruction.

5.11.4. **(51FW)** 51 FW/IP must conduct a security survey and if necessary the unit security manager will coordinate with the 51 CES and 51 CS for structural determinations and EMSEC requirements. 51 FW/IP will forward the security survey to HQ PACAF/IP who will grant final approval for residential storage.

5.12. In-Transit Storage. Installation commanders:

5.12.1. Provide an overnight repository for classified material. A locally developed awareness program ensures operations dispatch, passenger services, base entry controllers, and billeting staff are aware of the availability.

5.12.1. **(PACAF)** Installation Commanders will establish in writing, an authorized overnight repository for classified information. ISPMs will ensure this approved memorandum is posted at operations dispatch, passenger services, base entry control points, Security Forces Control Centers, and the billeting office.

5.12.1. **(51FW)** The following locations are authorized overnight classified repositories on Osan AB (to include NATO):

5.12.1.1. **(Added-51FW)** Base Operations, Bldg. 882, 51 OSS/OSAM, DSN 784-4288 (for aircrews only).

5.12.1.2. **(Added-51FW)** The storage of off-loaded pallets containing classified materials during deployments and contingencies will be temporarily stored in the special handling security cage, Bldg. 632, 731 AMS/TRKS, DSN 784-8860. This room is approved for the storage of classified information at the Secret/US level.

5.12.1.3. **(Added-51FW)** 51st Fighter Wing Command Center, Bldg. 1097, 51 FW/OCO, DSN 784-7000.

5.12.1.4. **(Added-51FW)** 7 AF/A2S, Bldg. 940, DSN 784-4498/4396 (SCI only).

5.12.2. Authorize the storage of Secret and Confidential material on the flightline during in-processing for deployment when the material is stored in a standard GSA-approved security container and the in-transit area is controlled and located on an Air Force installation.

5.12.2. **(51FW)** Aircraft containing classified information or components will be parked in the mass parking restricted area, if parking is available, and demarcated with an elevated

barrier. Entry to the aircraft will be controlled by owner/user, and continuous surveillance will be maintained on the aircraft.

5.13. Classified Meetings and Conferences [Reference DOD 5200.1-R, C6.3.8.]

5.13. (51FW) Hold classified meetings/conferences only in rooms that afford adequate security against unauthorized access. Further procedures and guidance in establishing a secure meeting or conference room can be found in Attachment 20.

5.13.1. Classified information at meetings, conferences, symposia, portions or sessions of meetings, conferences, etc., during which classified information is to be disseminated shall be limited to appropriately cleared U.S. Government or U.S. Government contractor locations. Auditoriums, assembly halls, or gymnasiums that are primarily for public gatherings at cleared contractor facilities will not be used for a classified meeting at which Top Secret or Secret information would be disclosed, even though it is located on a portion of the contractor's cleared facility [DOD 5220.22-R, Para C1.4.5.1].

5.13.2. Facility Approval Authority. Installation commanders or their designees assess the need to establish and approve secure conference and classified training facilities. Normally, secure conference or classified training facilities are only established at locations where frequent classified meetings or forums occur. If such a facility does not openly store classified information, secure construction requirements are not mandated. However, if installation commanders or their designees determine the local threat and security environment dictates more stringent construction requirements, they can use DOD 5200.1-R, Appendix 7 as a guide for constructing the facility.

5.13.2. (PACAF) ISPMs will be the focal point for facility approval for classified meetings and conferences on the installation.

5.13.3. Foreign Participation. Hosting officials refer to AFI 16-201, *Foreign Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations*, for specific guidance.

5.13.4. Technical Surveillance Countermeasures (TSCM) Surveys. Commanders or equivalents, and staff agency chiefs or their designees determine to do TSCM surveys based on mission sensitivity and threat. See AFI 71-101, Volume 3, *The Air Force Technical Surveillance Countermeasures Program* for additional guidance.

5.14. Protecting Classified Material on Aircraft. Classified material and components are routinely carried on USAF aircraft. The purpose of this paragraph is to provide minimum standards for the protection of classified material and components while minimizing the impact on aircrew operations. The following minimum standards are established to provide cost effective security of classified material and components and to ensure detection of unauthorized access.

5.14.1. Aircraft commanders (owners/users) are responsible for the protection of classified material and components aboard their aircraft whether on a DOD facility, at a civilian airfield, or when stopping in foreign countries IAW DOD 5200.1-R, paragraph C6.3.9. Aircraft commanders should consult with the local ISPM or senior security forces representative for assistance in complying with these requirements.

5.14.2. To provide security-in-depth for classified components and material on aircraft, park the aircraft in an established restricted area or equivalent if the aircraft is designated Protection Level (PL) 1, 2, or 3. Refer to AFI 31-101, Air Force Installation Security Program, for details about protection levels.

5.14.2.1. Lock the aircraft, when possible, using a GSA-approved changeable combination padlock (Federal Specification FF-P-110) series available from GSA at 800-525-8027, under NSN 5340-00-285-6523 to secure the crew entry door, and/or

5.14.2.2. Place all removable classified material (e.g., paper documents, floppy disks, videotapes) in a storage container secured with a GSA-approved lock. The storage container must be a seamless metal (or similar construction) box or one with welded seams and a lockable hinged top secured to the aircraft. Hinges must be either internally mounted or welded. Containers installed for storage of weapons may also be used to store classified material even if weapons/ammunition are present, provided the criteria listed above have been met.

5.14.2.2.1. Have the aircraft and container checked for tampering every 12 hours. If unable to comply with the 12 hours due to crew rest, perform these checks no later than 1 hour after official end of crew rest.

5.14.2.2.2. Zeroize keyed COMSEC equipment as required by AFKAG-1N, *Air Force Communications Security (COMSEC) Operations*.

5.14.2.3. If the aircraft cannot be locked and is not equipped with a storage container, place the removable classified in an approved security container in an authorized U.S. facility. Classified components, attached to the aircraft, do not have to be removed.

5.14.3. To provide security-in-depth for classified components and material on PL 4 or non-PL aircraft, park the aircraft in a controlled area. PL 4 and non-PL aircraft should not be parked in a restricted area due to use of force limitations.

5.14.3.1. Lock the aircraft using a GSA-approved changeable combination padlock (Federal Specification FF-P-110) series available from GSA under NSN 5340-00-285-6523 to secure the crew entry door, and

5.14.3.2. Secure removable classified material IAW [paragraph 5.14.2.2](#) or [5.14.2.3](#)

5.14.4. At non-U.S. controlled locations, host nation restricted/controlled areas may be used only if all material and components aboard the aircraft have been approved for release to the host nation by a cognizant foreign disclosure authority. Material should be secured IAW [paragraph 5.14.2](#) for restricted areas and [paragraph 5.14.3](#) for controlled areas.

5.14.5. If the aircraft cannot be parked in a restricted/controlled area:

5.14.5.1. Place removable classified material in a storage container and secure the container as described in [paragraph 5.14.2.2](#) Lock all aircraft egress points or secure them from the inside. Seal the aircraft with tamper proof seals such as evidence tape, numerically accountable metal, or plastic seals.

5.14.5.2. If the aircraft can be locked and sealed but there is no storage container, remove all removable classified material and store it in an approved security container in

an authorized U.S. facility. Classified components (e.g., AAR 47, ALE 47, etc.) may be stored in a locked and sealed aircraft.

5.14.5.3. If the aircraft cannot be locked and sealed and no storage container is available, off-load all classified material and components to an approved security container in an authorized U.S. facility.

5.14.5.4. If none of the above criteria can be met, U.S. cleared personnel must provide continuous surveillance. Foreign national personnel cleared by their government may be used if all material and components aboard the aircraft have been approved for release to the host nation by a cognizant foreign disclosure authority.

5.14.6. MAJCOM/FOA/DRUs determine specific risk management security standards for weather diverts and in-flight emergencies. Review AFKAG-1N if the classified information is COMSEC material.

5.14.7. If evidence exists of unauthorized entry, initiate a security investigation IAW **Chapter 9** of this AFI.

5.15. Information Processing Equipment.

5.15.1. Machines with Copying Capability. For copiers and facsimile machines or any machines with copying capability (e.g., microfiche machines), personnel consult their unit information manager (3A0X1) to determine if the machines are authorized for copying classified, and if so, determine if they retain any latent images when copying classified, and how to clear them when they do. Networked copiers present unique security hazards that require DAA approval. Also see **paragraph 5.24** for reproduction authority [*Reference DOD 5200.1-R, C6.3.10.*]

5.15.1. (**51FW**) The Defense Automated Printing Service (DAPS) on Osan AB will be contacted prior to reproducing classified information on copier machines (DSN 784-5518). DAPS will determine if the copier machine retains latent images and specifies how to clear the images when they do. This service can be conducted telephonically for GSUs. NOTE: Units may contact their respective 3D0X1, *Knowledge Operations Management*, representative for assistance with researching reproduction equipment latent images and specifications.

5.15.2. Protect information system equipment or removable hard disk drive and the information system media at the highest security classification processed by the system [*Reference Air Force Special Security Instruction (AFSSI) 5020, paragraph 2.2.2.*]

5.15.3. For any type of printer with a ribbon that has been used to print classified information, personnel remove the ribbon and store it as classified. See DOD 5200.1-R, Chapter 6 for storage requirements.

5.15.4. Used toner cartridges may be treated, handled, stored, and disposed of as unclassified, when removed from equipment that has successfully completed its last print cycle.

5.16. General Safeguarding Policy. [*Reference DOD 5200.1-R, C6.4.*]

5.16.1. See DOD 5200.1-R, C1.4 and **paragraph 1.6** when requesting waivers to provisions of DOD 5200.1-R, AFPD 31-4, or this publication.

5.16.2. The Air Force does not authorize use of security controls listed in DOD 5200.1-R, paragraph C6.8. [*Reference DOD 5200.1-R, Paragraph C6.8.*]

5.16.3. Use of Force for the Protection of Classified Material. See AFI 31-207, *Arming and Use of Force By Air Force Personnel*.

5.16.4. SCI Safeguarding Policy. See Air Force Manual (AFMAN) 14-304, *The Security, Use, and Dissemination of Sensitive Compartmented Information (supersedes USAFINTEL 201-1.)*

5.16.5. Retention of Classified Records. Personnel follow the disposition guidance in *WebRims Records Disposition Schedule*.

5.17. Standards for Storage Equipment. GSA-approved security containers must have a label stating “General Services Administration Approved Security Container” affixed to the front of the container usually on the control or top drawer.

5.17.1. If the label is missing or if the container’s integrity is in question, the container shall be inspected by a GSA certified inspector.

5.17.2. Organizations without GSA certified inspectors must confirm that contractor inspectors have current GSA inspector training certificates prior to allowing them to determine the security integrity of GSA-approved containers.

5.17.2. (51FW) Ensure the locksmith is a U.S. Citizen prior to the inspection.

5.17.3. Information on obtaining inspections and recertification of containers can be found in FED-STD -809A on the DoD lock program website at: (https://portal.navfac.navy.mil/portal/page/portal/navfac/navfac_ww_pp/navfac_nfesc_pp/locks) or by calling DSN 312-551-1212.

5.17.4. Inspecting personnel must note their findings and the source of confirmation on an AFTO Form 36, (available on the AFEPL), and retain that record in the container [*Reference DOD 5200.1-R, C6.4.*]

5.17.4. (51FW) All security containers under the 51 FW Information Security Program will be inspected by the 51st Civil Engineer Squadron (CES) locksmith. Exceptions: 7 AF and 694 ISR GP organizations, located on Osan Air Base, may also utilize the 607 SPTS/CES locksmith. GSUs that fall under the 51 FW/IP office with respect to information protection must establish Memorandum of Agreement (MOA) or Inter-service Agency Agreement with the host installation or the nearest installation that has certified GSA locksmiths. Units possessing multiple security containers may label or mark containers for the purpose of identification and inventory (e.g. IP 1 and IP 2). Security container external markings must not reveal the level of classified stored within the container, secure room, or vault.

5.18. Storage of Classified Information. [*Reference DOD 5200.1-R, C6.4.*]

5.18.1. Replacement of Combination Locks. Commanders or equivalents, and staff agency chiefs must ensure all combination locks on GSA-approved security containers and doors are replaced with those meeting Federal Specification FF-L-2740 starting with those storing the most sensitive information according to the priority matrix in DOD 5200.1-R, Appendix 7.

5.18.2. Due to operational necessity or the size and nature of some classified materials, it may be necessary to construct secure rooms for storage because GSA-approved containers or

vaults are unsuitable or impractical. Secure rooms must be approved by the ISPM and be constructed IAW DOD 5200.1-R Appendix 7. Access to secure rooms must be controlled to preclude unauthorized access. Access shall be limited to authorized persons who have an appropriate security clearance and a need-to-know for the classified material/information within the area. Persons without the appropriate level of clearance and/or need to know shall be escorted at all times by an authorized person where inadvertent or unauthorized exposure to classified information cannot otherwise be effectively prevented. The nature of the classified material typically stored within a secure room or vault may preclude the use of cover sheets.

5.18.2. **(51FW)** Initial physical security surveys of classified vaults, secure rooms, or open storage locations under the 51 FW Information Security program will be inspected by 51 FW/IP and 51 CES Structural Office. In cases of classified electronic processing equipment, 51 CS (Emission Security) will be included during the initial physical security survey. Follow-up physical security surveys will be conducted by 51 FW/IP to ensure initial survey inspection findings were corrected and the room meets requirements as specified in DoDM 5200.01 - V3, Enclosure 3, Section 3; Appendix to Enclosure 3: Physical Security Standards. The Information Security Program Manager (ISPM) is delegated the authority to approve and certify classified open storage areas.

5.18.2.1. **(Added-51FW)** Prior to the approval of secure storage rooms, the ISPM will consider the threat, vulnerabilities and in-depth security methods. Structures that do not qualify as a vault will be equipped with an intrusion detection system (IDS) and meet the standards as prescribed in DoDM 5200.01 - V3, Enclosure 3 and AFI 31-101, *Integrated Defense (FOUO)*.

5.18.2.2. **(Added-51FW)** Any additions, deletions, or modifications of the physical construction features of the vault/secure storage area will decertify the vault/secure storage area and require a reevaluation by 51 CES Structural Office and 51 FW/IP.

5.18.2.3. **(Added-51FW)** During periods of IDS malfunction, owner/user must locate classified materials to a suitable temporary storage area (vault, secure room, or security container) or provide continuous physical surveillance of the unprotected area until the alarm system is repaired.

5.18.3. **(Added-PACAF)** The ISPM, in concert with the Base Civil Engineer, will inspect vaults, secure rooms, cargo security cages, and munitions storage facilities to ensure compliance with the requirements of DOD 5200.1-R. Airfreight terminals cargo security cages may be approved up to Secret classification level. All classified storage facilities must meet the minimum standards for Secure Rooms IAW DoD 5200.1-R.

5.18.3. **(51FW)** 51 CES will notify the 51 FW/IP section to review all initial and follow-up facility construction projects that are designed to store classified information.

5.18.4. **(Added-PACAF)** When manned during duty hours the room must be secured to only allow authorized personnel access into the secure room. During non-duty hours or when unoccupied the room must be secured (combination lock engaged and IDS activated).

5.18.4. **(51FW)** At least one person must be physically present inside the room; if not, the IDS must be activated and Mass-Hamilton X0 – 7/8/9 combination lock engaged.

5.18.5. (Added-PACAF) ISPMs will inspect secure storage facilities annually to ensure they continue to meet standards IAW DOD 5200.1-R. **Note:** The Base Civil Engineer will not be required to accompany ISPMs during annual inspections if no structural modifications were done since the previous facility inspection.

5.19. Use of Key-Operated Locks [*Reference DOD 5200.1-R, C6.4.3.6.1.*]

5.19.1. The authority to determine the appropriateness of using key-operated locks for storage areas containing bulky Secret and Confidential material is delegated to the unit commanders or equivalents, and staff agency chiefs having this storage requirement. When key-operated locks are used, the authorizing official will designate lock and key custodians.

5.19.2. Lock and key custodians use AF Form 2427, (available on the AFEPL) to identify and keep track of keys.

5.20. Procurement of New Storage Equipment [*Reference DOD 5200.1-R, C6.4.5.*]

5.20.1. Requesters of exceptions send their requests through command IP channels to SAF/AAP who will then notify USD/I of the exception [*Reference DOD 5200.1-R, C6.4.2.*]

5.20.2. See AFMAN 23-110, Volume II, Standard Base Supply Customer's Procedures [*Reference DOD 5200.1-R, C6.4.2.*]

5.21. Equipment Designations and Combinations.

5.21.1. See AFMAN 14-304 for guidance on marking security containers used to store SCI [*Reference DOD 5200.1-R, C6.4.1.*]

5.21.2. Use SF Form 700, **Security Container Information** (available through the Air Force Publications Distribution system), for each vault or secure room door and security container, to record the location of the door or container, and the names, home addresses, and home telephone numbers of the individuals who are to be contacted if the door or container is found open and unattended. Applying classification marking to SF 700, Part 1, is not required when separated from Part 2 and 2a.

5.21.2.1. Affix the form to the vault or secure door or to the inside of the locking drawer of the security container. Post SF Form 700 to each individual locking drawer of security container with more than one locking drawer, if they have different access requirements.

5.21.2.2. The SF 700 contains Privacy Act information and must be safeguarded from casual view, but must be readily identifiable by anyone that finds the facility unsecured.

5.21.3. When SF Form 700, Part II, is used to record a safe combination, it must be:

5.21.3. (51FW) Record security container/vault/secure room combinations on SF 700, *Security Container Information*, Part II. Seal and mark the Part II with the highest classification level (front/back, top/bottom) of material stored in the security container/vault/secure room and store the Part II in a security container/vault/secure room other than the one for which it is being used.

5.21.3.1. Marked with the highest classification level of material stored in the security container; and,

5.21.3.2. Stored in a security container other than the one for which it is being used.

5.22. Repair of Damaged Security Containers [Reference DOD 5200.1-R, C6.4.7.]

5.22.1. Locksmiths or technicians must be GSA certified and either have a favorable NAC or must be continuously escorted while they are repairing security containers. See guidance for unescorted entry to restricted areas in AFI 31-501.

5.22.1. (PACAF) When qualified US-citizen locksmiths are not available, foreign national locksmiths may be used to neutralize lockouts and repair security containers. The security container custodian will continuously escort foreign national locksmiths during repair of security containers.

5.22.1. (51FW) 51 FW Information Security Program participants, to include GSUs without a locksmith on-site, will notify 51 CES locksmith for security container lockouts and repairs. GSUs requiring on-site service must be prepared to provide fund site for the 51 CES locksmith TDY (travel and per diem) if a qualified locksmith is not available at the GSU.

5.22.2. (DELETED)

5.22.3. Federal Standard 809, Neutralization and Repair Of GSA-approved Containers can be obtained from the NFESC, 1100 23rd Avenue, Code ESC66, Port Hueneme, California 93043-4370 or at: http://locks.nfesc.navy.mil/pdf_files/fs809.pdf.

5.22.4. Locksmiths or technicians who open or repair GSA approved containers must document their actions on an AFTO Form 36 retained in the container.

5.23. Maintenance and Operating Inspections. Personnel will follow maintenance procedures for security containers provided in AFTO 00-20F-2, Inspection and Preventive Maintenance Procedures for Security Type Equipment. Commanders or equivalents and staff agency chiefs may authorize trained security managers and security container custodians to perform inspections and preventive maintenance on safes and vaults. Note: Training is conducted by locksmiths or other personnel who are qualified as to technical construction, operation, maintenance, and purpose of such security type equipment [Reference DOD 5200.1-R, C6.4.7.]

