

**BY ORDER OF THE COMMANDER
419TH FIGHTER WING**

(HOLDOVER)

**AFI 31-401/419 FW SUPPLEMENT
30 NOVEMBER 1996**



Security

MANAGING THE INFORMATION SECURITY PROGRAM

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

OPR: 419 SPS/SPI (MSgt Kent L. Dalhquist)

Certified by: 419 SPTG/CD
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Supersedes DOD 5200.1-R/AFR 205-1/419 FW Sup 1, 16 September 1994

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AFI 31-401, 7 July 1995, is supplemented as follows:

***SUMMARY OF REVISIONS**

*Added paragraph 9.1.1. Decembers UTA will be the designated wing clean-out day for all unneeded classified material. In paragraph 5.2.4. included tracking classified material by other methods other than AF Form 310, **Document Receipt and Destruction Certificate**. An * indicates revisions from the previous edition.

***5.2.4.(Added)(419 FW). Courtesy Storage.** Anyone performing courtesy storage for another unit within the wing will utilize an AF Form 310, Document Receipt and Destruction Certificate to show possession of the classified. Any movement of courtesy stored materials requires completing a new AF Form 310, or other tracking methods i.e.; computer generated product or hand receipt. If no permanent changes are made, each six months at the time of self inspection, both the safe custodian and the security manager of the owning unit inventories the courtesy stored classified and both signs a new AF Form 310.

5.5. The work area for using classified material will be a private space, uncluttered and free from unnecessary material such as papers and manuals. At no time will the classified material be left unattended. If it becomes necessary to leave the area, another individual, properly cleared and authorized, will maintain surveillance over the material or lock it in the safe.

NOTE: Any secure room containing a STU III is authorized for temporary classified use.

5.7.2. When contemplating the holding of a classified meeting or conference, a responsible official from the sponsoring activity will be appointed security monitor. Ensure proper precautions are taken to safeguard the conference.

***9.1.1.** December UTA will be the designated wing clean-out day for all unneeded classified material.

9-1.7.(Added)(419 FW). Destroy classified products in a GSA approved shredder. Shredding machines are located in 593N, 593S or 590. Non paper products or bulk paper boxes may be destroyed by taking them to the Davis County Burn Plant. Contact 75 SPTG/IMQD for the next scheduled trip to the plant.

DAVID E. TANZI
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Commander