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Security

INFORMATION SECURITY PROGRAM

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This instruction implements AFRD 31-1, *Information Security*, and extends the guidance of established policies. It assists the unit commanders, division chiefs, and their security managers in maintaining an effective information security program. This instruction is applicable to all organizations at General Mitchell IAP-ARS WI.

SUMMARY OF REVISIONS

This revision substantially revises and replaces 440 AWR 205-5. This revision incorporates references and aligns with current instructions listed in AFI 31-401, *Information Security Program*. A (|) indicates revisions from the previous edition.

- 1. General.** This instruction carries out Air Force directives and will assist the unit commanders, division chiefs, security managers, and others in their daily security duties.
- 2. Security Managers.** Unit commanders/division chiefs will appoint in writing, an officer, airman (E-4 through E-9), or a civilian (GS-4 or higher), to the additional duty of security manager. One copy of the appointment letter will be furnished to the 440 Support Group Security Forces (SF) office. Alternate security managers will be appointed in the same grade required for the primary duties.
- 3. Duties and Responsibilities.** Unit commanders, division chiefs, supervisors, and security managers are responsible for actions in their respective area as explained in DOD 5200.1-R, *Information Security Program* regulation as supplemented. Security manager duties include the following:
 - 3.1. Advise and assist the commander and personnel of the section/unit on security information. Explain the national security implications to personnel in reserve and civilian jobs.

- 3.2. Develop security operating instructions in each section.
- 3.3. Attend scheduled security manager meetings sponsored by the 440 Support Group Security Forces Division.
- 3.4. Educate personnel on security by using:
 - 3.4.1. Posters.
 - 3.4.2. Policy Letters.
 - 3.4.3. Posted minutes of security manager's meetings.
 - 3.4.4. Newspaper articles.
 - 3.4.5. Self-developed security education training.
 - 3.4.6. Security films.
- 3.5. Ensure personnel in every section have adequate security clearance corresponding to their job duties. Monitor the Automated Security Clearance Approval System (ASCAS) roster listing every month. Look at action being taken on all clearances. Annotate pending clearances on the ASCAS roster. Clearances listed as NONE or UNKNOWN will be verified with the 440 Support Group Security Forces.
- 3.6. Ensure the completion of the SF 312, **Classified Information Nondisclosure Agreement (NDA)**.
 - 3.6.1. Everyone is required to accomplish the SF Form 312, or its predecessor, the SF Form 189, **Classified Information Nondisclosure Agreement (8-83)**. A copy of DOD 5200.1PH-1, *Classified Information Nondisclosure Agreement (SF Form 312)*, briefing pamphlet, may be borrowed upon request.
 - 3.6.1.1. The SF Form 312 will be completed by all cleared Department of Defense (DOD) military personnel, civilian personnel, and contractor employees as a condition of access to classified information.
 - 3.6.1.2. Any cleared individual who has previously signed the SF Form 189 does not need to complete the SF Form 312. An individual may elect to substitute a signed SF Form 312 for a previously signed SF Form 189.
 - 3.6.1.3. Personnel are not to be allowed access to classified material unless they have accomplished the SF Form 189 or SF Form 312. The ASCAS roster indicates the access level of personnel and whether or not they have a NDA.
 - 3.6.2. Any security manager, division chief, unit commander, or supervisor may brief an individual on the SF Form 312. Forms completed by Air Reserve Technicians and military personnel will be forwarded to HQ ARPC and put on microfiche. Civilian forms will be maintained in the individual's personnel folder.
- 3.7. Ensure the AF Form 2587, **Security Termination Statement**, is completed on military and civilian personnel who are terminating their employment or contemplating an absence from duty or employment for 60 days or more. This also includes retirement and reservists who go to the inactive reserve.

3.7.1. An AF Form 2587 is completed regardless if the employee has had access to classified material or not. Security managers will forward the original form for military members to the 440 Military Personnel Flight.

3.7.2. The civilian personnel office or appropriate security manager will forward civilian forms to SF.

3.7.3. A copy of the military AF Form 2587 will be maintained in the unit in accordance with AFMAN 37-139, *Records Disposition Schedule*.

3.7.4. It is the responsibility of the unit commander, supervisor, and security manager to ensure an AF Form 2587 has been accomplished.

3.7.5. Personnel declining to sign an AF Form 2587 will be debriefed immediately and verbally counseled on the importance of completing this form. Refusal to sign may jeopardize their future privilege of retaining or recruiting a security clearance. SF should be notified immediately of the refusal.