5.23. (51FW)51 FW Information Security Program participants will notify 51 CES locksmith to conduct Preventive Maintenance Inspections (PMI) of their security containers/vaults/secure storage rooms. Exceptions: 7 AF and 694 ISR GP organizations, located on Osan Air Base, may also utilize the 607 SPTS/CE locksmith. GSUs that fall under the 51 FW/IP office with respect to information protection must establish Memorandum of Agreement (MOA) or Inter-service Agency Agreement with the host installation or the nearest installation that has certified GSA locksmiths. PMIs are required every *five* years for security containers and every *two* years for vaults and secure storage rooms. Annotate the check on AFTO Form 36, *Maintenance Record for Security Type Equipment*.

5.24. Reproduction of Classified Material.

5.24. (51FW)Commanders must designate all classified reproduction equipment in writing and post the memorandum in a conspicuous location next to the equipment. An example classified reproduction memorandum can be found at Attachment 21 of this supplement.

5.24.1. Unit commanders or equivalents, and staff agency chiefs designate equipment for reproducing classified material.

5.24.1. (PACAF) Reproduction equipment designation letters will be posted in close proximity of the equipment.

5.24.2. The DAA approves networked equipment used to reproduce classified information. Information managers (3A0X1) issue procedures for clearing copier equipment of latent images.

5.24.3. Security managers:

5.24.3. (51FW) Security managers will contact their respective 3D0X1, representative to determine latent image clearing of classified reproduction equipment and develop reproduction procedures which will be posted on or next to the classified reproduction equipment; if possible, collocated with the commander designated classified reproduction memorandum. See Attachment 22 for an example of classified reproduction procedures.

5.24.3.1. Should display procedures for clearing latent images of equipment used to copy classified material in a location clearly visible to anyone using the equipment;

5.24.3.2. Develop security procedures that ensure control of reproduction of classified material; and,

5.24.3.3. Ensure personnel understand their security responsibilities and follow procedures.

5.25. Control Procedures. Unit commanders or equivalents and staff agency chiefs designate people/ positions to exercise reproduction authority for classified material in their activities [Reference DOD 5200.1-R, C6.5.1.]

5.26. Emergency Authority. (See EO 12958, as amended, Section 4.2(b) and ISOO Directive No. 1, Section 2001.51.)

5.26.1. In emergency situations, in which there is an imminent threat to life or in defense of the homeland; Military Department or other DOD Component Agency, MAJCOM/FOA/DRU commanders may authorize the disclosure of classified information to an individual or individuals who are otherwise not routinely eligible for access under the following conditions:

5.26.1.1. Limit the amount of classified information disclosed to the absolute minimum to achieve the purpose;

5.26.1.2. Limit the number of individuals who receive it;

5.26.1.3. Transmit the classified information via approved federal government channels by the most secure and expeditious method according to DOD 5200.1-R, or other means deemed necessary when time is of the essence;

5.26.1.4. Provide instructions about what specific information is classified, how it should be safeguarded; physical custody of classified information must remain with an authorized federal government entity, in all but the most extraordinary circumstances;

5.26.1.5. Provide appropriate briefings to the recipients on their responsibilities not to disclose the information and obtain a signed NDA.

5.26.2. Within 72 hours of the disclosure of classified information, or the earliest opportunity that the emergency permits, but no later than 30 days after the release, the

disclosing authority must notify the originating agency of the information and USD/I by providing the following information through ISPM channels;

- 5.26.2.1. A description of the disclosed information;
- 5.26.2.2. To whom the information was disclosed;
- 5.26.2.3. How the information was disclosed and transmitted;
- 5.26.2.4. Reason for the emergency release;
- 5.26.2.5. How the information is being safeguarded, and;
- 5.26.2.6. A description of the briefings provided and a copy of the signed NDA.

5.26.3. **(Added-51FW)** Regarding emergency protection, removal, and destruction of classified information, each unit is responsible for developing emergency procedures tailored to meet unit needs. Use Attachment 23 as a guideline in establishing procedures unique to the unit's classified operations. Maintain a copy of the plan on each security container. Units must practice their emergency plan annually, record the results, and file in section nine of the security manager handbook.

Section 5D—Disposition and Destruction of Classified Material

5.27. Retention of Classified Records.

5.27.1. Personnel follow the disposition guidance in *WebRims Records Disposition Schedule*.

5.27.2. Unit commanders or equivalents, and staff agency chiefs will designate a "clean-out day" once a year to ensure personnel are not retaining classified material longer than necessary [*Reference DOD 5200.1-R, C6.7.2.1.*]

5.27.2. **(PACAF)** PACAF activities will conduct the annual clean-out day in January of each year. Unit and Staff Security Managers will file the results of the annual clean-out day in their Unit Security Manager Handbook and send a file copy to the servicing ISPM.

5.28. Disposition and Destruction of Classified Material [*Reference DOD 5200.1-R, C6.7.2.*]

5.28. (51FW)Information listed in Attachment 2 of AFI 31-401, will be destroyed by shredding in a manner that prevents reconstruction of the information.

5.28.1. Shredders purchased from an approved product list that produces a crosscut shred size of 1/2" x 1/32" or smaller, may continue to be used for destruction of collateral information until 1 October 2008. Employ compensatory measures such as mixing unclassified material with the shredding and stirring of the shredded material. Replacement shredders for destruction of classified information must be purchased from the National Security Agency (NSA)-approved Equipment Product List. Obtain information on approved destruction devices from the NSA Information Assurance web site (<http://www.nsa.gov/ia/government/mdg.cfm>). Please note that this list is FOUO and is updated quarterly on the restricted NSA site.

5.28.1. **(PACAF)** Classified material may be destroyed by burning, shredding, pulping, melting, mutilation, chemical decomposition, or pulverizing. Residue shall be inspected

during destruction to ensure that classified information cannot be reconstructed. Equipment used to destroy classified information is not required to be marked with SF 706/707/708.

5.28.2. Records of Destruction Process.

5.28.2.1. Top Secret. TSCOs will ensure:

5.28.2.1.1. Two people with Top Secret access are involved in the destruction process;

5.28.2.1.2. Destruction is recorded on one of these forms: AF Form 143; AF Form 310; or, AF Form 1565, and,

5.28.2.1.3. The destruction record is attached to the AF Form 143 (used to account for the document) when the destruction is not recorded on the AF Form 143 itself.

5.28.2.2. Secret and Confidential. A record of destruction is not required. A cleared person must perform the destruction.

5.28.2.3. FGI. See DOD 5200.1-R, C6.6, for destruction of FGI.

5.28.2.4. Destruction of Information System Media. Dispose of information system media according to AFSSI 5020, *Remanence Security*.

5.28.2.4. **(PACAF)** The approved method for routine destruction of CD-ROMs is incineration or National Security Agency (NSA) approved CD-ROM declassifier. SONY CDs produce toxic fumes and must not be burned. Security Engineered Machinery (SEM) Model 1200, CD-ROM declassifier, is approved for declassifying CD ROMs. However, it is not approved for CDs that are CD-R (recordable) or CD-RW (rewritable). The SEM 1200 may be ordered through your normal supply channel. If you cannot burn at your location, do not have a declassifier, or have CD-R or CD-RW disks, mail your classified CDs to NSA for destruction: NSA L322, 9800 Savage Road, Fort George G. Meade, MD 20755-6000.

5.28.2.5. Disposition of Destruction Records. Dispose of destruction records according to *WebRims Records Disposition Schedule*.

5.28.3. Central Destruction Facility (CDF). The installation commander determines the need for a CDF to destroy classified information, who manages the CDF, and who funds for maintenance. Usually, the decision is based on the amount of classified that is destroyed at the installation and the cost of building and maintaining a CDF, versus purchasing and maintaining other authorized equipment for destruction within individual units.

5.28.3. **(51FW)** All approved routine destruction of classified material not accomplished on an approved shredder must be accomplished at one of the below destruction centers on Osan AB. Individuals requiring the use of these facilities must notify the agencies no later than two days prior to the destruction date.

5.28.3.1. **(Added-51FW)** 51 Medical Group, Bldg. 777, 784-2009, (will only be used during emergency conditions).

5.28.3.2. **(Added-51FW)** For destruction of SCI materials, contact 7 AF/A2S (SSO) at extension 784-4498/4396.

Chapter 6

TRANSMISSION AND TRANSPORTATION

Section 6A—Methods of Transmission or Transportation

6.1. General Policy.

6.1.1. Hand carrying Classified Material During Temporary Duty (TDY) Travel. Hand carrying classified material during TDY poses a risk and should be done as a last resort in critical situations. Whenever possible, personnel will use standard secure methods for relaying the data, e.g., mail through secure channels or through approved secure electronic means. Authorizing officials must assess the risk before authorizing the hand carrying of classified material. Some factors to consider during the risk assessment process are:

6.1.1.1. The environment in which the material will be handcarried. Consider the chances of the material being confiscated by unauthorized personnel. The servicing AFOSI office should be able to assist in determining the risks associated with the environment.

6.1.1.2. The sensitivity of the information. Consider the damage it could cause the United States if the information was compromised.

6.1.1.3. The availability of authorized facilities for storing the classified during overnight layovers, at the TDY location, etc. Consider storing the material at a U.S. military installation or other government facility.

6.1.2. Laptop Computers are High Risk. Because of their commercial value, laptop computers are an especially high risk when used to transport classified information. When using laptops to handcarry classified information, couriers must ensure both laptop and disks are prepared according to [paragraph 6.6.3](#) In addition, as required for all classified material, couriers must take special care to ensure laptops and disks are kept under constant surveillance or in secure facilities/containers at all times.

6.1.3. Air Force Office of Primary Responsibility for Transmission and Transportation Policy. SAF/AAP establishes Air Force policy and procedures for transmission and transportation of classified information and material [Reference DOD 5200.1-R, *C7.1.1.1.*]

6.1.4. Transmitting Classified Material by Pneumatic Tube Systems. Installation commanders approve the use of pneumatic tube systems and ensure that the equipment and procedures provide adequate security [Reference DOD 5200.1-R, *C7.1.1.1.*]

6.1.5. Electronic Transmission and Physical Transportation of COMSEC Material. Personnel may acquire information on electronic transmission and physical transportation of COMSEC information and material from their supporting COMSEC manager. (Reference AFI 33-201, [AFI 33-211](#), [AFI33-275](#), and *DOD 5200.1-R, C7.1.1.2.*)

6.1.6. Releasing Other Agency Information Outside of the DoD. Personnel go direct to owners of other agency information to request permission to release the information outside the DoD [Reference DOD 5200.1-R, *C7.1.1.4.*]

6.1.7. **(Added-51FW)** Units or agencies will only allow personnel with security clearance to receipt for registered mail. All registered mail must be protected as classified information until it can be determined otherwise.

6.1.8. **(Added-51FW)** Osan AB personnel will not enter classified materials into the Base Information Transfer Center (BITC) mobile service. Hand-carry the classified material to the Post Office/Official Mail Center, Bldg 995, DSN 784-1189.

6.2. Transmission and Transporting Top Secret Information. [Reference DOD 5200.1-R, C7.1.2.]

6.2.1. Electronic Means. Obtain information about transmitting Top Secret information via electronic means from their Information Assurance office. See **paragraph 5.8** [Reference DOD 5200.1-R, C7.1.2.2.]

6.2.2. DOD Component Courier Service. The Air Force does not have its own courier service [Reference DOD 5200.1-R, C7.1.2.4.]

6.2.3. Department of State Diplomatic Courier Service. Personnel who need to transport classified material use the Department of State courier system when: [Reference DOD 5200.1-R C7.1.2.5.]

6.2.3.1. Transporting classified material through or within countries hostile to the United States or any foreign country that may inspect it.

6.2.3.2. Transporting Top Secret material to an installation serviced by diplomatic pouch. Personnel can find out if they are serviced by diplomatic pouch through their local military postal office.

6.3. Transmitting and Transporting Secret Information. [Reference DOD 5200.1-R, C7.1.3.]

6.3.1. Also see AFI 31-601 [Reference DOD 5200.1-R, C7.1.3.2.]

6.3.2. The Air Force authorizes the use of the current holder of the GSA contract for overnight delivery of Secret information in urgent cases and when the delivery is between DOD Components and their cleared contractor facilities within the United States and its Territories. This applies to locations in Alaska, Hawaii, and Puerto Rico when overnight delivery is possible. USD/I has already ensured the conditions cited in DOD 5200.1-R, paragraph C7.1.3.3, have been met [Reference DOD 5200.1-R, C7.1.3.3.]

6.3.2. **(PACAF)** Recipients of packages sent via the GSA contract courier (i.e., FedEx Corp) must protect packages as Secret until determined otherwise. Overnight express delivery service is not authorized for classified information delivery to Guam.

6.3.2.1. The Defense Security Service maintains a list of authorized GSA contract overnight delivery services at http://www.dss.mil/isec/approved_overnight.htm.

6.3.2.2. The carriers identified on the DSS list may be used for urgent overnight delivery of Secret and Confidential material within the continental United States (CONUS) when overnight delivery cannot reasonably be accomplished by the U.S. Postal Service. However, classified COMSEC information may not be transmitted overnight. Controlled Cryptographic Information (CCI) that is unclassified may be shipped overnight.

6.3.2.3. Carrier personnel should not be notified that the package contains classified material.

6.3.2.4. Packages are typically shipped on Monday through Thursday only. This ensures that the package does not remain in the possession of the carrier service over a weekend. However, the security manager may approve shipment on other days providing the receiver has appropriate procedures in place. These procedures must ensure that a cleared person will receive and sign for the package on Saturday, Sunday, or holidays, and that he or she is able to secure the package in approved storage. [DOD 4525.8-M.]

6.3.2.5. The sender is responsible for ensuring that an authorized person will be available to receive the delivery and for verification of the correct mailing address.

6.3.3. For more information on protective security service carriers see DOD 5220.22-R, Industrial Security Regulation, AFI 31-601, AFRPD 24-2, Preparation and Movement of Air Force Materiel, and AFI 24-201, Cargo Movement. [Reference DOD 5200.1-R, C7.1.3.8.]

6.3.4. Electronic Means. Obtain information about transmitting Secret information via electronic means from the supporting Information Assurance office.

6.4. Transmitting Confidential Information. [Reference DOD 5200.1-R, C7.1.4.]

6.4.1. Since first class mail bearing the “Return Service Requested” notice is an option for transmitting Confidential material, recipients must protect it as Confidential material unless they determine the contents are unclassified. **EXCEPTION:** Official Mail Center (OMC) and Activity Distribution Offices (ADO) will comply with the provisions of *DOD 4525.8-M/AF Sup.*

6.4.1.1. The outer envelope or wrapper shall be endorsed with “Return Service Requested” instead of “POSTMASTER: Do Not Forward”.

6.5. Transmission of Classified Material to Foreign Governments. [Reference DOD 5200.1-R, C7.1.5.]

6.5.1. Also see AFI 31-601 and AFPD 16-2, Disclosure of Military Information to Foreign Governments and International Organizations [Reference DOD 5200.1-R, C7.1.5.1.]

6.5.2. US classified material will not be shipped from a US industrial activity to a foreign entity [Reference DOD 5200.1-R, C7.1.5.1.]

Section 6B—Preparation of Material for Transmission

6.6. Envelopes or Containers. [Reference DOD 5200.1-R, C7.2.]

6.6.1. For the purpose of this policy, an activity is a facility [Reference DOD 5200.1-R, C7.2.1.1.5.]

6.6.2. Receipts. See receipting requirements at [paragraph 5.8](#)

6.6.2.1. Senders trace unacknowledged receipts:

6.6.2.1.1. Within 30 days for material sent within CONUS.

6.6.2.1.2. Within 45 days for material sent outside CONUS.

6.6.2.2. The recipient must immediately date, sign, correct, and return the receipt to the sender.

6.6.2.3. If recipients do not return the receipt and confirm they have not received the material, the sending activity must initiate security incident procedures according to **Chapter 9** of this AFI.

6.6.3. Laptop Computer and Disk Preparation Requirements. Couriers must ensure that:

6.6.3.1. Laptops are password protected.

6.6.3.2. Laptops and disks are marked according to DOD 5200.1-R, paragraphs C5.4.8, C5.4.9, and C5.4.10.

6.6.3.3. Laptops and disks containing classified information are kept under constant surveillance or stored in secure containers/facilities.

6.6.3.4. Classified media or systems will be wrapped or secured within a container if outer classification markings are visible.

Section 6C—Escort or Handcarrying of Classified Material

6.7. General Provisions [Reference DOD 5200.1-R, C7.3.]

6.7.1. Authorization [Reference DOD 5200.1-R, C7.3.1.1.]

6.7.1.1. The unit commander or equivalent, or staff agency chief authorizes appropriately cleared couriers to handcarry classified material on commercial flights. See DOD 5200.1-R, paragraph C7.3.1.2., for required documentation and this AFI, **paragraph 6.1.1**, for a cautionary statement regarding handcarrying classified material.

6.7.1.2. The unit commander or equivalent, staff agency chief, or security manager authorizes appropriately cleared couriers to handcarry classified material by means other than on commercial flights.

6.7.2. Security managers or supervisors brief each authorized member handcarrying classified material [Reference DOD 5200.1-R, C7.3.1.2.]

6.7.3. Each Air Force activity or unit that releases classified material to personnel for handcarrying: [Reference DOD 5200.1-R, C7.3.1.1.]

6.7.3.1. Maintains a list of all classified material released.

6.7.3.2. Keeps the list until they confirm all the material reaches the recipient's activity or unit.

6.8. Documentation. Unit commanders or equivalents, staff agency chiefs, or security managers issue and control DD Form 2501 (Safeguard), **Courier Authorization** (available through the Air Force Publications Distribution system), for handcarrying classified material by means other than on commercial flights. This doesn't preclude the use of a courier authorization letter for infrequent courier situations. **EXCEPTION:** Documentation is not necessary when handcarrying classified information to activities within an installation (i.e., Air Force installation, missile field, or leased facilities within the local commuting area). **NOTE:** Account for DD Form 2501 (Safeguard) as prescribed in AFI 33-360, Volume 2, Content Management Program-Information Management Tool (CMP-IMT) [Reference DOD 5200.1-R, C73.2.2.]

6.8.1. **(Added-51FW)** Use DD Form 2501, *Courier Authorization*, or a courier authorization memorandum (Attachment 24), signed by the unit commander, staff agency chief, security manager, or SSO when hand-carrying classified materials off the installation. A sealed package examination exemption notice must be affixed to the material (Attachment 25). For further guidance, refer to AFI 31-401/PACAF Sup 1, Attachments 8 and 9 for courier authorization memorandum and sealed package examination exemption notice templates.

6.8.2. **(Added-51FW)** Supervisor verbal authorization is required prior to hand-carrying classified information to activities on the installation.

6.8.2.1. **(Added-51FW)** Sealed package examination exemption notice are required if the courier will be entering an entry control point (e.g., controlled areas, restricted areas, facility entry points). Also, Sealed package examination exemption notice will be required when hand-carrying classified information during Force Protection Conditions Charlie and Delta.

6.8.2.2. **(Added-51FW)** When classified material is hand-carried on base (outside the unit or activity), a briefcase may serve as the outer wrapper. The inner envelope will be marked with the classification of the information, to include the unit address.

6.8.3. **(Added-51FW)** When hand-carrying classified materials while traveling aboard commercial passenger aircraft, use the procedures as outlined in DODM 5200.01 - V3, Enclosure 4, AFI 31-401, and AFI 31-401/PACAF Sup.

6.8.4. **(Added-51FW)** The entry controller will stop individuals not in possession of a valid DD Form 2501 or courier authorization memorandum/sealed package examination exemption notice when entering an entry controlled facility. The entry controller will contact the courier's unit security manager, SSO, or commander and verify the individual is authorized to be in possession of the classified material. (NOTE: The entry controller will take appropriate actions to detain the classified information and courier if the courier's unit cannot attest to the courier's authorized possession of the classified material) Once the entry controller has verified the courier's authorization to be in possession of the classified material the courier will be allowed to proceed.

6.8.5. **(Added-51FW)** When emergency situations occur during increased Force Protection Conditions Charlie and Delta (e.g., relocation of wing, group, or unit control centers, etc.), individuals do not need to be in possession of a sealed package examination exemption notice when transporting or relocating classified information.

