

**BY ORDER OF THE COMMANDER
341ST SPACE WING**



AIR FORCE INSTRUCTION 33-210

**341ST SPACE WING
Supplement 1**

12 FEBRUARY 2004

Communications and Information

CRYPTOGRAPHIC ACCESS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication supplements Air Force Instruction (AFI) 33-210, *Cryptographic Access Program*, 19 May 2000, and describes 341st Space Wing requirements for personnel occupying positions that require continuing access to cryptographic information. This supplement applies to all personnel assigned to the 341st Space Wing and subordinate units supported by COMSEC Account 623022 and 623025. This supplement requires the collection and/ or maintenance of information protected by the Privacy Act (PA) of 1974 authorized by Title 10 United States Code, Section 8013, Secretary of the Air Force, Powers and Duties. System of Records Notice F036 AF A., *Biographical Data and Automated Personnel Management Systems*, applies. Forms and letters affected by the PA have an appropriate PA Statement. Maintain and dispose of records created as a result of prescribed processes in accordance with AFI37-138, *Records Disposition Schedule*.

1.1.1. (Added) Communications Security (COMSEC) Manager, Alternate COMSEC Manager, and COMSEC Accountants for COMSEC Account 623022 and 623025.

1.2.1. (Added) Emergency Action Controller personnel and Code Controllers (341 OSS/ OSKC), Combat Crew Communications (341 OSS/OSKE), and Positive Control (PC) Custodians (341 OSS/OSKE),

1.3.1. (Added) MAFB Telecommunications Center personnel (TCC), Cryptographic Maintenance personnel, STRATCOM Maintenance personnel (341 CS/SCMXH), and AFSAT Maintenance Personnel (341 CS/SCMX).

1.8.1. (Added) Electronic-Mechanical Teams (EMT) personnel (341 MMXS/LGMNE), Missile Maintenance Team (MMT) personnel (341 MMXS/LGMNM) and Electronics Laboratory (E-Lab) personnel (341 MMXS/MXOPE).

2.3.1. (Added) See sample Letter of Appointment Cryptographic Access Program (CAP) Administrator (**Attachment 5 (Added)**).

2.4.1. (Added) See sample Letter of Appointment for Communications Security Responsible Officer (CRO) and Alternates/Cryptographic Access Program (CAP) Administrator (**Attachment 6 (Added)**).

7.4.6. (Added) For the 341 OSS only, notify in writing the COMSEC Managers for both CA623022 and CA623025.

Attachment 5 (Added)**LETTER OF APPOINTMENT OF CRYPTOGRAPHIC ACCESS PROGRAM (CAP)
ADMINISTRATOR***(Unit Letterhead)*

MEMORANDUM FOR COMSEC ACCOUNTS 623022/623025

FROM: *(Unit/CC)*

SUBJECT: Appointment of CAP Administrators

1. **(FOUO)** The following individuals are appointed as CAP administrators IAW AFI 33-210, *Cryptographic Access Program*, Para 2.3. They are authorized to identify and grant cryptographic access to all unit personnel who require authorized access to classified cryptographic information. They are also authorized to withdraw cryptographic access and witness signatures on AFCOMSEC Forms 9.

NAME/RANK	POSITION	SAMPLE SIGNATURE
Smith, John, MSgt	Primary Security Manager	_____
Doe, Jane, TSgt	Alternate Security Manager	_____

2. Please direct any questions to *(unit point of contact)* at extension *(number)* or *(email address)*.

3. This letter supersedes all other letters of the same subject.

(Signature Element of Authorizing Official)

cc: Each Individual

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Attachment 6 (Added)

LETTER OF APPOINTMENT FOR COMMUNICATIONS SECURITY RESPONSIBLE OFFICER (CRO) AND ALTERNATES/CRYPTOGRAPHIC ACCESS PROGRAM (CAP) ADMINISTRATOR

(Unit Letterhead)

MEMORANDUM FOR COMSEC ACCOUNT _____(Date)

FROM: (Unit/CC)

SUBJECT: COMSEC Authorization Appointment Letter

1. (FOUO/PA) The individuals listed below have been appointed the COMSEC Responsible Officer or alternate for COMSEC aids (identify unit and office symbol). Appointees can receive and carry all COMSEC aids issued, up to and including the classification indicated, directly between _____ (COMSEC account), Building ____ and _____(user location building number). They will make sure the aids they receive are entered on their daily inventory and are responsible for their safekeeping and for other actions required of users of COMSEC aids by AFI 33-211. These individuals have been granted access to classified COMSEC information and appropriate documentation is on file.

NAME/RANK	SSN	POSITION	PHONE	SAMPLE SIGNATURE
Chaney, Richard, MSgt	123-45-6789	Primary CRO	2668	_____
Rumsfeld, Donald, TSgt	456-78-9123	Alternate CRO	6775	_____

2. The individuals listed above are also appointed as CAP administrators IAW AFI 33-210, Cryptographic Access Program, Para 2.3. They are authorized to identify and grant cryptographic access to all unit personnel who require authorized access to classified cryptographic information. They are also authorized to withdraw cryptographic access and witness signatures on AFCOMSEC Forms 9.

3. Please brief and train the newly appointed individuals above per AFI 33-211, Para 4.1.6, and AFI 33-210, Para 2.3.

4. This letter supersedes all previous letters from this office on this subject (or give specific dates).

(Signature Element of Authorizing Official)

cc: Each Individual

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C. DONALD ALSTON, Colonel, USAF
Commander, 341st Space Wing