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Information Security

UNIT SECURITY MANAGER



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This 940th Air Refueling Wing Instruction implements guidance in AFPD 31-4, DoD 5200.1-R and AFI 31-401. Its purpose is to establish guidelines and procedures for the administration of 940 ARW Information Security Program; Access, Accountability, Dissemination, Protection of classified material information and security education It is applicable to all 940 ARW Security Managers.

SUMMARY OF REVISIONS

This revision incorporates the current requirements, information and procedures formally in AFR 205-32, 205-1, 207-1, and 208-1. It includes the provision of host base oversight and guidance.

1. Responsibilities:

1.1. The Wing Commander:

1.1.1. Ensures proper program management.

1.1.2. Appoints a primary and alternate Wing Security Manager.

1.2. The host base provides oversight and guidance for Wing Information, Personnel, NATO, Physical Security and Anti

Terrorism Programs.

1.3. The Wing Security Manager:

1.3.1. Acts as the Liaison between the host base and the 940 ARW.

1.3.2. Distributes minutes of the Host Base Security Managers Meeting.

- 1.3.3. Ensures requests for personnel security investigations are completed and turned in on a timely basis (30 days) and proper utilization of EPSQ.
- 1.3.4. Develops a master safe listing for wing safes.
- 1.3.5. Reviews the monthly Automated Security Clearance Approval System (ASCAS) roster and initiate appropriate actions on personnel without valid investigations or security clearances eligibility.
- 1.3.6. Ensures known security violations are reported to the proper agencies.
- 1.3.7. Provides assistance in establishing Special Security Files.
- 1.4. The unit commander is responsible for the unit Information Security Program and:
 - 1.4.1. Ensures a unit security manager is appointed and the Wing Security Manager is notified by appointment letter.
 - 1.4.2. Ensures unit security managers have completed training within six months of appointment.
 - 1.4.3. Ensures each Security Manager maintains a Security Managers Handbook for guidance. (See attached for Table of Contents)
 - 1.4.4. Reviews Security Self Inspections, Program Reviews, and Staff Assistance Visits and ensure proper measures are taken to correct deficiencies.
 - 1.4.5. Provides the security manager with sufficient resources of time, staff and funds to permit the accomplishment of their duties.
 - 1.4.6. Reviews SAR Codes annually to ensure they meet mission requirements.
 - 1.4.7. Ensures computer and tempest security officers are assigned to the unit.
- 1.5. Unit Security Managers will:
 - 1.5.1. Provide the Wing Security Manager with an appointment letter of the primary and alternate Security Manager.
 - 1.5.2. Establish a unit OI for internal operating procedures.
 - 1.5.3. Maintain all applicable directives, instructions, forms, and visual aids.
 - 1.5.4. Ensure a Security Self-Inspection is conducted on a semi-annual basis.
 - 1.5.5. Attend the Host Base Security Manager's meeting.
 - 1.5.6. Review the unit ASCAS Roster for errors and initiate appropriate actions on personnel without valid investigation or security clearance eligibility.
 - 1.5.7. Maintain a Security Education and Training Program.
 - 1.5.8. Ensure all personnel receive initial training, refresher training and termination briefings.
 - 1.5.9. Initiate AF Form 2587, **Security Termination Statement**, on any member retiring or separating from the Air Force Reserves.
 - 1.5.9.1. If an individual is reassigned for non-participation, an AF Form 2587 will be accomplished and sent to the individual with a self addressed stamped envelope via certified mail, return receipt requested. Ensure there is letter stating the reasons for completing the form.

- 1.5.9.2. If there is no response within 90 days, another AF Form 2587 will be initiated and included in unit files. File all copies of AF Form 2587 to include certified mail receipts in unit files. (See AFI 31-401, 10.4 - 10.4.2.3.)
- 1.5.10. Initiate AF Form 2586, Unescorted Entry Authorization Certification on personnel receiving a valid security clearance that require frequent unescorted entry into restricted areas.
- 1.5.11. Ensure personnel receive physical awareness training IAW AFH 31-103.
- 1.5.12. Conduct an annual 100% inventory of all restricted area badges and provide the host base with all discrepancies.
- 1.5.13. Initiate a SF 312, **Classified Information Nondisclosure Agreement** for all new personnel and place into persons official records.
- 1.5.14. Review challenges to classification of improperly marked documents.
- 1.5.15. Ensure Foreign Travel Briefings are conducted by authorized personnel.
- 1.5.16. Make recommendations to the commander to establish a Special Security File (SSF) on personnel in the unit.
- 1.5.17. Ensure AFVA 205-11 is posted in conspicuous areas.

BETTY L. MULLIS, Colonel, USAFR
Commander

Attachment 1**SECURITY MANAGER CONTINUITY BOOK**

TABLE OF CONTENTS (Suggested)

1. Appointment Letters. (Keep the most current letters.)
 - Primary & Alternate Security Managers/Monitors
 - Primary & Alternate TSCOs (If applicable)
 - Primary & Alternate Safe Custodians and Safe listing
 - Personnel authorized to Reproduce Classified
 - Personnel authorized to Pick-up/Receipt for Classified
2. Headquarters Operating Instructions (HOI) 31-401 and Unit/Directive OIs. (Keep until superseded or rescinded.)
3. Semiannual Self-Inspection (SI) Program. (Keep a copy of last two inspections.)
 - Self-Inspection Appointment Letters
 - SI Checklists
 - SI Reports and Replies
4. Information Security Program Oversight Visit (ISPOV) Reports. (Keep the most current ISPOV.)
5. Information and Personnel Security Program Miscellaneous Information. (Keep for one year.)
 - Security Manager Minutes
 - HQ AFRC/SPI Letters/Instructions/email, etc.
6. Unit/Directorate Automated Security Clearance Approval System (ASCAS) Roster (military and civilian). (Keep the most current ASCAS, order every 30-45 days.)
 - Security Clearance Eligibility Verification Letters
 - Correspondence Relating to the ASCAS Roster (AF Forms 2583, 2587, DD form 1879, etc.)
7. Unit/Directorate Restricted Area Badge Listing. (Keep the most current listing.)
 - AF Forms 2586
8. Miscellaneous Security Information. (Keep for one year.)