6.9. (Added-PACAF) See [Attachment 8](#) for sample courier authorization letter, and [Attachment 9](#) for sealed package exemption notice.

Chapter 7

SPECIAL ACCESS PROGRAMS (SAPS)

7.1. Control and Administration [*Reference DOD 5200.1-R, C8.1.3.3.*]

7.1.1. SAF/AAZ administers SAPs for the Air Force. See AFPD 16-7, *Special Access Programs*. **EXCEPTION:** HQ USAF/XOI controls SCI programs.

7.1.2. Contractor personnel associated with Special Access Programs (SAPs) administered under DOD 5220.22-M Sup 1 and AFI 16-701 may be nominated and approved by the cognizant Program Security Officer (PSO) to fulfill the roles and responsibilities of a security manager.

7.2. Code Words and Nicknames. Unit commanders or equivalents, and staff agency chiefs obtain code words and nicknames through channels from the servicing control point (normally, the MAJCOM/FOA/ DRU Information Management activity) [*Reference DOD 5200.1-R, C8.1.4.6.1*]

Chapter 8

SECURITY EDUCATION AND TRAINING

Section 8A—Policy

8.1. General Policy. Effective information security training is a cornerstone of the Air Force Information Security Program. All Air Force personnel need information security training whether they have access to classified information or not. All Air Force personnel are individually responsible for protecting the national interests of the United States. All security infractions and/or violations must be immediately reported, circumstances examined and those responsible held accountable and appropriate corrective action taken. Commanders or equivalents, and staff agency chiefs are responsible for ensuring that personnel are knowledgeable and understand their responsibility to protect information and resources deemed vital to national security.

8.2. Methodology. The Air Force will provide information security training to its personnel and contractors, as appropriate, on a continuous basis using government and commercial training sources. Various training methods will be used to administer training, such as classroom instruction, one-on-one, computer-based, and other distant learning training media. The Air Force will maintain a cadre of trained professional career security personnel and security managers to administer, implement, and measure the program's effectiveness. When funds and resources permit, professional security personnel and security managers should attend in-residence type training courses.

8.3. Roles and Responsibilities.

8.3.1. These roles and responsibilities are in addition to those listed in [paragraph 1.3](#)

8.3.2. SAF/AAP is responsible for coordinating development of Air Force specific information security training course materials and curriculums.

8.3.3. Commanders or equivalents, and staff agency chiefs are responsible for implementing the information security training program, developing supplemental training tools, and assessing the health of their programs on a continuous basis. In addition, they will:

8.3.3.1. Ensure appointed security managers receive training through the ISPM within 90 days of their assignment and that the training is annotated in the individual's official personnel file (OPF) or military training record.

8.3.3.2. Budget for security awareness training products, materials, and the formal training of security managers.

8.3.3.3. Actively support and monitor security education training.

8.3.3.4. Ensure records are maintained on a calendar year basis of personnel attending initial, refresher and specialized information security training. As a minimum, these records must reflect the date(s) training was conducted and the name of personnel in attendance.

8.3.4. Supervisors will conduct and/or ensure personnel receive training as required by this instruction, document it when required, and ensure credit is given for course completion or briefing attendance, as appropriate.

8.3.5. ISPMs that oversee security managers are responsible for:

8.3.5.1. Developing and overseeing implementation of information security training programs.

8.3.5.2. Assessing the effectiveness of training programs as part of the annual ISPR (see [para 1.4.2](#)).

8.3.5.3. Developing and conducting classroom or one-on-one training for newly appointed security managers.

8.3.5.4. Developing and distributing generic information security training lesson plans, which cover the basic information security work-center components (information, personnel and industrial security programs) to include installation specific security requirements.

8.3.5.5. Assisting security managers in the development of unit specific lesson plans, motivational materials and training aids.

8.3.5.6. Publicly recognizing the training efforts of effective security managers.

8.3.5.7. Providing civilian employees who complete information security managers training with a certificate, which they can use to enter course completion into their training file.

8.3.5.8. Providing military members who complete information security managers training with a certificate, which they can use to enter course completion into their on-the-job training record or other official records, as appropriate.

8.3.5.9. If full-time contractor performance or services is required or anticipated to support the Information Security work center or a specific security discipline (information, personnel, or industrial), the ISPM will assure the following language is inserted into the statement of work (SOW). "The contractor will be required to participate in the government's in-house and web-based security training program under the terms of the contract. The government will provide the contractor with access to the on-line system."

8.3.5.10. When contractors require Information Security work center training, the ISPM must approve the contractor's enrollment in any web-based training course. In addition, the ISPM must notify, in writing, the 37 TRS/DORM Training Manager of this action, to include the contractor's name, SSAN, contract number, and contractor's cage code and contract performance location. The request may be Faxed to DSN 473-4150.

8.3.6. Security Managers are responsible for:

8.3.6.1. Ensuring security training is conducted as outlined in this AFI.

8.3.6.1. **(51FW)** Initial and annual refresher training will also include FOUO, SBU and PII handling and disposition requirements as listed in paragraph 1.5.3. and 1.5.3.1 of this supplement.

8.3.6.2. Developing organizational specific security lesson plans, as necessary.

8.3.6.3. Advising the commander on the status of the unit's security training program.

8.3.6.4. Ensuring training is documented and records are properly maintained, if applicable.

8.3.6.5. Providing security management, awareness, and training to on-base contractor visitor groups integrated into the organization unless the mission, operational requirements, autonomous nature or other factors require them to establish and maintain their own security program under the NISPOM.

8.3.7. **(Added-51FW)** Commanders through the unit security managers must ensure each cleared and un-cleared individual in the organization is provided initial and annual Information, Personnel, and Industrial (if applicable) security training. Unit security managers will document initial, refresher, and annual training.

Section 8B—Initial Security Orientation

8.4. Cleared Personnel.

8.4.1. Initial Training. Supervisors and security managers provide initial training to all cleared personnel. Supervisors are responsible for ensuring that their cleared personnel receive an initial security education orientation before they access classified information or within 90 days of assignment to the unit, whichever is shorter.

8.4.1.1. Initial training should ensure cleared personnel are knowledgeable of their security responsibilities as related to their jobs and the organization's mission. Note: Security manager records initial security training for cleared personnel in the appropriate JPAS "Indoctrinate Non-SCI Access" field. Document training of "Uncleared" personnel in local training records.

8.4.1.1.1. Indoctrinate to the investigation position code reflected in the Unit Manpower Document.

8.4.1.1.2. Verify that current eligibility meets or exceeds the access level.

8.4.1.1.3. Do not document indoctrination before the NdA execution has been recorded in JPAS.

8.4.1.2. The Air Force Information Security Training Standards establish initial information security training for cleared personnel, under column heading (C). **Note:** A standard lesson plan meeting the requirements of the training standard is available from the AFSFC web site that includes the NATO training prescribed below.

8.4.1.3. Due to the need for expeditious access to NATO classified information associated with ongoing operations and the Air Force's Aerospace Expeditionary Force (AEF) mission, all cleared military, civilian, and contractor personnel will receive a NATO security briefing. This does not mean every cleared military, civilian, or contractor will be granted access to NATO classified information. The access determination will be made by the access granting authority IAW AFI31-406, paragraph 4.2. A written acknowledgement of the NATO training will be maintained. If the member has access to NATO, also record in JPAS.

8.5. Uncleared Personnel.

8.5.1. Supervisors and security managers provide training to uncleared personnel. Supervisors are responsible for ensuring that all uncleared personnel receive an initial security education orientation within 90 days of assignment to the unit.

8.5.1.1. Initial orientation training must ensure that uncleared personnel are knowledgeable of their responsibilities and roles in the Air Force Information Security Program.

8.5.1.2. The Air Force Information Security Program Training Standards establish initial security education orientation training for uncleared personnel. **NOTE:** A standard lesson plan meeting the requirements of the training standard is available from the AFSFC web site: <https://www.mil.lackland.af.mil/afsf/> that includes the initial NATO training required of all uncleared personnel.

8.5.2. Initial training for uncleared personnel will be documented locally.

Section 8C—Special Requirements

8.6. Original Classification Authorities (OCAs). IPOs are responsible for administering specialized training to OCAs IAW DOD 5200.1-R. Training must be conducted prior to OCA authority being exercised. Personnel who propose, prepare, develop, or facilitate original classification decision actions for OCAs will be trained in original and derivative classification, marking, and preparation of security classification guidance. SAF/AAP has developed training standards for OCA training which can be found on the Information Protection Community of Practice (CoP) at: <https://wwd.my.af.mil/afknprod/ASPs/CoP/OpenCoP.asp?Filter=OO-SF-AF-10>. This specialized training is in addition to the other information security training also available on this CoP.

8.6. (PACAF)PACAF/IP will be responsible for OCA training of the COMPACAF and Director of PACAF/A3/5/8. 15 AW/IP will be responsible for training 13 AF/CC. Installation CIPs are responsible for training their respective NAF/CCs (5 AF, 7 AF, 11 AF, and 13 AF). The proper use of derivative classification will also be included in the training.

8.7. Derivative Classifiers, Security Personnel, and Others. Security managers are responsible for administering information security training to all personnel IAW DOD 5200.1-R. The training standards can be found on the Information Protection Community of Practice (CoP) at: <https://wwd.my.af.mil/afknprod/ASPs/CoP/OpenCoP.asp?Filter=OO-SF-AF-10>.

8.7.1. **(Added-PACAF)** Newly appointed security managers will be provided training on their duties within 90 days of appointment. See **Attachment 10** for a sample Security Manager training acknowledgement format. Within 10 duty days of appointment, an appointment letter will be forwarded to the ISPM.

8.7.2. **(Added-PACAF)** An evaluation of the effectiveness of security training provided by security managers must be conducted by the self-inspection appointee during semi-annual self-inspections.

8.8. Restricted Data (RD)/Formerly Restricted Data (FRD). Within the DOD, an RD management official shall be appointed in each agency. SAF/AA is appointed the Air Force Management Official.

Section 8D—Continuing Security Education/Refresher Training

8.9. Continuing and Refresher Training. Commanders or equivalents, and staff agency chiefs ensure that each person receives continuing training throughout their duty assignment.

8.9.1. All personnel will receive Continuing Security Education/Refresher Training annually IAW the Air Force Information Security Training Standards.

8.9.2. Personnel performing specialized Classified National Security Information Program related functions, such as classification, declassification and derivative classification actions and security personnel, etc., will receive refresher training commensurate with their knowledge and proficiency in performing required tasks and the dissemination of new policy guidance.

8.9.3. Tailor training to mission needs.

8.9.4. Continuing Security Education/Refresher Training must include ensuring individuals have the most current security guidance applicable to their responsibilities. The annual Air Force Total Force Awareness Training (TFAT) Information Protection block of instruction is mandatory for all Air Force personnel, and meets the general security awareness required. Additional training relating to job requirements (functional, program, security clearances, etc.), or assignments (NATO, PCS, etc.) will be required.

8.9.5. Other related material to be considered include a general overview of the unclassified controlled information (**Attachment 2**), foreign disclosure, security and policy review processes and protection requirements.

Section 8E—Access Briefings and Termination Debriefings

8.10. Access Briefings.

8.10.1. Supervisors, security managers or designated officials conduct and document the following access briefings, as appropriate. The exception is **para 8.10.1.6** All documentation of SCI indoctrinations, debriefs, and NdAs are maintained only within the SSO.

8.10.1.1. Brief and execute the SF 312, prior to granting individual access to classified information. The SF 312 may also be used to document attestations. Both SF 312 completion and attestations will be recorded in JPAS [*Reference AFI 31-401, **paragraph 5.3***]

8.10.1.2. Brief and execute the DD Form 2501 (Safeguard), Courier Authorization, as necessary, when an individual is authorized to escort or handcarry classified information. [*Reference AFI 31-401, **paragraph 6.8***]

8.10.1.3. Brief and execute the AF Form 2583, Request for Personnel Security Action, prior to granting an individual access to NATO classified information [*Reference AFI 31-406, **paragraph 4.9.***]

8.10.1.4. Brief and execute the AF Form 2583, Request for Personnel Security Action, prior to granting an individual access to Critical Nuclear Weapons Design Information (CNWDI). [*Reference AFI 31-401, **paragraph 1.5.1.3.***]

8.10.1.5. Brief and execute the AF Form 2583, Request for Personnel Security Action, prior to granting an individual access to SIOP-ESI. [Reference *AFI 10-1102, Safeguarding the Single Integrated Operational Plan (SIOP)*, paragraph 7.1.]

8.10.1.6. The special security officer conducts the SCI indoctrination (in brief) prior to granting personnel access to SCI. The indoctrination is recorded in the DD Form 1847, Sensitive Compartmented Information Indoctrination Memorandum. The DD Form 1847-1, Sensitive Compartmented Information Nondisclosure Statement, is also executed at this time [Reference *DOD 5105.21-M-1, Chapter 2*]

8.10.2. JPAS will also be used to record NATO, CNWDI, and SIOP-ESI access authorizations.

8.11. Termination Debriefings.

8.11.1. Supervisors, security managers or designated officials conduct and document the following termination debriefings, as appropriate:

8.11.1.1. Debrief individuals having access to classified information or security clearance eligibility when they terminate civilian employment, separate from the military service, have their access suspended, terminated, or have their clearance revoked or denied.

8.11.1.2. Use AF Form 2587, *Security Termination Statement*, to document the debriefing.

8.11.1.3. The debriefing must emphasize to individuals their continued responsibility to:

8.11.1.3.1. Protect classified and unclassified controlled information (**Attachment 2**) to which they have had access.

8.11.1.3.2. Report any unauthorized attempts to gain access to such information.

8.11.1.3.3. Adhere to the prohibition against retaining material upon departure.

8.11.1.3.4. Potential civil and criminal penalties for failure to fulfill their continuing security responsibilities.

8.11.2. For NATO access termination debriefing, see AFI 31-406, paragraph 4.10.

8.11.3. Commanders or equivalents, and staff agency chiefs ensure personnel accessed to SCI receive a termination debriefing from the Special Security Officer when access is no longer required, is suspended, or is revoked.

8.11.4. For SIOP-ESI termination briefing, see AFI 10-1102.

8.11.5. Dispose of AF Form 2587 according to *WebRims Records Disposition Schedule*.

8.11.6. Update JPAS to reflect termination of accesses.

8.12. Refusal to Sign a Termination Statement. When an individual willfully refuses to execute AF Form 2587, the supervisor, in the presence of a witness:

8.12.1. Debriefs the individual orally.

8.12.2. Records the fact that the individual refused to execute the termination statement and was orally debriefed.

8.12.3. Ensures the individual no longer has access to classified information.

8.12.4. Forwards the AF Form 2587 to the servicing ISPM for SIF processing according to AFI31-501.

Section 8F—Program Oversight

8.13. General.

8.13.1. Commanders or equivalents, and staff agency chiefs are responsible for ensuring systems are set up to determine training requirements, develop training, and evaluate effectiveness of the training.

8.13.2. ISPMs will make security education and training a special interest item during annual ISPRs.

8.13.3. Commanders or equivalents, and staff agency chiefs will ensure that their security education and training program is given close scrutiny during inspections, self-inspections and SAVs.

8.13.4. Personnel that have program oversight responsibilities should use a combination of approaches to assess the effectiveness of the security education program, such as, observations, quizzes, surveys, face-to-face interviews, practical demonstrations, etc.

Section 8G—Coordinating Requests for Formal Training

8.14. Coordinating Requests for Training.

8.14.1. Commanders or equivalents, and staff agency chiefs will ensure that requests for formal training are coordinated through unit, installation and MAJCOM training channels.

8.14.2. **(DELETED)**

Chapter 9

ACTUAL OR POTENTIAL COMPROMISE OF CLASSIFIED INFORMATION

9.1. Policy. [*Reference DOD 5200.1-R, C10.*]

9.1.1. It is Air Force policy that security incidents will be thoroughly investigated to minimize any possible damage to national security. The investigation will identify appropriate corrective actions that will be immediately implemented to prevent future security incidents. Further, if the security incident leads to the actual or potential compromise of classified information, a damage assessment will be conducted to judge the effect that the compromise has on national security.

9.1.2. Suspected instances of unauthorized public disclosure of classified information shall be reported promptly and investigated to determine the nature and circumstances of the suspected disclosure, the extent of the damage to national security, and the corrective and disciplinary action to be taken [*DODD 5210.50, Para 4.*]

9.2. Definitions.

9.2.1. Security incidents as used in this AFI pertain to any security violation or infraction as defined in EO 12958, as amended. Security incidents may be categorized as:

9.2.1.1. Security Violation. Any knowing, willful or negligent action:

9.2.1.1.1. That could reasonably be expected to result in an unauthorized disclosure of classified information.

9.2.1.1.2. To classify or continue the classification of information contrary to the requirements of this order or its implementing directives.

9.2.1.1.3. To create or continue a SAP contrary to the requirements of EO 12958, as amended.

9.2.1.2. Security Infraction. Any knowing, willful or negligent action contrary to the requirements of EO 12958, as amended that is not a security violation.

9.2.2. A compromise of classified information occurs when unauthorized individuals have had access to the classified information. Unauthorized individuals include those individuals with the appropriate security clearance but do not have a valid need-to-know.

9.2.3. A potential compromise of classified information is when an investigating official concludes that a compromise of classified information has more than likely occurred as a result of a security incident.

9.3. Information System (IS) Deviations. Coordinate all security deviations involving information systems with the local ISPM and the supporting information assurance office to begin an evaluation on the impact of the incident to national security and the organization's operations. If COMSEC material is involved, refer to AFI 33-212, *Reporting COMSEC Deviations* (will be incorporated in AFI 33-201, Volume 3, *COMSEC User Requirements*)).

9.3.1. **(Added-PACAF)** All Classified Message Incidents (CMI), will be reported to the local ISPM to initiate an evaluation on the impact of the incident to national security and the

organization's operations IAW the current PACAF Classified Message Incident Program Administration.

9.4. Sensitive Compartmented Information (SCI) Incidents. Safeguard all SCI material and report incidents involving SCI to the Special Security Officer.

9.5. Special Access Program (SAP) Incidents Report security incidents involving DOD SAP materiel through local SAP channels to the Director, Special Programs OUSD(P).

9.6. Classification.

9.6.1. Classify security incident notices, appointment of inquiry official memorandums, and security incident reports at the same level of classification as the information compromised if they contain classified information or if they provide sufficient information that would enable unauthorized individuals to access the classified information in an unsecured environment. In the latter case, the documentation must remain classified until the information has been retrieved and appropriately safeguarded. Do not classify memorandums and reports pertaining to security incidents that have occurred in the information system environment when the system has been appropriately purged and the correspondence does not contain other classified information.

9.6.1.1. Classify security incident notices, memorandums, and reports according to the classified source from which they are derived. Refer to DOD 5200.1-R, Chapter 3.

9.6.1.2. Mark security incident notices, memorandums, and reports using derivative classification procedures. Refer to DOD 5200.1-R, Chapter 5.

9.6.2. All security incident reports will, as a minimum, be marked "For Official Use Only." Refer to DOD Regulation 5400.7/Air Force Supplement, *Freedom of Information Act Program*.

9.7. Public Release. Security incident reports cannot be released into the public domain until they have undergone a security review [*Reference AFI 35-101, Chapter 15.*] Unauthorized disclosure of classified information to the public must be processed IAW DODD 5210.50.

9.8. Reporting and Notifications.

9.8.1. Personnel who learn of a security incident must immediately report it to their commander or equivalent, supervisor, or security manager who will in-turn report the incident to the servicing ISPM by the end of the first duty day.

9.8.1. **(51FW)** Report security incidents no later than the end of the duty day on which the incident occurred to 51 FW/IP, 784-3094/2960/4423/6866 or 51FW.IP@osan.af.mil with read receipt. 51 FW/IP will assign a case number for each security violation.

