

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

AIR FORCE INSTRUCTION 33-211



**341ST SPACE WING
Supplement 1**

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Communications and Information

**COMMUNICATIONS SECURITY (COMSEC)
USER REQUIREMENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication supplements and extends the guidance contained in Air Force Instruction (AFI) 33-211, *Communications Security (COMSEC) User Requirements*, 3 June 2004. It applies to all personnel assigned to the 341st Space Wing and subordinate units supported by COMSEC Accounts 623022 and 623025. Records created as a result of prescribed processes in this publication are maintained in accordance with AFMAN37-123, *Management of Records*, and disposed of as indicated in the Records Disposition Schedule available in WebRIMS.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision clarifies and updates local procedures in accordance with the guidance contained in Air Force Instruction (AFI) 33-211, *Communications Security (COMSEC) User Requirements*, which was substantially revised on 3 June 2004. This expands training requirements for MEED units. It requires the use of the AF Form 4167, **Two-Person Concept Control COMSEC Material Inventory**, to record daily, shift, or other local inventories of Two-Person Control (TPC) material. It adds a local requirement for holders of classified ALC-4 material to inventory this material the same as ALC-1 material.

3.2.1.1. (Added) Ensure appointments are made 30 days in advance to allow for training and transfer of the account's COMSEC material.

3.2.5.1. (Added) All shredders used to destroy COMSEC must have a letter from the COMSEC Manager verifying it is a National Security Agency (NSA)-approved destruction device.

3.2.7. (Added) Commanders of using organizations receiving any key/PIN for secure voice devices will appoint Secure Voice Responsible Officer (SVRO) and Alternate(s) according to AFI 33-209, Attachment

3, *Requirements for a COMSEC Responsible Officer (CRO)*. Do not appoint a SVRO where there is a CRO unless CRO workload dictates otherwise.

3.2.8. (Added) The commanders of units who use Missile Electronic Encryption Devices (MEED) will appoint a primary trainer and at least one alternate trainer in writing to the COMSEC Manager, 341 CS/CA623022.

3.3.2.1. (Added) The COMSEC Requirements letter must be updated not later than 20 January each year regardless of when the COMSEC Requirements letter was last accomplished. Ensure that AN/CZY-10s and Electronic key (if needed) are included in the COMSEC Requirements letter. COMSEC Requirements letters must include specific authorization or justification.

3.3.21.1. (Added) ded) The CRO/SVRO must coordinate with the COMSEC Manager prior to leave or temporary duty in excess of 45 days.

4.1.4. (Added) The COMSEC Responsible Offer (CRO) Appointment Letters must be updated not later than 20 January each year regardless of when the CRO Appointment Letter was last accomplished.

5.1. (Added) The COMSEC Manager will train the Unit MEED Trainer(s) and document the initial training and the annual refresher training on the AF Form 4168.

5.2. (Added) Unit MEED Trainers will provide training to the users on Split-Handling requirements for MEED units and document the initial training and annual refresher training on the AF Form 4168 for each individual. Unit trainers will maintain the training documentation for as long as the individual requires access to the MEED units/COMSEC.

5.3. (Added) The MEED units will be accounted for by serial number on the AFCOMSEC Form 16. Classification markings will be affixed to the outer shell of each unit.

5.4. (Added) All hand-held MEED units (HHU) are required to be attached by a lanyard to the COMSEC user's uniform.

5.5. (Added) Split knowledge: "A-Side" COMSEC equipment found by "B-Side" personnel, or vice versa, will be secured and transported to Keys & Codes Control Center (KCCC), 341 SSPTS/SFOK. Only like side personnel may operate the equipment to verify if the device holds a key or has been accessed.

5.6. (Added) Unit MEED Trainers will forward a copy of the AF Form 4168 for all individuals trained to use MEED units to KCCC, 341 SSPTS/SFOK.

6.1.1. (Added) Local (on-base) users may contact the base Telecommunications Center (TCC), 341 CS/SCAIN, for COMSEC maintenance support.

6.1.2. (Added) For COMSEC maintenance support in the missile field, contact STRATCOM Maintenance, 341 CS/SCMXS. For unserviceable secure voice devices, see AFI 33-209, *Operational Instruction for Secure Voice Devices*. For out of warranty secure voice devices, contact the base COMSEC Manager for disposition instructions.

6.1.3. (Added) Reference AFI 33-209, *Operational Instruction for Secure Voice Devices*, for specific information on returning devices if the devices do not work properly, the appearance has changed, or it has been out of the user's control for any length of time.

6.1.4. (Added) For STU-III and STE devices controlled in SBSS, the local unit Equipment Custodians must zeroize the device and sign a letter verifying proper zeroization prior to turn in to the Base Supply

Equipment Management. All other unserviceable secure voice devices should be returned to the COMSEC account.

