

AFI31-401/910SUP1  
BY ORDER OF THE COMMANDER 910<sup>TH</sup> WING  
AIR FORCE INSTRUCTION 31-401  
910<sup>TH</sup> WING

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1 December 1999

Security

INFORMATION SECURITY PROGRAM MANAGEMENT

OPR: 910 SPTG/SFA (Steve W. Kintz)

Certified by: 910 AW/CC ( Brig Gen Michael F. Gjede)

Supersedes AFI31-401/AFRC Sup/910 AW Sup, 9 April 1996

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AFI 31-401, 1 January 1999/AFRC Supplement, 1 July 1999, are supplemented as followed:

### ***SUMMARY OF REVISIONS***

This revision modifies locations and other pertinent information. A bar (|) indicates revision from the previous edition.

- 1.3.4. The Security Specialist (GS-0080-11) incumbent of the Security Forces Administration Superintendent is designated the Wing Information Security Manager (ISPM).
- 5.5.1. The security manager forwards SF 312, *Classified Information Nondisclosure Agreement*, to the ISPM for appropriate routing.
- 5.11.3. 910 AWI 31-401, *Emergency Protection and Removal of Classified Material*, addresses these procedures; the instruction will be posted on the outside of security containers.
- 5.14. In-transit classified material is stored in the security container located in the Command Post, Building 407. Persons with classified information in their possession arriving at the base during non-duty hours store such material(s) in the security container located at the base Fire Department, Building 402.
- 5.28.3 The first Friday in August is designated annual “clean out” day. Security container custodians will ensure that all classified material(s) are reviewed and destroyed when the document is no longer essential to operations.
- 6.6.3. At Youngstown Air Reserve Station, classified information is not forwarded through the base distribution system.
- 8.9. If the number of security issues to be addressed makes it more feasible to conduct training quarterly, security managers may elect to do so.

MICHAEL F. GJEDE, Brig Gen, USAFR  
Commander