3.8. Provide assistance and guidance to the appointed individual who conducts semi-annual security self-inspections in March and September of every year.

3.9. Conduct an annual inventory of restricted area badges when directed by the 440th Support Group Security Forces Division.

3.10. Ensure all personnel are briefed on the correct procedures in using AF Form 1199, **Air Force Entry Control Card**. Conduct "Phase I" and "Phase II" training briefings as appropriate for unit personnel. "Phase I" is the initial training. "Phase II" is the annual refresher training.

4. Designation of Civilian Positions as Sensitive. A sensitive position is any civilian position in the Air Force in which the individual requires access to Top Secret, Secret, or Confidential classified information. The office of primary responsibility for checking the accuracy of civilian records and the ACAS rosters is the civilian personnel office. Also, see DOD 5200.2-R, as supplemented.

5. Security Education. Unit commanders, division chiefs, security managers, and supervisors will make certain that all personnel are fully oriented and aware of their individual security responsibilities. Security managers are responsible for setting up and maintaining the program according to DOD 5200.1-R, AFH 31-405, *Security Managers Guide*, and information disseminated during security manager meetings. It is recommended that unit commander and division chiefs are given a security briefing on their choice of topic every six months.

6. Security Training Documentation. It is recommended that security managers make certain all required security training is recorded as indicated:

6.1. Reservists training will be recorded on the automated ancillary training roster or training summary forms.

6.2. Civilian employees security training will be recorded on the individual's Supervisor's Employee Brief (formerly AF Form 971, **Employee Brief**) or training summary forms.

7. Procedures for Making Copies of Classified Material:

7.1. The 440 AW Commander appoints in writing individuals, by position, who may approve the reproduction of classified material. These individuals may designate, by name or position others who are authorized to copy classified material. Any appropriate person with a valid security clearance can make the copies. If the appointed individual is not available, refer to the chain of command. Two individuals must be present when copying classified material.

7.2. The following locations have copy machines that are the only machines designated for reproduction of classified material on General Mitchell IAP ARS:

7.2.1. 440 SPTG/SCB	Kodak 110	Bldg 102, Rm. 117
7.2.2. 440 SPTG/SC	Ricoh 4015	Bldg 102, Rm. 221
7.2.3. 440 ALCF	Ricoh 4015	Bldg 113
7.2.4. 95 AS	Ricoh 5832	Bldg 209

7.3. Unit or division security operating instructions are to address specific procedures on the copying of classified material as appropriate.

8. Local Destruction Capability for Classified Material:

8.1. All classified material must be destroyed in accordance with procedures listed in DOD 5200.1. Classified material is to be destroyed by burning or shredding in an approved shredder. The shredder will be labeled with AFVA 205-20, *Authorized for Destruction of Classified Information*.

8.2. The following areas contain a shredder approved for the destruction of classified material:

- 8.2.1. Basement, Bldg 102, point of contact SC.
- 8.2.2. Intelligence Branch, Bldg 113.
- 8.2.3. Squadron Operations, Bldg 209.
- 8.2.4. Communications Center, Bldg 102.
- 8.2.5. Command Post, Bldg 102.
- 8.2.6. Plans Division, Bldg 102.

9. Destruction of Classified Material:

9.1. TOP SECRET. Two cleared persons must destroy top secret material on an authorized shredder. AF Form 143, **Top Secret Register Page**, is to be annotated and signed in blocks 11d, 11e, 13d, and 13e. Item 12d or 12e is circled as appropriate. The register page is kept for five years after the register is made inactive. The AF Form 144, **Access Record and Cover Sheet**, is removed from the document and filed in accordance with AFMAN 37-139.

9.2. SECRET. When one cleared person destroys secret classified material, an AF Form 310, **Document Receipt and Destruction Certificate**, must be completed and maintained in accordance with AFMAN 37-139.

9.2.1. When two cleared persons destroy secret material, an AF Form 310, is used for the destruction of North Atlantic Treaty Organization (NATO) secret material and limited categories of specifically controlled secret information to include communications security or authentication codes issued to the 440 AW Command Post or 440 Logistics Group.

9.3. CONFIDENTIAL. One cleared person is necessary to destroy confidential material. An AF Form 310 is not required.

9.3.1. Specific instructions for emergency protection removal of classified material will be addressed as applicable in the unit or division security operating instruction.

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Commander