9.4.1. (Added) Unit CROs must maintain the following COMSEC records in a six-part folder set up as follows:

9.4.1.1. (Added) Part I. CRO Appointment Letter and Access Lists. Maintain current only.

9.4.1.2. (Added) Part II. AF Form 4168, **COMSEC Responsible Officer and User Training Checklist**. Maintain current only.

9.4.1.3. (Added) Part III. CRO Requirements Letter. Maintain current only.

9.4.1.4. (Added) Part IV. Inspection Reports/Follow-up Reports. From MAJCOM to MAJCOM.

9.4.1.5. (Added) Part V. The following records shall be placed in this section:

9.4.1.5.1. (Added) Hand Receipts (SF 153). Destroy when all material listed on any given hand receipt is destroyed or transferred.

9.4.1.5.2. (Added) AFCOMSEC 16, **COMSEC Account Daily Shift Inventory**. Maintain current plus 6 months.

9.4.1.6. (Added) Part VI. The following records shall be placed in this section:

9.4.1.6.1. (Added) Local Destruction Reports (SF 153). Maintain current plus 3 years of destruction reports.

9.4.1.6.2. (Added) Waiver Request Letter. Maintain current only.

9.4.1.6.3. (Added) Miscellaneous.

10.3.1. (Added) Holders of **classified** ALC-4 material must inventory material the same as ALC-1 material. Unclassified ALC-4 material does not need to be inventoried unless directed by the CRO.

10.3.2. (Added) All COMSEC materials stored at missile alert facilities (MAF) will be added to the appropriate inventory (Flight Security Controller (FSC) or Missile Combat Crew (MCC)). All classified ALC-1 and ALC-4 COMSEC material must be listed on an AFCOMSEC Form 16.

10.3.3. (Added) The only CROs exempted from inventory of ALC-4 training materials are 341 OSS/OSKE and 341 SSPTS/SFOK.

10.3.4. (Added) 341 OSS/OSKE and 341 OSS/OSOTM will account for USNTS-1 (ALC-4 training material) by short title, edition, and quantity. Destruction records will contain accounting control numbers (ACN).

16.1.1.1. (Added) The COMSEC account will schedule monthly issue to each unit. CROs will receipt, store, and account for future material 10 days prior to effective period of the new COMSEC material.

18.1. See AFI 33-210_341SWSUP1, *Cryptographic Access Program (CAP)*, for local CAP procedures.

19.2.1. Do not place labels, tape, or any other form of covering, on the plastic keytape canisters. **NOTE:** NSA is approved to place stickers (bar codes) on keytapes. Inspect the canisters for tampering.

19.2.2.1. (Added) Coordinate with the Base COMSEC account for the monthly review of the audit trail.

19.3.1. (Added) COMSEC users requiring the use of data transfer devices (DTD) are required to have AFSSI 3021, *Operational Security Doctrine for the AN/CYZ-10/A Data Transfer Device (DTD)* and AFKAO-10, *DTD Instructions*, on hand.

21.3.1. (Added) Use AF Form 4167, **Two-Person Concept Control COMSEC Material Inventory**, to record daily, shift, or other local inventories of Two-Person Control (TPC) material. Mark the AF Form 4167 as "CONFIDENTIAL" at the top and bottom of each page.

21.5.1.1. (Added) The inventory requirement is satisfied when the COMSEC material is added to an FSC or MCC inventory. If COMSEC material is not added to an existing AFCOMSEC Form 16, the COMSEC users must maintain an inventory of the material under their control. Teams remaining over night (RON) in the missile field will turn their COMSEC material over to the FSC or MCC for storage. The FSC or MCC will add all COMSEC material in their possession to the AFCOMSEC Form 16 or AF Form 4167.

21.5.1.2. (Added) The facility managers (FM) will continue to account for the material daily on AFCOMSEC Form 16. Combat Crew Communications (CCC), 341 OSS/OSKE, will prepare the forms for the FMs. Completed AFCOMSEC Forms 16 will be returned to CCC, 341OSS/OSKE, each month.

21.5.3.1. (Added) For positive control material, users must document inventories on a separate AF Form 4167 or the SAS inventory sheet when positive control material is issued to missile crewmembers. At the beginning of each new month, completed inventories of positive control material will be returned to the PC Custodian and retained for 6 months.

21.6.1.1. (Added) Any COMSEC item being returned to 341 OSS/OSKE and 341 SSPTS/SFOK, that is not destroyed on or prior to the last calendar day of a given month, must be listed on the inventory for the new month and inventoried until destroyed or returned to the account. These items are still listed on the AFCOMSEC Form 16 even if it is destroyed on the first day of the month. This is known as carry-over and is necessary for effective tracking of COMSEC from receipt to destruction.

21.6.1.2. (Added) Use the keytape disposition records (Disposition Record Card (DRC) or Local Disposition Record (LDR)) to conduct the inventory. The keytape disposition record is used during inventories to ensure all segments are accounted for. If all segments are destroyed, use the keytape disposition record to account for the material on the AFCOMSEC Form 16 until a SF 153 is completed.