9.8.2. After assigning a case number beginning with calendar year, base, and sequential number for tracking purposes, the ISPM will:

9.8.2. **(PACAF)** Accountability logs can be done electronically provided a backup system is available.

9.8.2.1. Coordinate with the organization security manager to ensure the commander or equivalent, or staff agency chief has been briefed on the incident. The ISPM will brief the

commander or equivalent, or staff agency chief if the security manager is unable to do so or when the incident is reported directly to the ISPM.

9.8.2.2. Report compromises/potential compromises for the following incidents through command IP channels to SAF/AAP:

9.8.2.2.1. Classified in the public media.

9.8.2.2.2. Foreign intelligence agencies.

9.8.2.2.3. Criminal activity.

9.8.2.2.4. NATO classified information.

9.8.2.2.5. FGI.

9.8.2.2.6. RD or FRD.

9.8.2.2.7. Disclosure to foreign nationals.

9.8.2.3. Notify the local AFOSI when the circumstances involve criminal activity or foreign intelligence agencies.

9.8.2.4. Notify SAF/AAZ through the appropriate SAP channels when the compromise involves special access information.

9.8.3. The appointing authority will notify the OCA, or the originator when the OCA is not known, when it is determined there is a compromise, potential compromise, or loss of classified information. Refer to [paragraph 9.6.1](#) of this AFI for security classification marking requirements.

9.9. Preliminary Inquiry. An informal inquiry to determine if classified information has been lost or compromised so that a damage assessment can be completed and the appropriate corrective action can be taken.

9.9.1. The commander or equivalent, or staff agency chief of the activity responsible for the security incident will appoint an inquiry official to conduct a preliminary inquiry. See [Attachment 5](#) for a sample appointment memorandum. Refer to [paragraph 9.6.1](#) of this AFI for appointment memorandum classification requirements. The guidelines for selection of the inquiry/investigative official are found in [paragraph 9.11.2](#).

9.9.1. **(PACAF)** The inquiry official must be a commissioned officer, SNCO (E-7 and above) or a civil servant equivalent (GS-9, YA-02, and above). Contractor personnel will not be appointed as inquiry officials.

9.9.1. **(51FW)** 51 FW/IP will brief the preliminary Inquiry Official (IO) on his/her responsibilities and provide assistance as needed. The preliminary IO will complete an inquiry report using the format as prescribed in AFI 31-401, Attachment 6. All inquiries will be completed no later than 10 duty days after appointment (unless extension is approved by 51 FW/IP). IO should be appointed within 24 hours after incident is reported.

9.9.1.1. When security incidents occur because of unauthorized transmission of classified material, the sending activity appoints the inquiry official and conducts the inquiry.

9.9.1.2. Inquiry officials will coordinate their actions with the servicing ISPM and the staff judge advocate's office.

9.9.2. The preliminary inquiry will determine if classified material was compromised, the extent of the compromise, and the circumstances surrounding the compromise.

9.9.3. A preliminary inquiry report will be completed using the sample report format at **Attachment 6** and submitted to the appointing official through the ISPM. The ISPM will provide their concurrence/ non concurrence with the report and forward it to the appointing official for action. Refer to **paragraph 9.6** of this AFI for report classification requirements.

9.9.4. The report from the preliminary inquiry will be sufficient to resolve the security incident if:

9.9.4.1. The inquiry determines that loss or compromise of classified information has not occurred.

9.9.4.2. The inquiry determines that loss or compromise of classified information has occurred, but there is no indication of significant security weakness.

9.9.4.3. The appointing official determines that no additional information will be obtained by conducting a formal investigation.

9.9.5. If the report from the preliminary inquiry is not sufficient to resolve the security incident, the appointing authority initiates a formal investigation. The preliminary inquiry report will become part of any formal investigation. If the inquiry is closed out as a compromise or potential compromise the appointing authority notifies the OCA to perform a damage assessment.

9.9.6. If the inquiry reveals suspected unauthorized disclosure to the public notify SAF/AAP through IP channels [DODD5210.50, Para 5.2.1.]. Classify security incident notices, memorandums, and reports according to the classified source from which they are derived. Refer to DOD 5200.1-R, Chapter 3. Specifically address:

9.9.6.1. When, where, and how the incident occurred.

9.9.6.2. Was classified information compromised?

9.9.6.3. If compromise occurred, what specific classified information and/or material was involved?

9.9.6.4. If classified information is alleged to have been lost, what steps were taken to locate the material?

9.9.6.5. In what specific media article or program did the classified information appear?

9.9.6.6. To what extent was the compromised information disseminated?

9.9.6.7. Was the information properly classified?

9.9.6.8. Was the information officially released?

9.9.6.9. Are there any leads to be investigated that might lead to the identification of the person responsible for the compromise?

9.9.6.10. Will further inquiry increase the damage caused by the compromise?

9.9.7. Submit a completed Department of Justice (DoJ) Media leak Questionnaire, available from <https://wwwmil.lackland.af.mil/afsf/> through ISPM channels to USD(I), who will coordinate with DOD General Counsel to determine whether a referral to the DoJ for prosecution is warranted.

9.10. Damage Assessment.

9.10.1. A damage assessment is an analysis to determine the effect of a compromise of classified information on the national security. It will be initiated by the OCA upon notification of a potential or actual compromise to verify and reevaluate the information involved. Damage assessment reports will be classified and marked according to the classification guidance provided on the information being addressed in the reports.

9.10.2. The OCA must:

9.10.2.1. Verify the classification and duration of classification initially assigned to the information. If the OCA determines the information should be declassified, the reporting activity will be notified.

9.10.2.2. Set up damage assessment controls and procedures.

9.10.2.3. Provide a copy of the damage assessment to the inquiry or investigating official.

9.11. Formal Investigation.

9.11.1. A formal investigation is a detailed examination of evidence to determine the extent and seriousness of the compromise of classified information. The formal investigation will fix responsibility for any disregard (deliberate or inadvertent) of governing directives which led to the security incident.

9.11.2. The commander or equivalent, or staff agency chief of the activity responsible for the security incident, will appoint an investigative official to conduct an investigation.

9.11.2.1. The appointment letter provides authority to conduct an investigation, swear witnesses, and examine/copy documents, files and other data relevant to the inquiry.

9.11.2.2. The investigative official is the personal representative of the Appointing Authority and/ or the Commander. The investigative official must be impartial, unbiased, objective, thorough, and available.

9.11.2.3. The investigative official must be a commissioned officer, senior NCO (E-7 and above), or a civil service employee equivalent (GS-9 and above).

9.11.2.4. The investigation will be the investigative official's only duty (unless the Appointing Authority determines otherwise) until the report is completed and approved by the Appointing Authority.

9.11.2.5. Appointing Authorities will not appoint an investigative official who is retiring, separating, or being reassigned within 180 days.

9.11.3. The formal investigation will include the preliminary inquiry if one has been conducted.

9.12. Management and Oversight.

9.12.1. The inquiry/investigative official will route the completed report through the servicing ISPM for review before forwarding it to the appointing authority.

9.12.2. The appointing authority will:

9.12.2.1. Close the inquiry/investigation unless MAJCOM/FOA/DRU directives indicate otherwise.

9.12.2.2. Determine if administrative or disciplinary action is appropriate. See AFI 31-501, Chapter 8 and applicable military and civilian personnel publications.

9.12.2.3. Debrief anyone who has had unauthorized access, using AF Form 2587.

9.12.2.4. Forward a copy of the completed report to the ISPM identifying corrective actions taken.

9.12.2.5. Dispose of the report according to the instructions in *WebRims Records Disposition Schedule*.

9.12.3. The ISPM will:

9.12.3.1. Provide technical guidance and review of preliminary inquiry and formal investigation reports.

9.12.3.2. Monitor the status of security incidents.

9.12.4. Inquiry/investigative officials must complete inquiry/investigations within 30 duty days from appointment.

9.13. Unauthorized Absences. Report all unauthorized absences to the ISPM and appropriate AFOSI detachment [*Reference DOD 5200.1-R, C10.1.9.*]

9.14. Prescribed Forms. These forms are prescribed throughout this AFI and are available through the Air Force Publications Distribution system:

AF Form 143, *Top Secret Register Page*

AF Form 144, *Top Secret Access Record and Cover Sheet*

AF Form 310, *Document Receipt and Destruction Certificate*

AF Form 349, *Receipt for Documents Released to Accredited Representatives of Foreign Nations*

AF Form 1565, *Entry, Receipt, and Destruction Certificate*

AF Form 2427, *Lock and Key Control Register*

AF Form 2587₂, *Security Termination Statement; Air Force Technical Order Form (AFTO) 36, Maintenance Record for Security Type Equipment*

SF 311, *Agency Security Classification Management Program Data*

SF 312, *Classified Information Nondisclosure Agreement*

SF 700, *Security Container Information*

SF 701, *Activity Security Checklist*

SF 702, *Security Container Check Sheet*

SF 703, *Top Secret Cover Sheet*

SF7 04, *Secret Cover Sheet*

SF 705, *Confidential Cover Sheet*

SF706, *Top Secret Label*

SF 707, *Secret Label*

SF 708, *Confidential Label*

DD Form 1847, *Sensitive Compartmented Information Indoctrination Memorandum*

DD Form 1847-1, *Sensitive Compartmented Information Nondisclosure Statement*

DD Form 1848, *Sensitive Compartmented Information Debriefing Memorandum*

DD Form 2024, *DOD Security Classification Guide Data Elements*

DD Form 2501 (*Safeguard*), *Courier Authorization*

DoE Form 5631.20, *Request for Visit or Access Approval*

Forms adopted are AF 349, AF 2587, 2427, and AFTO 36

9.14. (PACAF) Prescribed Forms.

This publication does not prescribe any forms.

9.15. (PACAF) Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*

CARROL H. CHANDLER, Lt. Gen, USAF
Deputy Chief of Staff Air & Space Operations

(PACAF)

JOHNNY M. BLAND, YA-03, DAF
Director, Information Protection Office

(51FW)

PATRICK T. McKENZIE, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Executive Order 12958, as amended. *Classified National Security Information*

Executive Order 12829, *National Industrial Security Program*

ISOO Directive Number 1, *Classified National Security Information*

10 C.F.R. 1045.1 Subpart A, *Program Management of the Restricted Data and Formerly Restricted Data Classification System*

DCID 6/6, *Security Controls on the Dissemination of Intelligence Information*

DCID 6/7, *Intelligence Disclosure Policy*

DOD 4000.25-8-M, *Military Assistance Program Address Directory System*

DOD 4528.8-M, *DOD Official Mail Manual*

DODD 5100.55, *United States Security Authority for North Atlantic Treaty Organization Affairs*

DODD 5210.50, *Unauthorized Disclosure of Classified Information to the Public*

DOD 5200.1-H, *DOD Handbook for Writing Security Classification Guidance*

DOD 5200.1-R, *Information Security Program*

DOD 5200.1-PH, *DOD Guide to Marking Classified Documents*

DOD 5200.1-PH-1, *Classified Information Nondisclosure Agreement (Standard Form 312)*

DODD 5210.2, *Access to and Dissemination of Restricted Data*

DODD 5210.83, *Unclassified Controlled Nuclear Information (UCNI)*

DODD 5230.24, *Distribution Statements on Technical Documents*

DOD 5220.22-M, *National Industrial Security Program Operating Manual*

DOD 5220.22-R, *Industrial Security Regulation*

DODI 5240.11, *Damage Assessments*

DOD 5400.7-R/Air Force Supplement, *DOD Freedom of Information Act Program*

DODD 8100.2, *Use of Commercial Wireless Devices, Services, and Technologies in the Department of Defense (DOD) Global Information Grid (GIG).]*

Naval Facilities Engineering Service Center Technical Data Sheet, TDS-2000-SHR, *Neutralizing "Locked-Out" Security Containers* (Available from [DOD Lock Program](#) website.)

AFI 14-302, *Control, Protection, and Dissemination of Sensitive Compartmented Information*

AFMAN 14-304, *The Security, Use, and Dissemination of Sensitive Compartmented Information*, (FOUO)

AFPD 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations*

AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*

AFPD 16-7, *Special Access Programs* AFI 16-701, *Special Access Programs* AFMAN 23-110, *USAF Supply Manual*

AFPD 24-2, *Preparation and Movement of Air Force Materiel*

AFI 24-201, *Cargo Movement*

AFI 31-101, *Air Force Installation Security Program*

AFI 31-207, *Arming and Use of Force by Air Force Personnel*

AFPD 31-4, *Information Security*

AFI 31-501, *Personnel Security Program Management*

AFI 31-601, *Industrial Security Program Management*

AFPD 33-2, *Information Protection (will be Information Assurance)*

AFI 33-201, Volume 1, *Communications Security (COMSEC)* AFI 33-201, Volume 2, *COMSEC User Requirements*

AFI 33-202 Volume 1, *Network and Computer Security*

AFI 33-204, *Information Assurance (IA) Awareness, Program*

AFI 33-211, *Communications Security (COMSEC) User Requirements (will be incorporated in AFI 33-201 V2, COMSEC Users Requirements)*

AFI 33-212, *Reporting COMSEC Deviations (will be incorporated in AFI 33-201 V2, COMSEC Users Requirements)*

AFI 33-275, *Controlled Cryptographic Items (CCI) (will be incorporated in AFI 33-201 V1)*

AFI 33-360, *Air Force Privacy Act Program*

AFI 35-101, *Public Affairs Policies and Procedures*

AFI 36-1001, *Managing the Civilian Performance Program*

AFMAN 36-2108, *Enlisted Classification*

AFPD 36-22, *Air Force Military Training*

AFI 36-2201, Volume 1, *Training, Development, Delivery, and Evaluation*

AFI 36-2907, *Unfavorable Information File (UIF) Program*

AFMAN 36-505, *Skill Coding*

AFI 36-704, *Discipline and Adverse Actions*

AFI 36-2406, *Officer and Enlisted Evaluation Systems*

AFMAN 37-138, *Records Disposition – Procedures and Responsibilities*

AFI 51-301, *Civil Litigation*

AFI 61-204, *Disseminating Scientific and Technical Information*

AFI 61-205, Sponsoring or Cosponsoring, Conducting, and Presenting DOD Related Scientific Technical Papers at Unclassified and Classified Conferences, Symposia, and Other Similar Meetings

AFI 65-401, Relations with the General Accounting Office

AFI 71-101, Volume I, Criminal Investigations

AFI 90-301, Inspector General Complaints Resolution

AFI 90-401, Air Force Relations with Congress

AFKAG-1N, Air Force Communications Security (COMSEC) Operations

AFTO 00-20F-2, Inspection and Preventive Maintenance Procedures for Security Type Equipment

AFSSI 5020, Remanence Security (will be incorporated in forthcoming AFI 33-202 V3, Network Security Program)

WebRims Records Disposition Schedule

Abbreviations and Acronyms

ADO—Activity Distribution Offices

ADP—Automatic Data Processing

(Added-PACAF) ADPE—Automated Data Processing Equipment

AEF—Aerospace Expeditionary Force

AF—Air Force

AFCAF—Air Force Central Adjudication Facility

AFDO—Air Force Declassification Office

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSI—Air Force Office of Special Investigations

AFPD—Air Force Policy Directive

AFPDL—Air Force Publishing Distribution Library **AFSSI**—Air Force Special Security Instruction

AFSSI—Air Force Special Security Instruction

AFTO—Air Force Technical Order

ANACI—Access National Agency Check with Inquiry

AIS—Automated Information System

(Added-PACAF) AW—Airlift Wing

BITC—Base Information Transfer Center

(Added-PACAF) CAPCO—Controlled Access Program Coordination Office

(Added-PACAF) **CBT**—Computer Based Training
CCI—Controlled Cryptographic Information
CDF—Central Destruction Facility
(Added-PACAF) **CFDO**—Command Foreign Disclosure Officer
(Added-PACAF) **CIP**—Chief, Information Protection
(Added-PACAF) **CMI**—Classified Message Incident
CNWDI—Critical Nuclear Weapon Design Information
(Added-PACAF) **COMPACAF**—Commander, Pacific Air Forces
COMSEC—Communications Security
CONUS—Continental United States
CSA—Cognizant Security Authority
DAA—Designated Approving Authority
DCID—Director Central Intelligence Directive
DCII—Defense Clearance and Investigations Index
DCS—Defense Courier Service
DD—Department of Defense (Used for DOD Forms)
DIA—Defense Intelligence Agency
DEA—Drug Enforcement Administration
(Added-PACAF) **DIP**—Director, Information Protection
DOD—Department of Defense
DODD—Department of Defense Directive
DODI—Department of Defense Instruction
DODSI—Department of Defense Security Institute (Now DSSA)
DoE—Department of Energy
DRU—Direct Reporting Unit
DSS—Defense Security Service (Formerly DIS and DODSI)
DSSA—Defense Security Service Academy
DTIC—Defense Technical Information Center
EES—Enlisted Evaluation System
EO—Executive Order
(Added-PACAF) **FDO**—Foreign Disclosure Officer
(Added-PACAF) **FDR**—Foreign Disclosure Representative

FGI—Foreign Government Information
FMS—Foreign Military Sales
FOA—Field Operating Agency
FOIA—Freedom of Information Act
FOUO—For Official Use Only
FRD—Formerly Restricted Data
GAO—Government Accountability Office
GILS—Government Information Locator System
GPO—Government Printing Office
GSA—General Services Administration
(Added-PACAF) GSU—Geographically Separated Unit
HAF—Headquarters Air Force
IDS—Intrusion Detection System
IG—Inspector General
IMT—Information Management Tool
INTELINK—Intelligence Link
IO—Investigating Officer
(Added-PACAF) IPO—Information Protection Office
ISCAP—Interagency Security Classification Appeals Panel
ISO—International Organization for Standardization
ISOO—Information Security Oversight Office
ISPM—Information Security Program Manager
ISPR—Information Security Program Review
JPAS—Joint Personnel Adjudication System
(Added-PACAF) LAA—Limited Access Authorization
LFC—local files check
MAJCOM—Major Command
MDR—Mandatory Declassification Review
MIS—Management Information System
(Added-PACAF) MOA—Memorandum of Agreement
(Added-PACAF) MOU—Memorandum of Understanding
NAC—National Agency Check

NACLC—National Agency Check, Local Agency Check, Credit Check

(Added-PACAF) NAF—Numbered Air Force

NARA—National Archives and Records Administration

NATO—North Atlantic Treaty Organization

NCR—National Capital Region

NdA—Nondisclosure Agreement

NFESC—Naval Facilities Engineering Services Center

NGA—National Geospatial-Intelligence Agency

NIMA—National Imagery and Mapping Agency

NIPRNET—Non-Secure Internet Protocol Router Network

NISPOM—National Industrial Security Program Operating Manual

NOFORN—Not Releasable to Foreign Nationals

NSA—National Security Agency

NSN—National Stock Number

OADR—Originating Agency's Determination Required

OCA—Original Classification Authority

OMB—Office of Management and Budget

OMC—Official Mail Center

OPF—official personnel file

ORCON—Originator Control

PA—Privacy Act

(Added-PACAF) PACAF—Pacific Air Forces

PCS—permanent change of station

PKI—Public Key Infrastructure

PL—Protection Level

POC—point of contact

RCS—Report Control Symbol

RD—Restricted Data

REL TO—Release To

SAF—Secretary of the Air Force

(Added-PACAF) SAG—Security Action Group

SAP—Special Access Program

SAV—staff assistance visit
SBU—Sensitive But Unclassified
SCG—Security Classification Guide
SCI—Sensitive Compartmented Information
SCIF—Sensitive Compartmented Information Facilities
SEI—Special Experience Identifier
SF—standard form
SIF—security information file
SIOP—ESI—Single Integrated Operational Plan-Extremely Sensitive Information
SIPRNET—Secret Internet Protocol Router Network
SOIC—Senior Official of the Intelligence Community
SSO—Special Security Office
TDS—technical data sheet
TDY—temporary duty
TSCA—Top Secret Control Account
TSCM—Technical Surveillance Countermeasures
TSCO—Top Secret Control Officer
UCNI—Unclassified Controlled Nuclear Information
URL—uniform resource locator
VAL—visit authorization letter
VGSA—visitor group security agreement

Terms

Access—the ability or opportunity to gain knowledge of classified information.

