



**COMMUNICATIONS SECURITY (COMSEC)
USER REQUIREMENTS**

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The OPR for this supplement is 90 CS/SCBI, Mr Karl E. Sontag. This supplement implements and extends the guidance of Air Force Instruction 33-211, *Communication Security (COMSEC) User Requirements*, 1 November 1997, and AFSPC Supplement 1, 2 January 2002. This supplement describes Francis E. Warren Air Force Base's procedures for use in conjunction with the basic AFI. This supplement describes responsibilities and clarifies procedures for the Communications Security (COMSEC) Responsible Officer (CRO) and COMSEC users to properly secure COMSEC material received from the COMSEC manager. This supplement applies to all personnel assigned to the 90th Space Wing, its subordinate units, and personnel assigned or attached to, or supported by, Francis E. Warren Air Force Base. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4). Comply with AFI 33-332/AFSPC Sup 1, *Privacy Act*, for documents containing privacy act information. For Official Use Only information, comply with DoDR 5400.7, *DoD Freedom of Information Act Program*, Air Force Supplement/AFSPC Sup 1, Chapter 4.

4.2.6. (Added) The commanders of units who use Missile Electronic Encryption Devices (MEED) will appoint a primary training CRO and at least one alternate training CRO in writing to the COMSEC Manager, 90 CS/SCBI (CA623038).

60. (Added) Missile Electronic Encryption Device (MEED).

60.1. (Added) Training: Initial and annual recurring Communication Security (COMSEC) training is required for individuals who use MEED units, which are considered COMSEC devices.

60.1.1. (Added) The appointed unit trainers will train the individuals who require access to MEED units.

60.1.2. (Added) The COMSEC Manager for CA623038 will train the unit trainers and document the initial training and the annual refresher training on the AF Form 4168, **COMSEC Responsible Officer and User Training Checklist**.

60.1.3. (Added) The unit COMSEC/MEED training must cover the following, as a minimum:

60.1.3.1. (Added) General COMSEC information.

60.1.3.2. (Added) How to protect the unit.

60.1.3.3. (Added) An explanation of COMSEC incidents and examples. Refer to AFI 33-212, *Reporting COMSEC Deviations*.

60.1.3.4. (Added) How to report COMSEC incidents. Refer to AFI 33-212.

60.1.3.5. (Added) How to use the unit.

60.1.3.6. (Added) Any other information the unit trainer or KCCC deems necessary.

60.2. (Added) Training must be documented using whatever tracking system you wish to use (e.g., AF Form 4168 or unit designed database). The documentation must include who was trained; date trained, and subjects covered. Unit trainers will maintain the most recent training documentation for as long as the individual requires access to the MEED units/COMSEC. Provide a memorandum to KCCC (790SFS/SFTK), the first of each quarter, informing them of who, what, and when training was conducted for all individuals requiring access to COMSEC material.

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Commander