21.6.1.3. (Added) Use the AFCOMSEC Form 16 to account for operational cryptographic equipment daily as one complete unit without viewing the interior. The AFCOMSEC Form 16 should read "ISST Rack Operational/COMSEC Material Installed."

21.7.1. (Added) The PC Custodian (341 OSS/OSKE) will prepare the AF Forms 4167 for missile crewmembers in accordance with the EAP-STRAT Vol X. Completed AF Form 4167 and SAS inventory sheets will be returned to the PC Custodian as directed.

21.8.1. (Added) Place disposition records used for classified ALC-4 material on daily or shift inventories until you return them to the COMSEC manager or transcribe the information to a local destruction report (SF 153).

21.9.1. For sealed packages containing positive control material, use AF Form 4167.

21.9.1.1. (Added) For sealed packages containing positive control material, assign a unique group number and place this number on the outside of the package and on the internal and external AF Form 4167.

21.9.2.1. (Added) For sealed packages containing positive control material, mark the inner AF Form 4167.

21.9.3.1. (Added) For sealed packages containing positive control material, enter “Sealed Package” and the “unique group number” of the sealed package on the AF Form 4167.

21.12.1. (Added) For positive control material, the PC Custodian (341 OSS/OSKE) must review inventories returned from each MAF and document the review by dating and initialing the front bottom of the AF Form 4167 for each MAF.

22.2.1. (Added) Users are responsible for page checks of EAP-STRATs.

23.2.1. (Added) Users are responsible for posting amendments to all EAP-STRATs they receive.

30.1.1. Destroy protective packaging by cutting it into sections no larger than four inches by four inches and disposing of as normal trash.

30.2.2. (Added) All shredders used to destroy COMSEC must have a letter from the COMSEC Manager verifying its authorization. A copy of the letter will be posted near the shredder or disintegrator.

32.1.2.1. (Added) All SF 153 destruction reports will be consecutively numbered by the CRO. In block 4 (Outgoing NBR) of SF 153, the CRO will assign sequential numbers to each local destruction report, which will consist of their office symbol, a number, and the year (i.e., OSKE-01-04). The numbering will restart each calendar year (CY) with 01. **EXCEPTION:** Users of CM2 will use the computer-generated destruction number.

32.1.3.1. (Added) The CRO will maintain the completed disposition and destruction record (SF 153 and DRC) for each keytape on file for 3 years from the date of destruction.

35.1. (Added) A witness official is required to destroy COMSEC material. The missile field TPI waiver does not apply when destroying material.

42.1. (Added) If an *Emergency Action Plan* (EAP) exists for a purpose other than COMSEC, the COMSEC requirements may be incorporated into that plan. You do not need to maintain a separate plan and task cards just for COMSEC.

44.1. EAPs will be written specific to the area for which they are used. The EAP consists of task cards and a written plan. Include the written plan in your operating instruction. Activities that hold classified ALC-4 material will also develop and maintain a current EAP.

46.1.1. (Added) All MAFB activities that hold classified ALC-1, ALC-2, ALC-6, or classified ALC-7 material must record the names of emergency response personnel with access to unsecured COMSEC material on an AF Form 1109 once the emergency is terminated.

46.6.1. (Added) This exception is for buildings with multiple floors or wings. The inventory of classified COMSEC material after the emergency and the reporting of unauthorized exposure/access is not required if all material was secured in a GSA-approved safe or alarmed vault prior to departure and the emergency did not directly involve the area where COMSEC material is stored.

56.4.1. (Added) The CRO must provide refresher training to individuals involved in a COMSEC incident or Practices Dangerous to Security (PDS) within 15 working days of the incident. Use AF Form 4168, *COMSEC Responsible Officer and User Training Checklist*, to document the refresher training.

59.1. CROs are highly encouraged to conduct quarterly self-inspections of their own account using the AF Form 4160. It is also recommended that a self-inspection be conducted 30 to 45 days prior to the COMSEC Manager’s Audit and Assessment and the AFSPC Information Assurance Assessment and Assistance Program (IAAP) of the COMSEC account.

60.1. (Added) An electronic copy of the latest version of AF Form 4160, *Information Assurance Assessment and Assistance Program (IAAP) Checklist*, is located at \\Bengal\share-10days\Wing IA\COMSEC.

61.1.1. (Added) User ratings shall be as follows: “Satisfactory” or “Unsatisfactory.”

61.3.1. (Added) The initial CRO report must be forwarded to the COMSEC Manager within 10 working days from the date of the Wing COMSEC Assessment/Audit (Functional Review). Follow-up reports will be submitted every 30 days until the Base COMSEC Manager closes all items.

62.3.1. **Adopted Form.** This supplement adopts AF Form 4167, **Two-Person Concept Control COMSEC Material Inventory**.

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