Agency—any “Executive agency,” as defined in 5 U.S.C. 105; any “Military department” as defined in 5 U.S.C. 102; and any other entity within the executive branch that comes into the possession of classified information.

Automated Information System (AIS)—Any telecommunications and/or computer- related equipment or interconnected system or subsystems of equipment used in the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of voice, and/or data, including software, firmware, and hardware. The entire infrastructure, organization, and components that collect, process, store, transmit, display, disseminate, and act on information. (JP 1-02).

Automatic Declassification—the declassification of information based solely upon (1) the occurrence of a specific date or event as determined by the OCA; or (2) the expiration of a maximum time frame for duration of classification established under EO 12958, as amended.

Classification—the determination that official information requires, in the interests of national security, a specific degree of protection against unauthorized disclosure, coupled with a designation signifying that such a determination has been made.

Classification/Declassification Guide—a documentary form of classification/declassification guidance issued by an OCA that identifies the elements of information regarding a specific subject that must be classified and establishes the level and duration of classification for each such element.

Classification Guidance—any instruction or source that prescribes the classification of specific information.

Classified National Security Information or Classified Information—official information that has been determined to require protection against unauthorized disclosure and is marked to indicate its classified status when in documentary form.

Confidential Source—any individual or organization that has provided, or that may reasonably be expected to provide, information to the United States on matters pertaining to the national security with the expectation that the information or relationship, or both, are to be held in confidence.

Damage to The National Security—harm to the national defense or foreign relations of the United States from the unauthorized disclosure of information, taking into consideration such aspects of the information as the sensitivity, value, utility, and provenance of that information.

Declassification—the determination that, in the interests of national security, classified information no longer requires any degree of protection against unauthorized disclosure, coupled with removal or cancellation of the classification designation.

Declassification Authority—the official who authorized the original classification, if that official is still serving in the same position; the originator's current successor in function; a supervisory official of either; or officials delegated declassification authority in writing by the agency head or the senior agency official.

Derivative Classification—the incorporating, paraphrasing, restating, or generating in new form information that is already classified, and marking the newly developed material consistent with the classification markings that apply to the source information. Derivative classification includes the classification of information based on classification guidance. The duplication or reproduction of existing classified information is not derivative classification.

Direct Reporting Unit (DRU)—A DRU has a specialized and restricted mission, and is directly subordinate to the Chief of Staff, United States Air Force or to his representative at HAF.

Document—any recorded information, regardless of the nature of the medium or the method or circumstances of recording.

Downgrading—a determination by a declassification authority that information classified and safeguarded at a specified level shall be classified and safeguarded at a lower level.

Field Operating Agency (FOA)—A subdivision of the Air Force, directly subordinate to a HQ USAF functional manager. FOAs perform field activities beyond the scope of any of the major commands. Their activities are specialized or associated with an Air Force wide mission.

File Series—file units or documents arranged according to a filing system or kept together because they relate to a particular subject or function, result from the same activity, document a specific kind of transaction, take a particular physical form, or have some other relationship arising out of their creation, receipt, or use, such as restrictions on access or use.

Foreign Government Information (FGI)—(1) information provided to the United States Government by a foreign government or governments, an international organization of governments, or any element thereof, with the expectation that the information, the source of the information, or both, are to be held in confidence; (2) information produced by the United States Government pursuant to or as a result of a joint arrangement with a foreign government or governments, or an international organization of governments, or any element thereof, requiring that the information, the arrangement, or both, are to be held in confidence; or (3) information received and treated as —foreign government information under the terms of a predecessor order.

Formerly Restricted Data (FRD)—defined by the Atomic Energy Act as classified information which has been removed from the RD category after DoE and the DOD have jointly determined that it relates primarily to the military utilization of atomic weapons, and can be adequately safeguarded as national security information.

Information—any knowledge that can be communicated or documentary material, regardless of its physical form or characteristics, which is owned by, produced by or for, or is under the control of the United States Government. —Controll means the authority of the agency that originates information, or its successor in function, to regulate access to the information.

Information System (IS)—1. Any telecommunications and/or computer-related equipment or interconnected system or subsystems of equipment used in the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of voice, and/or data, including software, firmware, and hardware. (NOTE: This includes automated information systems). 2. (DOD) The entire infrastructure, organization, and components that collect, process, store, transmit, display, disseminate, and act on information. (JP 1-02).

Infraction—any knowing, willful, or negligent action contrary to the requirements of this order or its implementing directives that does not constitute a —violation, as defined below.

Integral File Block—a distinct component of a file series, as defined in this section, which should be maintained as a separate unit in order to ensure the integrity of the records. An integral file block may consist of a set of records covering either a specific topic or a range of time such as presidential administration or a 5-year retirement schedule within a specific file series that is retired from active use as a group.

Integrity—the state that exists when information is unchanged from its source and has not been accidentally or intentionally modified, altered, or destroyed.

Mandatory Declassification Review (MDR)—the review for declassification of classified information in response to a request for declassification.

Multiple Sources—two or more source documents, classification guides, or a combination of both.

National Security—the national defense or foreign relations of the United States.

Need—To-Know—a determination made by an authorized holder of classified information that a prospective recipient requires access to specific classified information in order to perform or assist in a lawful and authorized governmental function.

Network—a system of two or more computers that can exchange data or information.

Original Classification—an initial determination that information requires, in the interest of the national security, protection against unauthorized disclosure.

Original Classification Authority (OCA)—an individual authorized in writing, either by the President, the Vice President in the performance of executive duties, or by agency heads or other officials designated by the President, to classify information in the first instance.

Records—the records of an agency and Presidential papers or Presidential records, as those terms are defined in title 44, United States Code, including those created or maintained by a government contractor, licensee, certificate holder, or grantee that are subject to the sponsoring agency's control under the terms of the contract, license, certificate, or grant.

Records Having Permanent Historical Value—Presidential papers or Presidential records and the records of an agency that the Archivist has determined should be maintained permanently IAW Title 44, United States Code.

Records Management—the planning, controlling, directing, organizing, training, promoting, and other managerial activities involved with respect to records creation, records maintenance and use, and records disposition in order to achieve adequate and proper documentation of the policies and transactions of the Federal Government and effective and economical management of agency operations.

Restricted Data (RD)—defined by the Atomic Energy Act as all data concerning design, manufacture, or utilization of atomic weapons, production of special nuclear material, and use of Special Nuclear Material in the production of energy.

Safeguarding—measures and controls that are prescribed to protect classified information.

Self—Inspection—the internal review and evaluation of individual agency activities and the agency as a whole with respect to the implementation of the program established under this order and its implementing directives.

Sensitive But Unclassified (SBU) Information—information originated within the Department of State that warrants a degree of protection and administrative control and meets the criteria for exemption from mandatory public disclosure under FOIA.

Source Document—an existing document that contains classified information that is incorporated, paraphrased, restated, or generated in new form into a new document.

Special Access Program (SAP)—a program established for a specific class of classified information that imposes safeguarding and access requirements that exceed those normally required for information at the same classification level.

Staff Agency Chief—For the purpose of this instruction, staff agency chiefs are those individuals serving in 2-digit positions reporting to the commander or vice commander above the Wing level, and 2 and 3 digit positions at HAF.

Systematic Declassification Review—the review for declassification of classified information contained in records that have been determined by the Archivist to have permanent historical value IAW title 44, United States Code.

Telecommunications—the preparation, transmission, or communication of information by electronic means.

Unauthorized Disclosure—a communication or physical transfer of classified information to an unauthorized recipient.

Violation—(1) any knowing, willful, or negligent action that could reasonably be expected to result in an unauthorized disclosure of classified information; (2) any knowing, willful, or negligent action to classify or continue the classification of information contrary to the requirements of this order or its implementing directives; or (3) any knowing, willful, or negligent action to create or continue a SAP contrary to the requirements of this order.

Attachment 1 (51FW)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDM 5200.01, Vol 1, *DoD Information Security Program; Overview, Classification, and Declassification*, 24 February 2012
DoDM 5200.01, Vol 2, *Information Security Program; Marking of Classified Information*, 24 February 2012
DoDM 5200.01, Vol 3, *DoD Information Security Program; Protection of Classified Information*, 24 February 2012
DoDM 5200.01, Vol 4, *DoD Information Security Program; Controlled Unclassified Information (CUI)*, 24 February 2012
DoD 5200.2-R, *Personnel Security Program*, 1 January 1987
AFH 31-602, *Industrial Security Program*, 1 February 1997
3D0X1, *Knowledge Operations Management*

Adopted Forms

AF Form 2583, *Request for Personnel Security Action*, 1 Mar 1987
AF Form 2586, *Unescorted Entry Authorization Certificate*, 1 October 1998
AFTO Form 36, *Maintenance Record for Security Type Equipment*, 1 Jan 1996
DD Form 1144, *Support Agreement*, Nov 2001
DD Form 2501, *Courier Authorization*, Mar 1988

Attachment 2**CONTROLLED UNCLASSIFIED INFORMATION**

A2.1. For Official Use Only (FOUO). FOUO is a designation that is applied to unclassified information that is exempt from automatic release to the public under FOIA. See DOD 5400.7-R/AF Supplement for further guidance [Ref: DOD 5200.1-R, Appendix 3, Para AP3.2.]

A2.1.1. Access to FOUO Information.

A2.1.1.1. No person may have access to information designated as FOUO unless that person has been determined to have a valid need for such access in connection with the accomplishment of a lawful and authorized Government purpose.

A2.1.1.2. The final responsibility for determining whether an individual has a valid need for access to information designated as FOUO rests with the individual who has authorized possession, knowledge or control of the information and not on the prospective recipient.

A2.1.1.3. Information designated as FOUO may be disseminated within the DOD Components and between officials of DOD Components and DOD contractors, consultants, and grantees to conduct official business for the DOD, provided that dissemination is not further controlled by a Distribution Statement.

A2.1.1.4. DOD holders of information designated as FOUO are authorized to convey such information to officials in other Departments and Agencies of the Executive and Judicial Branches to fulfill a government function. If the information is covered by the Privacy Act, disclosure is only authorized if the requirements of AFI 33-332, Air Force Privacy Program, are satisfied.

A2.1.1.5. Release of FOUO information to Congress is governed by AFI 90-401, *Air Force Relations With Congress*. If the Privacy Act covers the information, disclosure is authorized if the requirements of DOD 5400.11-R are also satisfied.

A2.1.1.6. DOD Directive 7650.01, *General Accounting Office (GAO) and Comptroller General Access to Records*, governs release of FOUO information to the Government Accountability Office (GAO). If the Privacy Act covers the information, disclosure is authorized if the requirements of DOD 5400.11-R are also satisfied.

A2.1.2. Protection of FOUO Information.

A2.1.2.1. During working hours, reasonable steps shall be taken to minimize risk of access by unauthorized personnel. After working hours, store FOUO information in unlocked containers, desks or cabinets if Government or Government-contract building security is provided. If such building security is not provided, store the information in locked desks, file cabinets, bookcases, locked rooms, etc.

A2.1.2.2. FOUO information and material may be transmitted via first class mail, parcel post or, for bulk shipments, via fourth-class mail. Electronic transmission of FOUO information, e.g., voice, data or facsimile, e-mail, shall be by approved secure communications systems or systems utilizing access controls such as Public Key Infrastructure (PKI), whenever practical.

A2.1.2.3. FOUO information may only be posted to DOD Web sites consistent with security and access requirements specified in Deputy Secretary of Defense Memorandum, dated 25 November 1998, Subject: —*Web Site Administration*ll.

A2.1.2.4. Record copies of FOUO documents shall be disposed of according to the Federal Records Act and the DOD Component records management directives. Non-record FOUO documents may be destroyed by any of the means approved for the destruction of classified information, or by any other means that would make it difficult to recognize or reconstruct the information.

A2.1.3. Unauthorized Disclosure. The unauthorized disclosure of FOUO does not constitute an unauthorized disclosure of DOD information classified for security purposes. However, appropriate administrative action shall be taken to fix responsibility for unauthorized disclosure of FOUO whenever feasible, and appropriate disciplinary action shall be taken against those responsible. Unauthorized disclosure of FOUO information that is protected by the Privacy Act may also result in civil and criminal sanctions against responsible persons. The Military Department or other DOD Component that originated the FOUO information shall be informed of its unauthorized disclosure.

A2.2. FOR OFFICIAL USE ONLY Law Enforcement Sensitive.

A2.2.1. Law Enforcement Sensitive is a marking sometimes applied, in addition to/conjunction with the marking FOR OFFICIAL USE ONLY, by the Department of Justice and other activities in the law enforcement community. It is intended to denote that the information was compiled for law enforcement purposes and should be afforded appropriate security in order to protect certain legitimate government interests, including the protection of: enforcement proceedings; the right of a person to a fair trial or an impartial adjudication; grand jury information; personal privacy including records about individuals requiring protection under the Privacy Act; the identity of a confidential source, including a State, Local, or foreign agency or authority or any private institution which furnished information on a confidential basis; information furnished by a confidential source; proprietary information; techniques and procedures for law enforcement investigations or prosecutions; guidelines for law enforcement investigations when disclosure of such guidelines could reasonably be expected to risk circumvention of the law, or jeopardize the life or physical safety of any individual, including the lives and safety of law enforcement personnel.

A2.2.2. Markings.

A2.2.2.1. In unclassified documents containing Law Enforcement Sensitive information, the words “Law Enforcement Sensitive” shall accompany the words “FOR OFFICIAL USE ONLY” at the top and bottom of the front cover (if there is one), the title page (if there is one), and the outside of the back cover (if there is one).

A2.2.2.2. In unclassified documents, each page containing FOR OFFICIAL USE ONLY Law Enforcement Sensitive information shall be marked “FOR OFFICIAL USE ONLY Law Enforcement Sensitive” at the top and bottom. Classified documents containing such information shall be marked as required by Chapter 5, DOD 5200.1-R except that pages containing Law Enforcement Sensitive information but no classified information will be marked “FOR OFFICIAL USE ONLY Law Enforcement Sensitive” top and bottom.

A2.2.2.3. Portions of DOD classified or unclassified documents that contain FOR OFFICIAL USE ONLY Law Enforcement Sensitive information shall be marked —(FOUO-LES)|| at the beginning of the portion. This applies to classified, as well as to unclassified documents. If a portion of a classified document contains both classified and FOR OFFICIAL USE ONLY Law Enforcement Sensitive information, the appropriate classification designation is sufficient to protect the information.

A2.2.3. Access to FOR OFFICIAL USE ONLY Law Enforcement Sensitive. The criteria for allowing access to FOR OFFICIAL USE ONLY Law Enforcement Sensitive are the same as those used for FOUO information, except that if the information also bears the marking “Originator Control” or “ORCON” the information may not be disseminated beyond the original distribution without the approval of the originating office.

A2.2.4. Protection of FOR OFFICIAL USE ONLY Law Enforcement Sensitive. Within the DOD, FOR OFFICIAL USE ONLY Law Enforcement Sensitive shall be protected as required for FOUO information.

A2.3. Sensitive But Unclassified (SBU) Information. SBU information is information originated within the Department of State that warrants a degree of protection and administrative control and meets the criteria for exemption from mandatory public disclosure under FOIA. When SBU information is included in DOD documents, it shall be marked as if the information were FOUO [Ref: DOD 5200.1-R, Appendix 3, Para AP3.3.]

A2.4. Protection of Drug Enforcement Administration (DEA) Sensitive Information. Unclassified information that is originated by the DEA and requires protection against unauthorized disclosure to protect sources and methods of investigative activity, evidence, and the integrity of pretrial investigative reports [Reference DOD 5200.1-R, Appendix 3, Para AP3.4.]

A2.5. Unclassified Controlled Nuclear Information (UCNI). Unclassified information on security measures (including security plans, procedures and equipment) for the physical protection of Special Nuclear Material equipment or facilities [Reference DOD 5200.1-R, Appendix 3, Para AP3.5.]

A2.5.1. The Director of Information Protection (SAF/AAP) has primary responsibility within the Air Force for the implementation of DODD 5210.83, *Department of Defense Unclassified Controlled Nuclear Information* (DOD UCNI).

A2.5.2. The following positions have been designated UCNI Officials within the Air Force:

A2.5.2.1. HAF staff agency chiefs.

A2.5.2.2. MAJCOM/FOA/DRU commanders, Chiefs of IP.

A2.5.2.3. Installation commanders and equivalent commander positions, Chiefs of IP.

A2.5.2.4. **(DELETED)**

A2.5.3. UCNI Officials’ Responsibilities:

A2.5.3.1. Identify information meeting definition of UCNI.

A2.5.3.2. Determine criteria for access to UCNI and approve special access requests.

A2.5.3.3. Approve or deny the release of UCNI information.

A2.5.3.4. Ensure all UCNI information is properly marked, safeguarded, transmitted, and destroyed properly. Transmission of UCNI on the NIPRNet may only occur when the material is encrypted and digitally signed and the recipient has a “.mil” or “.gov” address extension.

A2.5.3.5. Document decisions and report them through their command IP channels to SAF/AAP. RCS Number DD-C3I(AR)1810 applies to this data collection.

A2.6. Sensitive Information (Computer Security Act of 1987). *The Computer Security Act of 1987* established requirements for protection of certain information in Federal Government AIS. It applies only to unclassified information that deserves protection and is concerned with protecting the availability and integrity, as well as the confidentiality, of information. See AFI 33-200 for Air Force policy on protecting information in Federal Government information systems [Reference DOD 5200.1-R, Appendix 3, Para AP3.6.]

A2.7. Technical Documents. DOD Directive 5230.24 requires distribution statements to be placed on technical documents, both classified and unclassified. These statements facilitate control, distribution and release of these documents without the need to repeatedly refer questions to the originating activity. See AFI 61-204 for Air Force policy on technical documents [Reference DOD 5200.1-R, Appendix 3, Para AP3.7.]

A2.8. LIMITED DISTRIBUTION Information

A2.8.1. Description. LIMITED DISTRIBUTION is a caveat used by the National Imagery and Mapping Agency/National Geospatial-Intelligence Agency (NIMA/NGA) to identify a select group of sensitive but unclassified imagery or geospatial information and data created or distributed by NIMA/NGA or information, data, and products derived from such information. DOD Instruction 5030.59, *NATIONAL GEOSPATIAL- INTELLIGENCE AGENCY (NGA) LIMITED DISTRIBUTION GEOSPATIAL INTELLIGENCE*, contains details of policies and procedures regarding use of the LIMITED DISTRIBUTION caveat. These policies and procedures are summarized in subparagraphs [A2.8.2](#) through [A2.8.4](#), below.

A2.8.2. Marking. Information or material designated as LIMITED DISTRIBUTION, or derived from such information or material shall, unless otherwise approved by the Director, NGA be marked with the notation shown in Figure A2.F1 as follows:

LIMITED DISTRIBUTION Notation

UNCLASSIFIED/LIMITED DISTRIBUTION

Distribution authorized to DOD, IAW 10 U.S.C. § 130 and 455. Release authorized to U.S. DOD Contractors IAW 48 C.F.R. §252.245-7000. Refer other requests to Headquarters, NGA, ATTN: Release Officer, Stop D-136. Destroy as "For Official Use Only." Removal of this caveat is prohibited.

A2.8.3. Access to LIMITED DISTRIBUTION Information or Material.

A2.8.3.1. Information bearing the LIMITED DISTRIBUTION caveat shall be disseminated by NGA to Military Departments or other DOD Components, and to authorized grantees for the conduct of official DOD business.

A2.8.3.2. DOD civilian, military and contractor personnel of a recipient DOD Component, contractor or grantee may be granted access to information bearing the LIMITED DISTRIBUTION caveat provided they have been determined to have a valid need to know for such information in connection with the accomplishment of official business for the DoD. Recipients shall be made aware of the status of such information, and transmission shall be by means to preclude unauthorized disclosure or release. Further dissemination of information bearing the LIMITED DISTRIBUTION caveat by receiving contractors or grantees to another Military Department, other DOD Component, contractor or grantee, or dissemination by any recipient Component, contractor, or grantee to any person, agency or activity outside DOD, requires the express written approval of the Director, NGA.

A2.8.3.3. Information bearing the LIMITED DISTRIBUTION caveat, or derivative information, shall not be released, made accessible to or sold to foreign governments or international organizations, to include through Foreign Security Assistance transactions or arrangements, or transfer or loan of any weapon or weapon system that uses such information, or intended to be used in mission planning systems, or through the Foreign Military Sales (FMS) process, without the express, written approval of the Director, NGA.

A2.8.3.4. All FOIA requests for information bearing the LIMITED DISTRIBUTION caveat or derived there from, shall be referred to NGA consistent with DOD Instruction 5030.59.

A2.8.4. Protection of LIMITED DISTRIBUTION Information.

A2.8.4.1. Information bearing the LIMITED DISTRIBUTION caveat, or derivative information, shall not be stored on systems accessible by contractors, individuals who are not directly working on a DOD contract, or those who do not require access to such information in connection with the conduct of official DoD business.

A2.8.4.2. LIMITED DISTRIBUTION information or derivative information, may only be posted to DOD Web sites consistent with security and access requirements specified in Deputy Secretary of Defense Memorandum dated December 1998. Such information shall not be transmitted over the World Wide Web or over other publicly accessible and unsecured systems. Electronic transmission of such information, e.g., voice, data or facsimile, shall be by approved secure communications systems or systems utilizing other protective measures such as PKI.

A2.8.4.3. During working hours, reasonable steps shall be taken to minimize risk of access by unauthorized personnel. After working hours, LIMITED DISTRIBUTION information may be stored in unlocked containers, desks, or cabinets if Government or Government-contract building security is provided. If such building security is not provided, LIMITED DISTRIBUTION information shall be stored in locked buildings, rooms, desks, file cabinets, bookcases, or similar items. Store LIMITED DISTRIBUTION information in the same manner approved for FOUO.

A2.8.4.4. When no longer required, all LIMITED DISTRIBUTION information and copies, shall be returned to NIMA/NGA or destroyed in a manner sufficient to prevent its reconstruction.

Attachment 3**PHYSICAL SECURITY STANDARDS**

A3.1. Intrusion Detection Systems (IDS) Standards. [Reference DOD 5200.1-R, Appendix 7, AP7.2.]

A3.1.1. Air Force IDS Standards. See AFI 31-101, *Air Force Installation Security Program*, Chapter 12, for Air Force policy on IDS.

A3.1.2. Trustworthiness Determinations. See AFI 31-501 for Air Force policy on trustworthiness determinations.

A3.2. Physical Security Design Guidelines. See the Military Handbook Design Guidelines for Physical Security of Facilities (MIL-HDBK-1013/1A) at <http://assist.daps.dla.mil/docimages/0000/57/10/54120.PD2> for facility design standards. DOD 5200.1-R, Appendix 7 provides vault and secure room construction standards.

A3.2.1. The ISPM certifies vaults and secure rooms in concert with appropriate engineering and communications technical representatives IAW DOD 5200.1-R, Appendix 7.

A3.2.2. Commander, equivalent, or staff agency chief approves open storage.

A3.2.3. Defense Intelligence Agency (DIA) standards for Sensitive Compartmented Information Facilities (SCIF) are included in Director Central Intelligence Agency Directive 6/9.

Attachment 4**TRANSMISSION TO FOREIGN GOVERNMENTS**

A4.1. General. Comply with provisions of DOD 5200.1-R, Appendix 8 for movement of classified information or material to foreign governments. Air Force contracting officials ensure that US industrial activities have a government approved transportation plan or other transmission instructions.

A4.1.1. Receipts. Air Force personnel: [*Reference DOD 5200.1-R, Appendix 8, Paragraph a*]

A4.1.2. Use AF Form 349, Receipt for Documents Released to Accredited Representatives of Foreign Nations (available on the AFEPL);

A4.1.3. Show the complete unclassified title, description of a classified letter, minutes of meeting, and so on and any numerical identification of documents released on the form; and,

A4.1.4. **(DELETED)**

A4.2. Whenever possible, shippers should use military airlift for shipping classified to foreign recipients. **NOTE:** When Air Mobility Command airlift cannot deliver, determine an alternate secure method of direct delivery to a designated representative on a case-by-case basis [*Reference DOD 5200.1-R, AP8.1.1.3.*]

A4.3. Depot and contract administration officials review lists of freight forwarders specified by the recipient foreign government to confirm that DOD 4000.25-8-M, *Military Assistance Program Address Directory System*, Jul 95, shows them as authorized to transport classified information.

A4.4. See AFPD 24-2 and AFI 24-201 for instructions on "Report of Shipment."

A4.5. Foreign Military Sales (FMS). Air Force activities having primary management responsibility for processing FMS cases ensure that personnel include transmission instructions [*Reference DOD 5200.1-R, AP8.1.1.3.4.*]

A4.5.1. FMS processors must coordinate with ISPMs/IP and transportation officials on transportation plans submitted by foreign purchasers before giving final approval.

Attachment 5
APPOINTMENT OF INQUIRY OFFICIAL MEMORANDUM
DEPARTMENT OF THE AIR FORCE
AIR FORCE UNIT
HEADING

MEMORANDUM FOR

FROM:

SUBJECT: Appointment of Inquiry Official, Incident No.

You are appointed to conduct a preliminary inquiry into security incident (number). The incident involves (provide a short summary). Refer to AFI 31-401, *Information Security Program Management*, **paragraph 9.5.**, for security classification requirements.

The purpose of this inquiry is to determine whether a compromise occurred and to categorize this security incident as either a security violation or a security infraction. You are authorized to interview those persons necessary to complete your findings. You are further authorized access to records and files pertinent to this inquiry. Your records indicate that you have a (Secret, Top Secret, etc.) security clearance. Should you determine this incident involved access to program information for which you are not authorized access, advise the Information Security Program Manager (ISPM).

Contact (name and phone number of the ISPM), for a briefing on your responsibilities, conduct of, and limitations of this inquiry. Your written report will be forwarded through the ISPM to me within 30 duty days from the date of your appointment. As a minimum, your report must contain the following:

- a. A statement that a compromise or potential compromise did or did not occur.
- b. Category of the security incident.
- c. Cause factors and responsible person(s).
- d. Recommended corrective actions needed to preclude a similar incident.

Notify me immediately at (phone number) if you determine that a compromise has occurred. You are required to obtain technical assistance from the ISPM and Staff Judge

Advocate during the course of this inquiry whenever necessary.

(Signature Block of Commander, Staff Agency Chief, or equivalent)

Attachment 6

PRELIMINARY INQUIRY OF SECURITY INCIDENT REPORT

DEPARTMENT OF THE AIR FORCE

AIR FORCE UNIT
HEADING

MEMORANDUM FOR

FROM:

SUBJECT: Preliminary Inquiry of Security Incident No.

Authority: A preliminary inquiry was conducted (date) under the authority of the attached memorandum.

Matters investigated: The basis for this inquiry was that (provide a short summary of the security incident including the date it occurred, the classification of information involved, and the document control number if specific documents were involved). Refer to AFI 31-401, *Information Security Management Program Management*, **paragraph 9.5.**, for security classification requirements.

Personnel Interviewed: (list all personnel interviewed, position title, office symbol, and security clearance).

Facts: (list specific details answering who, what, why, where, and when questions concerning the security incident).

Conclusions: As a result of the investigation into the circumstances surrounding the security incident, interviews, and personal observations, it is concluded that: (list specific conclusions reached based on the facts and if a compromise or potential compromise did or did not occur). If a damage assessment is or has been done, provide the point of contact along with: the status of the assessment if it hasn't been completed; or, describe the outcome if it has been completed; or, provide a copy of the completed assessment report.

Recommendations: (list corrective actions needed to preclude a similar incident; the category of the incident; damage assessment; if the incident is a compromise, potential compromise or no compromise; and, if this inquiry should be closed without further investigation or with a recommendation for a formal investigation).

(Signature block of

inquiry official)

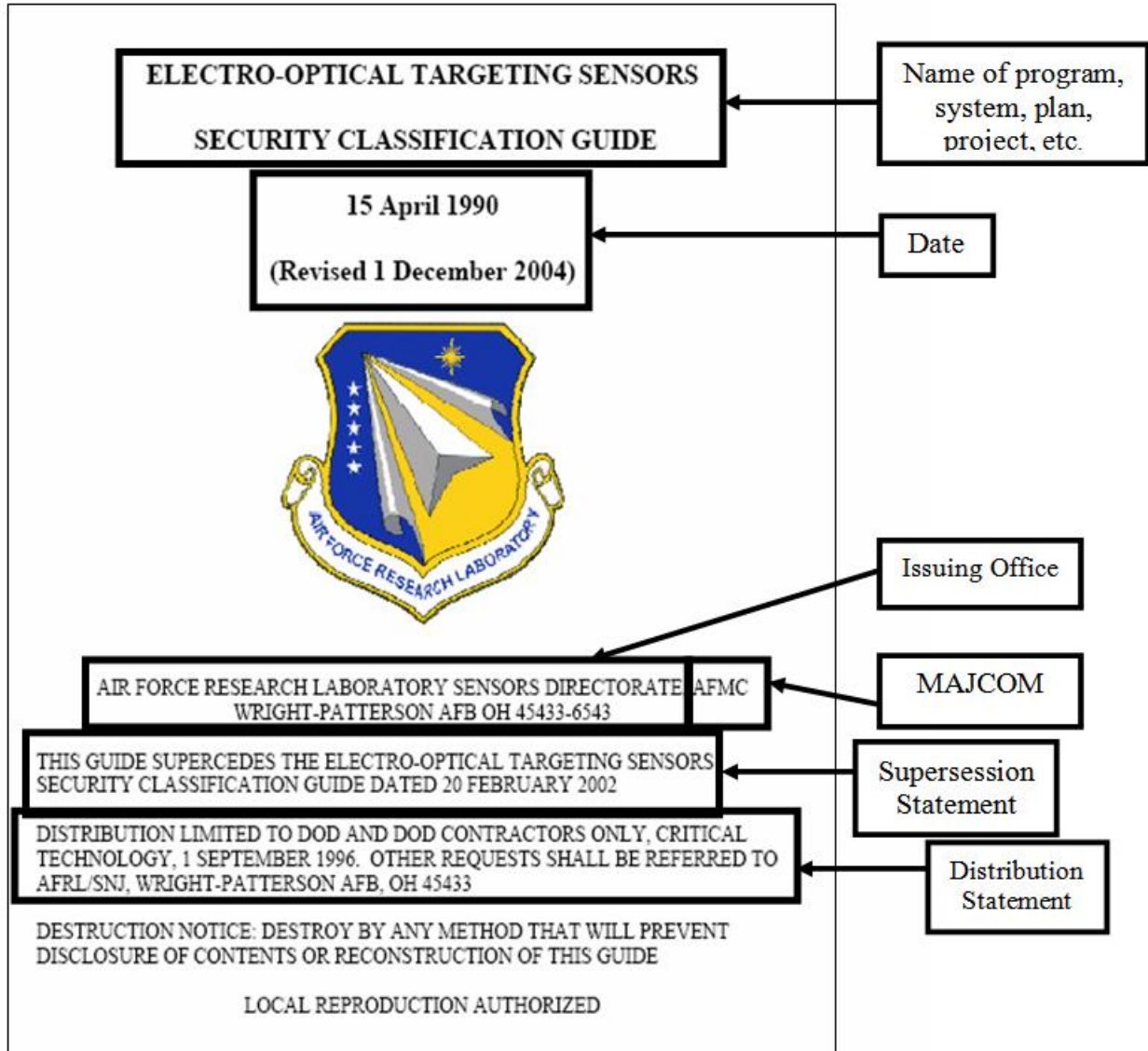
Attachment:

Appointment of Inquiry Official Memo, (date)

Attachment 7

FORMAT FOR CLASSIFICATION/DECLASSIFICATION GUIDE

A7.1. Front page format:




SECTION 1


A7.2. General Instructions (Minimum Required Items Are Circled)

FOREWORD

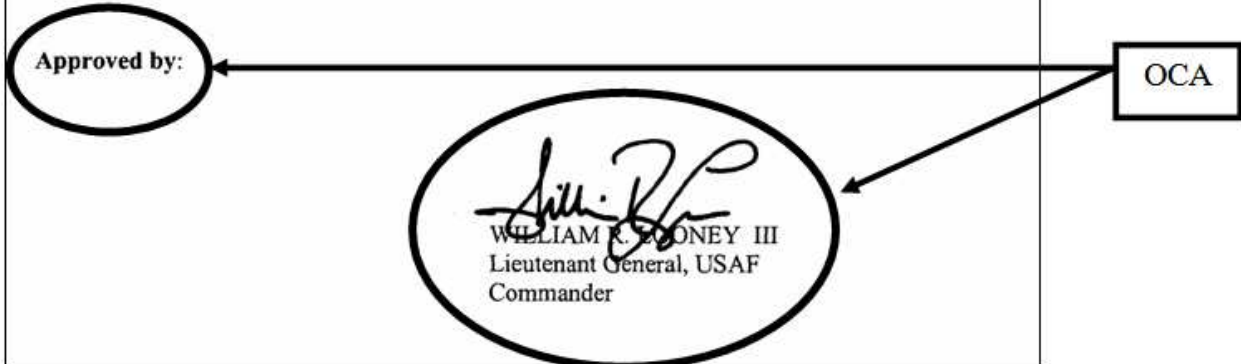
DESCRIPTION: The AN/AAQ-26 Infrared Detecting Set (IDS) enables an observer in an aircraft to view patterns of heat emissions (infrared radiation) from a target area concealed by darkness or camouflage. The AN/AAQ-26 IDS consists of four major components: Infrared Receiver, LRU 1; Control Converter, LRU 2; Gimbal Position Control, LRU 3; and the Infrared Set Control, LRU 4.

Coordinated by:


CHRISTOPHER C. BOGDAN, Col, USAF
Director, Special Operations Forces
System Program Office

Approved by: 
WILLIAM R. MOONEY III
Lieutenant General, USAF
Commander

OCA



General Instructions Continued:

SECTION I

GENERAL INSTRUCTIONS

1. **Purpose.** This guide provides a basis for evaluating the degree of protection necessary for documentation, photographs, equipment, material, and information applicable to the AN/AAQ-26 IDS.
2. **Authority.** DoD 5200.1-R/AFI 31-401. Cite this guide as the basis for classifying, downgrading, or declassifying information about the AN/AAQ-26 IDS.
3. **Office of Primary Responsibility (OPR).** This guide is issued by ASC/LU, 1895 5th Street, Bldg 46, Wright-Patterson AFB OH 45433-7200, telephone COM (937) 255-4152/DSN 785-4152. Address all inquiries concerning content and interpretation to 88 SFS/SFA, 1801 Tenth Street, Room 103, Wright-Patterson AFB OH 45433-7625.
4. **Classification Recommendations.** Send completely documented and justified recommendations through 88 SFS/SFA, to the OPR if the security classifications or declassification instructions in this guide impose impractical requirements or when scientific or technological changes in the state of the art indicate a need for changes. Pending final decision, handle and protect the information at the highest of the present or the recommended classifications. All users of this guide are encouraged to assist in improving and maintaining the currency and adequacy of this guide.
5. **Classification Currency.** Changes to this guide will be affected by the issuance of a letter, Subject: Letter Change No. _____ to the AN/AAQ-26 IDS Security Classification Guide (SCG), 30 December 2004. This letter will indicate the appropriate change(s) and will constitute the authority for such change(s). Upon receipt of a letter change, the appropriate change(s) will be made and the letter of authority will be inserted in back of the guide.
6. **Reason for Classifying.** The reasons for classifying information are in accordance with Executive Order (EO) 12958, as amended by EO 13292. The categories for classification, as identified throughout the guide, are as follows:

Category 1.4g: Vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans or protection services relating to the national security, which includes defense against and transnational terrorism.
7. **Explanation of Declassification Instructions.** Choose one of the following four declassification instructions, selecting, whenever possible, the declassification instruction that will result in the shortest duration of classification.
 - a. A date or event less than 10 years, or if unable to identify such a date or event;
 - b. a date 10 years from the date of the document; or

General Instructions Continued:

- c. a date greater than 10 and less than 25 years from the date of the document; or
- d. a date 25 years from the date of the document.

When determining the duration of classification, the Original Classification Authority should consider the four options listed above sequentially; first, consider the least amount of time that information needs to be classified, that is, a time frame that is less than 10 years; if unable to determine a date or event of less than 10 years then 10 years; third, between 10 years and up to 25 years based upon the sensitivity of the information as determined by the Original Classification Authority; and then finally, 25 years from the date of the decision.

All originally classified documents must contain a date or event of 25 years or less on the "Declassify on" line.

8. Prior Declassification Instructions. To comply with EO 12958, as amended by EO 13292, previously classified information with a declassification instruction of Originating Agency Determination Required (OADR) or X1 through X8 must be readdressed and now have a declassification date or event as identified in section 7 above. **NOTE:** The declassification date or event cannot exceed 25 years from the **original** classification date (the date the information was first classified).

9. Other Applicable Security Classification Guides. Refer to aircraft Security Classification Guides for aircraft/mission specific information.

10. Application, Reproduction, and Dissemination. Specified groups involved in the ANNAO-26 IDS program, including industrial activities, may make reproductions and extracts or selections of portions of this guide.

11. Manufacture, Test, and Assembly. During manufacture, test, or assembly processes, the classification as assigned by this guide shall apply at the earliest point where design, performance, or other classified characteristics can be derived and traced to the system(s) identified herein.

12. Disassembly and Repair. During disassembly and repair, the classification assigned by this guide no longer applies at the earliest point where design, performance, or other classified characteristics can no longer be derived from or traced to the system(s) identified herein.

13. Technology Transfer. A major goal of DoD classification policy is to deny our adversaries access to documents, hardware, and technologies that will accelerate their military programs and simultaneously cause an increase in our defense efforts and costs. During development of a system, numerous areas of advanced technology may be exploited. It is the intent of this guide to safeguard the following information:

A7.3. Release Information:

1. Public Release of Official Information. Although this guide shows certain details of information as unclassified, it does not permit automatic public release. Unclassified, unlimited distribution information proposed for public release about the AC-130U Gunship must be submitted to Aeronautical Systems Center Public Affairs; ATTN: Security and Policy Review (ASC/PA); Building 14, Room 240; 1865 4th Street; Wright-Patterson AFB OH 45433-7129, Telephone (937) 255-3334.

2. Release of Program Data on the World Wide Web. Extreme care must be taken when considering information for release onto publicly accessible or unprotected World Wide Web Sites. In addition to satisfying all of the aforementioned approval provisions, owners and/or releasers of information proposed for such release must ensure that it is not susceptible to compilation with other information to render sensitive or even classified data in the aggregate. The search and data mining capabilities of Web technology must be assessed from a risk management perspective. If there are any doubts, do not release the information!

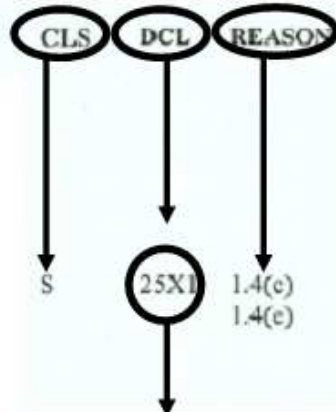
3. Release of Classified and Unclassified Information to Foreign Governments or Their Representatives. In accordance with AFI 16-201, Foreign Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations (C), advise a foreign national soliciting or requesting classified and/or unclassified USAF information to request it through their embassy in Washington DC. Any military activity or contractor receiving such a request from a foreign government, foreign contractor, or representative thereof must forward the request to ASC/XPD, 1865 4th St, Wright-Patterson AFB OH 45433-7127. Any military activity desiring to release classified and/or unclassified information to a foreign government, foreign contractor, or representative thereof, must forward the request to ASC/XPD according to AFI 16-201. Defense contractors desiring to release classified and/or unclassified information controlled by the International Traffic in Arms Regulation (ITAR) to a foreign government, foreign contractor, or representative thereof must request a munitions export license from: Department of State, Office of Defense Trade Control, PM/DTC Room 200, SA-6, Washington DC 20522.

A7.4. Classification and Declassification Information:

Element of Information	Classification of Element	Reason for Classification	Declassification or Downgrading Instructions	<u>REMARKS</u>
<u>INFORMATION REVEALING</u>				
n. LOS pointing accuracy	U			
n. Tracker capability when minimum trackable target characteristics are revealed	C/1.4g		31 Jan 2030	UNCLASSIFIED when characteristics are not revealed.
o. Reliability	U			
p. Vulnerability to countermeasures and counter-countermeasures	S/1.4g		31 Jan 2030	
q. Counter-countermeasure capability	S/1.4g		31 Jan 2030	
r. Hardware	U			
s. Software	U			
t. Number of active detectors comprising the AN/AAQ-26 IDS detector assembly	U			

Element of Information	Classification of Element	Reason for Classification	Declassification or Downgrading Instructions	REMARKS
INFORMATION REVEALING				
2. Multispectral/Multiband passive sensors - polarimetric and non-polarimetric	U			
a. Program Objective	See Remarks			Unclassified, Distribution D: Critical Technology applies.
b. Detector characteristics and figures of merit (size, D, D*, D**, QE, spectral response, frequency response, noise etc)				
c. Measured system-level figures of merit (area coverage, spatial resolution, spectral coverage, spectral resolution, noise level, polarimetric extinction ratio, FOR, FOS, FOV)				
(1) Laboratory sensor	U			
(2) Flight-qualified sensor	S 1.4g		1 Dec 2014	
d. Predicted and measured operational performance (Pd, Pr, Pc, Pid, Pfa, ROC, Pt) vs range, atmospheric conditions, target type/signature, background and clutter level	S 1.4g		1 Dec 2014	

TOPIC—Information revealing:



If any 25X markings are going to be used, they must be annotated in the Security Classification/Declassification Guide before they can be used on derivatively classified documents. AF/XOS-FI will process the guides through ISCAP for approval.

A7.5. DD Form 2024, DOD Security Classification Guide Data Elements:

DOD SECURITY CLASSIFICATION GUIDE DATA ELEMENTS						REPORT CONTROL SYMBOL
See reverse side for purpose and additional completion instructions						
1. REASON FOR SUBMISSION (X as applicable)						
a. NEW GUIDE	b. REVISION	c. REISSUANCE	d. BIENNIAL REVIEW	e. CANCELLATION	f. CORRECTION	
2. PROMULGATING DOCUMENT (Include type of document, activity, symbol or serial number and date. Do not include the subject of the document. If no promulgating document, state "None." Do not exceed 45 characters.)						
3. CLASSIFICATION GUIDE TITLE (Include the full title (if unclassified) and any short title. Do not exceed 134 characters.)						
4. CLASSIFICATION GUIDE DATE (YYMMDD) (Do not exceed 6 characters.)			5. CLASSIFICATION GUIDE ORIGINATOR (Activity which issued guide. Do not exceed 25 characters.)			
6. AVAILABLE THRU DTIC (X as applicable) (See paragraph G of Instructions on reverse.)						
B	C	D	E	F	X	NO
7. BIENNIAL REVIEW DATE (YYMMDD) (Do not exceed 6 characters)			8. NUMBER OF REVISIONS AND DATE OF LATEST (Show number of revisions first, then the date of latest revision (YYMMDD). If none, so state. A revised guide would have no revisions. Do not exceed 8 characters.)			
9. SUBJECT MATTER INDEX TERMS (Selection of these terms is critical to proper indexing of the classification guide. They should concisely describe what the classification guide pertains to. Each term may consist of one or more words. Each term may not exceed 34 characters. A total of three subject matter index terms may be listed, each on its own line. The classification guide will appear in the index under each listed Subject Matter Index Term.)						
a. Examples: Aircraft, Weapons, Communications, Space, Nuclear, etc.						
b.						
c.						
10. CLASSIFICATION OF GUIDE (X as applicable to indicate classification status of the classification guide. For B, X the classification of the guide document. For Special Access Required block if the guide itself requires such access, or X the fact that the guide document is unclassified.)						
			TS	S	C	II
SPECIAL ACCESS REQUIRED						
11. INDEX SOURCE NUMBER (Enter existing number if guide is listed in index.)			12. The highest classification prescribed by the guide is (X as applicable, that is, X the highest classification that the guide states is to be applied to information by users of the guide.)		13. The guide prescribes classification of information controlled within a Special Access Program (X one that is, X YES if the guide states that information classified pursuant to it requires Special Access Program protection or, X NO if not the case.)	
			TS	S	C	a. YES
					b. NO	
14. REMARKS						
As required						
15. ORIGINATOR						
a. PRINTED NAME			b. TITLE		e. DATE SIGNED	
c. OFFICE/AGENCY/DEPARTMENT			d. SIGNATURE			
16. ACTION OFFICER						
a. NAME			b. TELEPHONE NO. (AUTOVON if outside DC Metropolitan area.)			

DD Form 2024, JUL 86 (EG)

Previous editions are obsolete.

Designed using Perform Pro, WHS/DGR, Mar 95

All circled items are required to be filled in.

Attachment 8 (Added-PACAF)**SAMPLE LETTER, AUTHORIZING HAND CARRY OF CLASSIFIED MATERIAL
ABOARD COMMERCIAL AIRCRAFT**

MEMORANDUM FOR WHOM IT MAY CONCERN

FROM: (Unit and address)

SUBJECT: Authorization to Hand-carry Sealed Package

1. MSgt Mo Joe, Directorate of XXXXX, Headquarters Pacific Air Forces Command (HQ PACAF/XXX) is designated as an official courier for the United States Government. MSgt Joe will depart Honolulu International Airport, transiting through Kansai International Airport, Osaka, Japan en route to Naha International Airport Japan. He will be traveling aboard Northwest Airlines flight NWxxxx, departing on February 14, 2006 and will arrive Naha, Japan, on February 15, 2006. Upon request he will present his official identification card DD Form 2AF, number G00005522.
2. MSgt Joe is hand-carrying a sealed package, size 9" X 8" X 12", addressed from HQ PACAF/XXX, Hickam AFB, Hawaii 96853-5439, and addressed to 18th Security Forces Squadron, Unit 5212, APO AP 96368-5212. The package is identified on the outside by the marking "OFFICIAL BUSINESS – MATERIAL EXEMPTED FROM EXAMINATION" bearing the signature of the undersigned.
3. This courier authorization may be confirmed by contacting the undersigned at HQ PACAF/XXX, (808) 449-1111 (US/DSN) or 00000000 (International). This authorization expires 25 February 2010.

ANNE G. DADDY, Colonel, USAF

Director, XXXX

Attachment 9 (Added-PACAF)**SAMPLE, SEALED PACKAGE EXEMPTION NOTICE**

(Example for Hand-carried Courier Packages (Outer Opaque Envelope))

Department of the Air Force
HQ PACAF/IP
Hickam AFB, Hawaii 96853-5420
Official Business

MATERIAL EXEMPTED FROM EXAMINATION

18th Security Forces Squadron/S5
Unit 5212
APO AP 96368-5212

Attachment 10 (Added-PACAF)**SAMPLE, SECURITY MANAGER INITIAL BRIEFING**

Name/Rank: _____XXXXXXXXXXXXX_____ Date: __XXXXXXXXXXXXX__
 Unit/Staff Agency: _____XXXXXXXXXXXXX_____ Primary / Alternate (Circle One)

I was provided an initial Information Security orientation briefing concerning the basic policies and procedures involved in the Information, Industrial, and Personnel Security Programs, as applicable to my unit/staff agency. This orientation briefing consisted of, but was not limited to, the following:

1. Security Managers Responsibilities:
 - a. Providing advice and assistance to the unit commander/staff agency chief and unit personnel
 - b. Establishing internal operating instructions and program management
 - c. Ensuring applicable security education training is conducted
 - d. Attending formal security manager training within 90 days of appointment
 - e. Attending quarterly security manager meetings
 - f. Other responsibilities, as directed

2. Information Security Program:
 - a. Applicable regulations and instructions
 - b. Basic Classification Management
 - c. Derivative Classifications
 - d. Accountability and Control of Classified information
 - e. Safekeeping and Storage
 - f. Transmission and Transportation
 - g. Foreign Travel Briefing
 - h. Disposal and Destruction
 - i. (Semi) Annual Security Self-Inspections
 - j. Security Incidents
 - k. Security Managers Handbook
 - l. Types of Information Security Surveys

3. Personnel Security Program:
 - a. Personnel security investigations and forms
 - b. Security clearances and the ASCAS roster
 - c. Security Information Files
 - d. Assignment of non-US nationals to sensitive positions
 - e. Unescorted entry into restricted areas

4. Industrial Security Program directives/procedures, as applicable.

Signature of Briefer/Date _____ Signature of Security
 Manager/Date

Attachment 11 (Added-51FW)

INFORMATION PROTECTION WAIVE OUT MEMORANDUM

Figure A11.1. Information Protection Waive Out Memorandum

APPROPRIATE LETTERHEAD	
MEMORANDUM FOR 51 FW/IP	DATE
FROM: (The organization that has ADCON of the unit requesting to be waived out)	
SUBJECT: Request to Waive Out of Information, Personnel, and Industrial Security Programs	
<p>1. In accordance with Intra-Service Support Agreement (ISA) XX0000-00-0000, (list ADCON/parent organization who will provide oversight for the unit to be waived), provides security program oversight for (list unit to be waived), located at (list waived unit's location), Republic of Korea. (List ADCON/parent organization) will conduct annual program reviews as required by (list parent organization), Air Force, and DoD policies. Other security administrative requirements such as, unit security manger appointment letters, unit security operating instruction, semiannual self-inspection, initial and annual vault/open storage certifications, annual position code validations, annual classified cleanout, and SF 312, <i>Classified Information Nondisclosure Agreement</i>, will be processed through (list parent organization that has ADCON).</p> <p>2. (list waived organization) will report and process all security violations as defined in DoDM 5200.01, <i>DoD Information Security Program</i>, Vols 1 - 4 and AFI 31-401, to the (list ADCON/parent organization), Information Protection Office (IPO). (List ADCON/parent organization's IPO) is responsible for accomplishing all actions associated with security violations and as listed in DoDM 5200.01, Vols 1 - 4 and AFI 31-401.</p> <p>3. Please direct any questions you may have to my POC, (Rank, First MI Last) at DSN XXX-XXX-XXXX.</p>	
Name of Parent Organization Commander who has ADCON, Colonel, USAF Commander	

Attachment 12 (Added-51FW)

SECURITY MANAGER APPOINTMENT MEMORANDUM TEMPLATE

Figure A12.1. Security Manager Appointment Memorandum Template

APPROPRIATE LETTERHEAD				
				DATE
MEMORANDUM FOR 51 FW/IP				
FROM: (Unit Commander or Equivalent, and Staff Agency Chiefs)/CC				
NOTE: For the purpose of this instruction, staff agency chiefs are those individuals in 2-digit positions reporting to the commander or vice commander above the wing level and 2 and 3 digit positions at the Headquarters Air Force.				
SUBJECT: Security Manager, JCAVS, and Security Information File (SIF) Appointment Letter				
1. The following individuals are appointed Unit Security Managers for the (Your UNIT):				
<u>POSITION</u>	<u>NAME/RANK</u>	<u>OFF SYM</u>	<u>PHONE</u>	<u>DEROS</u>
(enter only one primary and one alternate USM below)				
PRIMARY				
ALTERNATE				
2. The following individuals require access to JCAVS for the purpose of verifying unit personnel security clearances:				
<u>NAME/RANK</u>	<u>ORGN/OFF SYM</u>	<u>PHONE</u>	<u>DEROS</u>	<u>JCAVS USER LVL</u>
(enter only security monitors/assistance requiring a JPAS account and the level they require, i.e., Level 5, 6, 7).				
3. The following individuals are authorized to receipt for and review AFCAF generated suitability determinations and/or unit commander generated SIFs: (enter only the commander, commander's deputy, commander's executive officer, unit first sergeant, and the primary and alternate unit security manager)				
4. This letter supersedes all previous letters, same subject.				
COMMANDER'S SIGNATURE BLOCK Commander				

NOTE: Do not include any other information on this letter (e.g., SSAN, dates trained, etc.).

Attachment 13 (Added-51FW)**SECURITY MANAGER HANDBOOK FORMAT**

A13.1. (51FW) Section 1, Designation Letters (i.e., security manager appointment letter, Top Secret Control Officer appointment letters, other security related appointment letters, and copies of security manager training certificates).

A13.2. (51FW) Section 2, Internal Information Security Operating Instruction. Tailor the unit's information security operating instruction (OI) according to how your unit plans to protect your classified information and implement your security program. Review and update annually, if no changes document by MFR for SM Handbook and provide copy of MFR to 51 FW/IP.

A13.3. (51FW) Section 3, Semiannual Security Self-Inspection Reports. Inspectors should use the Information/Personnel/Industrial Security Inspection checklist provided by 51 FW/IP. The last two semiannual self-inspection reports must be maintained in the handbook. Semi-annual security self-inspections will be reviewed during the 51 FW/IP's annual Information Security Program Review.

A13.4. (51FW) Section 4, Annual Information Security Program Reviews. These reviews are conducted by 51 FW/IP and consist of reviewing a representative sampling of the Information, Personnel, and Industrial (if applicable) Security Programs, but they are extensive enough to gauge their effectiveness. The last two annual program reviews must be maintained in the handbook.

A13.5. (51FW) Section 5, Security Manager Meeting Minutes. Security managers are required to attend these meetings or delegate a representative (identify on sign-in roster) to report to SM. These meetings are designed to keep security managers abreast of policy and procedural changes with respect to information, industrial, and personnel security programs. A copy of the last two meeting minutes will be maintained in the security manager's handbook.

A13.6. (51FW) Section 6, Information Letters. You may receive numerous information letters on the security program throughout the year. These letters are provided to help you administer your security program. Maintain information letters for as long as they apply and are useful to your program. Periodically purge this section of obsolete, rescinded, or superseded information.

A13.7. (51FW) Section 7, JPAS. Maintain a current unit JPAS roster. The security manager must be a registered member of JPAS to obtain access to the program. If the security manager can not access JPAS, or can not generate reports through JPAS, the security manager will maintain a roster with applicable security information for all members of the unit. Notify 51 FW/IP (51 FW/IP@osan.af.mil), for access information.

A13.8. (51FW) Section 8, Inspection Checklists. Maintain the checklist as prescribed in paragraph 1.4.3.3 of this supplement.

A13.9. (51FW) Section 9, Miscellaneous Items. Any items not covered in other sections of the handbook can be filed here. Periodically purge this section to remove outdated information. Items that may be included are a consolidated listing of all safes, vaults, and secure storage areas assigned to the unit; lost restricted area badge letters; security education training plan; AF Form 2586, *Unescorted Entry Authorization Certificate*; AF Form 2583, *Request for Personnel*

Security Action; classified emergency protection procedures and results, and etc., or where these items are located “cross-reference” (e.g., electronic files, supplemental handbook, etc).

Attachment 14 (Added-51FW)

SEMIANNUAL SECURITY SELF-INSPECTION OFFICIAL APPOINTMENT SAMPLE
MEMORANDUM FORMATFigure A14.1. Semiannual Security Self-Inspection Official Appointment Sample
Memorandum Format

APPROPRIATE LETTERHEAD	
MEMORANDUM FOR (APPOINTEE)	DATE
FROM: (APPOINTING AUTHORITY ORGN/OFFICE SYMBOL)	
SUBJECT: Semiannual Security Self-Inspection Official Appointment	
<p>1. (Rank/Name/Orgn/Office Symbol) is appointed to conduct a semiannual self-inspection of the (UNIT) Information/Personnel/Industrial (if applicable) Security Programs.</p> <p>2. Authority/Reference: DoDM 5200.01, Vols 1 - 4, <i>DoD Information Security Program</i>; AFI 31-401, <i>Information Security Program Management</i>; DoD 5200.2-R, <i>Personnel Security Program</i>; AFI 31-501, <i>Personnel Security Program Management</i>; DoD 5220.22-R, <i>Industrial Security Regulation</i>; AFI 31-601, <i>Industrial Security Program Management</i>; AFH 31-602, <i>Industrial Security Program</i>.</p> <p>3. Coordinate with the unit security manager to establish a date/time to conduct the unit self-inspection. The semiannual self-inspection will be conducted not later than (enter Day/Month/Year). Use the proper checklists and report format specified in the AFI 31-401/PACAF Sup/51 FW Sup. Provide your observations and recommendations to me immediately following the unit self-inspection for my review and approval.</p>	
APPOINTING AUTHORITY SIGNATURE BLOCK	

Attachment 15 (Added-51FW)**SEMIANNUAL SELF-INSPECTION REPORT SAMPLE MEMORANDUM FORMAT****Figure A15.1. Semiannual Self-Inspection Report Sample Memorandum Format**

APPROPRIATE LETTERHEAD	
MEMORANDUM FOR (APPOINTING AUTHORITY)	DATE
FROM: (INSPECTING OFFICIAL ORGN/OFFICE SYMBOL)	
SUBJECT: Semiannual Security Self-Inspection	
<p>1. Date/Time/Location: (DAY/MONTH/YEAR), (TIME), (BLDG #), Osan AB, Republic of Korea.</p> <p>2. Authority/Reference: This inspection was conducted under the authority of DoDM 5200.01, Vols 1 - 4, <i>DoD Information Security Program</i>, AFI 31-401, <i>Information Security Program Management</i>, AFI 31-401/PACAF Sup and AFI 31-401/PACAF Sup/51 FW Sup; DoD 5200.2-R, <i>Personnel Security Program</i>, AFI 31-501, <i>Personnel Security Management</i>; DoD 5220.22-R, <i>Industrial Security Regulation</i>, AFI 31-601, <i>Industrial Security Program Management</i>, AFH 31-602, <i>Industrial Security Program</i>.</p> <p>3. Personnel Contacted: Identify Key Personnel.</p> <p>4. Inspecting Personnel: Self-Explanatory.</p> <p>5. Summary: The inspection should inquire into procedures for handling and safeguarding classified material. Further, check the security education, Personnel Security, and Industrial Security Programs, if applicable. Inspect each element of the security program on the basis of a representative sampling but extensive enough to evaluate practices in effect for compliance with regulatory guidance. Note any changes (improvements or otherwise) in the overall security program since the last inspection. Identify any repeat discrepancies or other conditions that could result in the loss or compromise of classified material. Results of the unit's efforts during the annual classified reduction day in January must be recorded in this report.</p> <p>6. Findings: Make a comment on each element examined. List the good as well as deficient areas. Include a specific "Recommended Corrective Action" on noted discrepancies. Using checklists provided and following this suggested format will assure you address key program areas.</p> <p style="padding-left: 40px;">a. Initial/refresher Information/Personnel/Industrial Security Program training: Is there a program, and how effective is it? Does it include, as minimum, initial and semiannual refresher training? Is training documented?</p>	

b. Classified Document Handling and Storage:

- (1) Classification, Declassification, and Downgrading.
- (2) Marking.
- (3) Retention.
- (4) Safekeeping and Storage.
- (5) Access, Dissemination, Transmission, and Accountability.
- (6) Reproduction Controls.
- (7) Disposal and Destruction.
- (8) Emergency protection, reduction, and destruction plan.

c. Security Incidents: Have any security incidents occurred since the last inspection? If so, was appropriate action taken to prevent incidents from reoccurring?

d. Personnel Security Program: Do persons have the proper security clearance to perform the duty of the position they occupy? Have all personnel with a security clearance executed the SF 312, *Classified Information Nondisclosure Agreement*? Are there any personnel requiring periodic reinvestigations?

e. Industrial Security Program: (If applicable).

7. Other Comments: Enter any other information not listed above but relating to overall management of the security program. This is a good place to recognize individual exceptional performance in following established security practices.

INSPECTION OFFICIAL SIGNATURE BLOCK

1st Ind, (Appointing Authority)

MEMORANDUM FOR: (UNIT SECURITY MANAGER)

I have reviewed the inspection report and concur with the recommended corrective actions (unless otherwise noted). Please ensure discrepancies are corrected as soon as possible. Inform me of the status of any items which cannot be immediately corrected.

APPOINTING AUTHORITY SIGNATURE BLOCK

Attachment 16 (Added-51FW)**TOP SECRET CONTROL ACCOUNT ESTABLISHMENT SAMPLE MEMORANDUM****Figure A16.1. Top Secret Control Account Establishment Sample Memorandum**

APPROPRIATE LETTERHEAD	
MEMORANDUM FOR 51 FW/IP	DATE
FROM: (ORGN/OFFICE SYMBOL)	
SUBJECT: Top Secret Control Account Establishment	
1. A Top Secret Control Account is established for (ORGN/OFFICE SYMBOL) in accordance with AFI 31-401, <i>Information Security Program Management</i> . The unit will be routinely storing, receiving and dispatching Top Secret information and materials. A primary and alternate Top Secret Control Officer has been appointed to maintain the account.	
2. Please direct questions to (enter TSCO Names/Orgn/Office Symbols/Duty Phones).	
APPOINTING AUTHORITY SIGNATURE BLOCK	

Attachment 17 (Added-51FW)

TOP SECRET CONTROL OFFICER SAMPLE MEMORANDUM

Figure A17.1. Top Secret Control Officer Sample Memorandum

APPROPRIATE LETTERHEAD		
MEMORANDUM FOR 51 FW/IP		DATE
FROM: (ORGN/OFFICE SYMBOL)		
SUBJECT: Appointment of Top Secret Control Officer (TSCO) and Alternate		
1. In accordance with AFI 31-401, <i>Information Security Program Management</i> the following personnel are appointed TSCO and Alternate for the (ENTER UNIT):		
GRADE	NAME	TITLE
Colonel	John Doe	TSCO
SSgt	John Smith	Alternate
SrA	Jane Doe	Alternate
2. The above listed personnel are responsible for accomplishing all matters affecting accountability and control of Top Secret material.		
3. TSCO/Alternates will become familiar with the provisions of AFI 31-401 and assure compliance with all requirements associated with the control of Top Secret information. When it is determined that this TSCA is no longer required, necessary steps to abolish the account will be taken.		
APPOINTING AUTHORITY SIGNATURE BLOCK		

Attachment 18 (Added-51FW)

TOP SECRET CONTROL ACCOUNT INVENTORY SAMPLE REPORT

Figure A18.1. Top Secret Control Account Inventory Sample Report

APPROPRIATE LETTERHEAD	
MEMORANDUM FOR (TSCO Appointing Authority)	DATE
FROM: (INVENTORY OFFICIAL ORGN/OFFICE SYMBOL)	
SUBJECT: Top Secret Inventory Report	
<ol style="list-style-type: none"> 1. Date/Time/Location: (Date), (Time), Bldg #, Osan AB, Republic of Korea. 2. Authority/Reference: DoDM 5200.01, Vols 1 - 4, <i>DoD Information Security Program</i>, AFI 31-401, <i>Information Security Program Management</i>. 3. Personnel Contacted: (Identify Key Personnel) 4. Inventory Officials : (Names, Organization/Office Symbol) 5. Summary: <ol style="list-style-type: none"> a. The inventory should inquire into compliance with all Top Secret control procedures, with special emphasis on any material reflected in the Top Secret registers that could not be properly accounted for, and any material possessed but not entered in the register. b. Also, physically sight each Top Secret document that the TSCO is accountable for. c. Audit inactive register page entries for proper disposition. d. Note any improvement in the overall management of the TSCA since the last inventory. e. Also, identify any repeat discrepancies that exist or condition that may possibly result in the compromise of Top Secret information. 6. Observations: The inventory should inquire into all applicable procedures affecting the TSCA, i.e., TSCO appointment; Top Secret control and accountability; Marking, Classification, Downgrading, and Declassification; Safekeeping and Storage; Reproduction; Transmission and Destruction. Include a specific "RECOMMENDED CORRECTIVE ACTION" for each noted discrepancy, if necessary. When possible, make on-the-spot corrections. Comment on positive as well as negative items. 	

7. Other Comments: Enter any other information not explained above. This would be a good place to recognize individual exceptional performance in complying with procedures or management of the Top Secret Control Account.

INVENTORY TEAM CHIEF SIGNATURE BLOCK

1st Ind, (Appointing Authority)

MEMORANDUM FOR TSCO

1. I have reviewed the report and concur with the findings and recommended corrective actions, unless otherwise noted. Please correct discrepancies and reply to me not later than (date) on the status of actions.

2. I also certify I have reviewed the volume and need for possessing the Top Secret material under my jurisdiction. Documents no longer needed have been identified for disposition.

APPOINTING AUTHORITY SIGNATURE BLOCK

Attachment 19 (Added-51FW)**RESIDENTIAL STORAGE SAMPLE MEMORANDUM****Figure A19.1. Residential Storage Sample Memorandum**

APPROPRIATE LETTERHEAD	
MEMORANDUM FOR 51 FW/IP PACAF/IP	DATE
FROM: (ORGN/OFFICE SYMBOL)	
SUBJECT: Approval of Residential Storage of Classified Information	
<p>1. We request approval of residential storage of information up to "SECRET" level. Succinctly justify request. The storage of classified information will be located at building XXX, Osan AB, ROK</p> <p>2. The following measures have been implemented to ensure proper safeguarding of classified information:</p> <ul style="list-style-type: none">a. GSA-Approved Security Container: All classified information will be properly stored in a two drawer safe equipped with an X-07, 08, or 09 combination lock. All applicable forms will be used and maintained.b. Written Guidance: Operating Instructions (OI) have been developed to provide appropriate protection to include but not limited to the following procedures: transporting classified information to and from the authorized residence; destruction procedures; recovering the material during incapacitation of the primary user; and procedures during increased threat conditions (handling, transportation, and storage). <p>3. Please direct all questions and concerns to the undersigned at extension 784-XXXX.</p>	
COMMANDER'S SIGNATURE BLOCK or EXECUTIVE OFFICER	
cc: 51 FW/CV	

Attachment 20 (Added-51FW)**CLASSIFIED MEETING/CONFERENCE ROOM SECURITY GUIDELINES****A20.1. (51FW) Establishing Attendee List.**

A20.1.1. (51FW) Establish a master listing of those individuals who will be attending the classified meeting.

A20.1.2. (51FW) The attendee's commander/security manager/supervisor must forward a visit request letter to the host's security manager and in-turn to the conference/meeting point of contact. The following information must be forwarded from attendee's commander/security manager/supervisor:

A20.1.2.1. (51FW) Name.

A20.1.2.2. (51FW) Rank.

A20.1.2.3. (51FW) Organization.

A20.1.2.4. (51FW) SSAN.

A20.1.2.5. (51FW) Type of Security Clearance.

A20.1.2.6. (51FW) Date of Security Clearance.

A20.1.2.7. (51FW) Type of Security Clearance Investigation.

A20.1.2.8. (51FW) Date of Security Clearance Investigation.

A20.1.2.9. (51FW) Date(s) of Visit.

A20.1.2.10. (51FW) Purpose of Visit.

A20.1.2.11. (51FW) Point of Contact (host name, rank, organization, duty phone).

A20.1.3. (51FW) Ensure the attendee's clearance level is equal to the information to be discussed.

A20.1.4. (51FW) Ensure the attendee has an official "Need to Know" of the information being presented at the conference/meeting.

A20.2. (51FW) Preparing the Conference/Meeting Room.

A20.2.1. (51FW) Prior to the start of the meeting thoroughly check the conference room to ensure it has been checked for possible recording/eavesdropping devices. (NOTE: Thoroughly inspect the following areas for possible listening devices: trashcans, fire extinguishers, tables, desks, chairs, curtains, pictures, knickknacks, walls, windows, and circuit breaker boxes).

A20.2.2. (51FW) Contact the servicing AFOSI Detachment to request a Technical Surveillance Counter-Measure (TSCM) be conducted on the room.

A20.2.3. (51FW) If there are air vents in the room, which can carry sound throughout the building, either cover the openings or turn on the unit during the meeting. The noise will drown out any discussions in the room.

A20.2.4. (51FW) Secure all doors, windows, and drapes during classified presentations. Ensure someone standing outside the room cannot see or hear the classified material being presented inside the room.

A20.2.5. (51FW) Once the room has been cleared, place a sign on the door(s) indicating this is a “sealed room” and lock the door until the meeting begins. Assign one person to monitor the room until the meeting starts.

A20.2.6. (51FW) If note taking is allowed by attendees, move a GSA approved security container to the conference room to facilitate storage of classified notes. Ensure the conference host establishes note taking rules of engagement to attendees and to designate security container custodians who will be responsible for accessing and securing the container.

A20.2.7. (51FW) Have wrapping materials and classified stamps available for preparing classified information for transmission (if necessary).

A20.2.8. (51FW) Establish a holding area, *outside of the classified briefing room*, to secure cell phones, radios, pagers, tape recorders, or devices that can store, transmit, or record information.

A20.3. (51FW) Entry Control Procedures/Security Issues.

A20.3.1. (51FW) Ensure someone is assigned duties as entry controller. They will need to screen all personnel at the start of the meeting and again during the breaks. If there is more than one entrance to the room, pick one entrance for allowing access and secure all others.

A20.3.2. (51FW) Allow entry to conference room by checking all names on your attendee list via a valid ID with photo. If a special conference badge has been developed, issue it at this time.

A20.3.3. (51FW) Ensure all radios, cell phones, and beepers are turned off and batteries removed.

A20.3.4. (51FW) Ensure someone is tasked with periodically walking around the outside of the conference room making sure no one is eavesdropping on the other side of the walls to include adjoining rooms.

A20.4. (51FW) During the Meeting.

A20.4.1. (51FW) Ensure all doors are clearly marked “KEEP OUT: Classified Meeting in Progress.”

A20.4.2. (51FW) Remind attendees of the highest level of classified material to be discussed.

A20.4.3. (51FW) Before any briefing begin, advise attendees that no electronic devices are allowed in the briefing room.

A20.4.4. (51FW) Advise attendees of any restrictions being placed on note taking or use of recording devices (i.e., micro cassette recorders, laptop computers, etc.). **NOTE:** Any notes taken during these meetings become classified themselves and special measures must be taken to protect them.

A20.4.5. **(51FW)** Periodically remind individuals during the course of the briefing that the information being presented is classified and not to discuss classified information outside the room during breaks.

A20.4.6. **(51FW)** Ensure all handouts, slides, etc., are properly marked with appropriate classification and instructions.

A20.4.7. **(51FW)** Ensure classified is properly secured prior to giving breaks.

A20.5. (51FW) After the Meeting.

A20.5.1. **(51FW)** Ensure a final sweep of the room is conducted, checking for any classified materials or waste products prior to ending the meeting and departing.

A20.5.2. **(51FW)** Secure classified in a security container immediately after the meeting.

Attachment 21 (Added-51FW)

CLASSIFIED REPRODUCTION SAMPLE MEMORANDUM

Figure A21.1. Classified Reproduction Sample Memorandum

APPROPRIATE LETTERHEAD	
MEMORANDUM FOR ALL (YOUR UNIT DESIGNATION) PERSONNEL	DATE
FROM: YOUR UNIT DESIGNATION/CC	
SUBJECT: Classified Reproduction	
<p>1. The following individuals are designated as approving officials for the production of classified material within Building XXXX:</p> <p>Maj Jon Doe Capt Jane Research SMSgt John Jones MSgt June Smith TSgt Buddy Little Civ James Green Civ Wanda White Civ Berry Black</p>	
<p>2. The Sharp AR-450U, ID# S2947 copier located in Bldg. XXXX is the only copier authorized for classified reproduction. The copier will be cleaned by copying three pages without originals on the machine and all original and copies will be verified prior to departing copier area. If the copier malfunctions during classified reproduction, request assistance from one of the aforementioned approving officials and verify all pages were removed that caused the malfunction.</p>	
<p>3. Please direct any questions to my unit security managers, XXXXXXXXX or XXXXXXXXXX at extension 784-XXXX or 784-XXXX.</p>	
<p>JOHN D. DOE, Lt Col, USAF Commander</p>	

Attachment 22 (Added-51FW)

CLASSIFIED REPRODUCTION PROCEDURES**Figure A22.1. Sample Classified Reproduction Procedures**

1. Received classified reproduction authorization see memorandum posted near this copy machine.
2. Physically check the copier prior to using, ensure no other material is in the copier.
3. Copy classified information.
4. When finished copying classified, physically check the copier and gather **ALL** classified information.
5. Copy _____ blank pages to ensure no other classified information was left in the copier.
6. Shred the three blank pages and the blank copies produced through the approved classified shredder that is located in (list location of shredder).
7. Ensure you contact your security manager for transporting of classified information procedures if the shredder is located outside of the facility.
8. If you have any questions, contact your unit security manager _____ or _____ at extensions 784-XXXX or 784-XXXX.

Attachment 23 (Added-51FW)**EMERGENCY PROTECTION, REMOVAL AND DESTRUCTION OF CLASSIFIED MATERIAL****A23.1. (51FW) Threat.**

A23.1.1. (51FW) Natural Disasters. Osan Air Base has experienced severe rainstorms and flooding.

A23.1.2. (51FW) Civil disturbance, terrorism, and enemy action. Osan Air Base is susceptible to civil disturbances from outlying communities. Terrorism is a threat that could be experienced at any military installation at any time. The threat of terrorist action increases with the level of the local Force Protection Condition (FPCON). The Defense Condition (DEFCON) increases with the increased threat of enemy action.

A23.2. (51FW) Limiting Factors. There is no central destruction facility on the installation capable of destroying classified material within the time criteria specified by this plan. As a result, units must effectively plan and acquire enough routine and emergency destruction equipment to execute this plan.

A23.3. (51FW) Execution.

A23.3.1. (51FW) PHASE I, Emergency Protection. Phase I will be implemented in the event of fire, natural disaster, bomb threat, civil disturbance, or in the case of an increased terrorist threat.

A23.3.1.1. (51FW) Fire, Natural Disaster, or Bomb Threat.

A23.3.1.1.1. (51FW) Secure material in approved security containers if time and safety permit. When personal safety is in jeopardy, evacuate the area and post individuals to control entry and emergency access (owner/user is responsible for the protection of his/her classified and facilities, Security Forces will not be used for this function).

A23.3.1.1.2. (51FW) Allow only responding emergency crews to enter the facility (Fire Department, Medical Services, Security Forces, etc.). Classified custodians may enter the facility to account for the unsecured classified materials after the area is declared safe.

A23.3.1.1.3. (51FW) No entry to the facility will be allowed until all classified material is accounted for.

A23.3.2. (51FW) Civil Disturbance or Increased Terrorist Threat.

A23.3.2.1. (51FW) Post personnel in classified storage areas, if the situation warrants. Posted personnel must be knowledgeable of procedures to request emergency assistance. Armed guards are not required.

A23.3.2.2. (51FW) Prepare for the initiation of Phase II. Phase II is implemented when the possibility of conflict increases.

A23.3.3. (51FW) PHASE II, Precautionary Destruction.

A23.3.3.1. **(51FW)** Segregate all classified into “mission essential” and “non-mission essential” categories.

A23.3.3.2. **(51FW)** Retain mission essential classified material. Destroy non-mission essential classified material using routine classified destruction methods.

A23.3.3.3. **(51FW)** Prepare for PHASE III.

A23.3.4. (51FW) PHASE III, Emergency Destruction.

A23.3.4.1. **(51FW)** PHASE III actions will be initiated upon the determination that an imminent threat exists of the installation being overrun. The effect of premature destruction is considered inconsequential when measured against the compromise of classified information.

A23.3.4.2. **(51FW)** Each unit will predesignate a location for the emergency destruction of classified material and procure or manufacture sufficient equipment to accomplish the destruction process (i.e., modified trash cans, BBQ grill, etc.). If time does not permit you to use predesignated material, immediate destruction will be accomplished in any available container.

A23.3.4.3. **(51FW)** Top Secret material holders must have the capability to destroy all holdings within one hour.

A23.3.4.4. **(51FW)** Secret and Confidential material holders must destroy the materials within two hours.

A23.3.4.5. **(51FW)** No destruction records are required under emergency destruction procedures.

A23.4. (51FW) Notification.

A23.4.1. **(51FW)** The Osan Command Center will implement this plan by order of the installation commander or higher authority.

A23.4.2. **(51FW)** The 51 FW Emergency Operations Center (EOC) will be formed upon implementation to track progress and ensure all units are notified.

A23.4.3. **(51FW)** Any senior individual present in an area containing classified material, who determines there is a sufficient threat, may implement any portion of this plan.

A23.5. (51FW) Preparation Instructions.

A23.5.1. **(51FW)** Assign classified material one of the following priorities.

A23.5.1.1. **(51FW)** Priority One: Top Secret, Controlled Nuclear Weapons Design Information.

A23.5.1.2. **(51FW)** Priority Two: Secret.

A23.5.1.3. **(51FW)** Priority Three: Confidential.

A23.5.2. **(51FW)** Develop in-depth checklists to implement this plan. Post the checklists on the security container or on the primary entrance to vaults, secure storage rooms, and bulk storage rooms.

A23.6. (51FW) Taskings.

A23.6.1. **(51FW)** 51 FW/IP: Maintain this plan IAW applicable directives.

A23.6.2. **(51FW)** Osan Command Center: Ensure notification is made upon implementation of this plan.

Attachment 24 (Added-51FW)

COURIER AUTHORIZATION DESIGNATION SAMPLE LETTER

Figure A24.1. Courier Authorization Designation Sample Letter

APPROPRIATE LETTERHEAD					
MEMORANDUM	FOR	WHOM	IT	MAY	CONCERN
DATE					
FROM: CC					
SUBJECT: Designation of Official Courier					
<p>1. Master Sergeant Scott S. Smith, FR123-45-6789, Headquarters, 20 Air Force, Francis E. Warren AFB, Wyoming 82005, is designated an official courier for the United States Government. Upon request, he will present his official identification card bearing the number B-1110002.</p> <p>2. Sergeant Smith is hand-carrying three sealed packages, size 9"x 12", addressed from "HQ 20 AF/CC, F. E. Warren AFB, WY 82005" and addressed to "341 SW/IG, Malmstrom AFB, MT 59402" They are each marked with "OFFICIAL BUSINESS - MATERIAL EXEMPTED FROM EXAMINATION" bearing the signature of the undersigned.</p> <p>3. Sergeant Smith is departing Cheyenne Municipal Airport with a final destination to Billings Municipal Airport. He has a transfer point at Denver International Airport.</p> <p>4. This courier designation can be confirmed by contacting the undersigned at HQ 20 Air Force, Area Code 307- 773-1234 or DSN 481-1234. This letter expires 1 Jun XX.</p>					
JOHN J. JONES, Colonel, USAF Commander					

Attachment 25 (Added-51FW)

SAMPLE, SEALED PACAKAGE EXEMPTION NOTICE

Figure A25.1. Sample, Sealed Package Exemption Notice

Department of the Air Force
51 FW/IP
Unit 2067, APO AP 96278-2067
OFFICIAL BUSINESS

MATERIAL EXEMPT FROM EXAMINATION

HQ PACAF/IP
25 E Street, Suite H204
JBPHH, HI 96853-5420