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Security

**INDUSTRIAL SECURITY PROGRAM
POLICIES, PROCEDURES AND
RESPONSIBILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements DOD 5220.22-M, *National Industrial Security Program Operating Manual* (NISPOM) National Industrial Security Program Operating Manual, DOD 5220.22-M Supplement, *National Industrial Security Program Operating Manual Supplement*, DOD 5220.22-R, *Industrial Security Regulation*, AFD 31-6, *Industrial Security*, AFI 31-601/AFRC Supplement, *Industrial Security Program Management*. These directives and instructions are supported by DOD 5200.1-R, *Information Security Program*, AFD 31-4, *Information Security*, AFI 31-401/AFRC Sup 1, *Information Security Program Management*, DOD 5200.2, *DoD Personnel Security Program*, DOD 5200.2-R, *Personnel Security Program*, AFD 31-5, *Personnel Security Program Policy*, AFI 31-501, *Personnel Security Program Management*, 911 AW Instruction 31-401, *Information Security Procedures*, Policies, and responsibilities, and 911 AW Instruction 31-501 *Personnel Security Procedures, Policies and Responsibilities*. It prescribes procedures, requirements, and assigns responsibilities as outlined and mandated by publications identified in this instruction to established procedures unique to this installation.

1. Responsibilities:

1.1. This is the Wing Commander's installation Industrial Security Program.

1.2. 911 SFS/CC has overall responsibility for Administrative Oversight of the Industrial Security Program.

1.3. 911 SFS/SFA as the designated Installation Security Program Manager (ISPM) for the installation has overall functional administrative/management oversight responsibilities for the Industrial Security Program and is the primary OPR for the 911 AW Industrial Security Program. any official reports concerning 911 Industrial Security Program, Visitor Group Security Agreements (VGSA), Special Information Files (SIFs), waiver request or changes in procedures will be coordinated through this office. IAW AFI 31-601, para. 9.1.3.

1.4. 911 SFS/SFAI is the primary OPR for the 911 AW Personnel Security Program who has overall functional responsibilities for administrative/management actions and processing requirements for the

911 AW Personnel Security Program, which is in direct support of the Industrial Security Program. 911 SFS/SFAI is responsible to ensure compliance by all 911 AW personnel and affiliates to meet access requirements for sensitive or classified information/resources of the 911TH AW Pittsburgh IAP ARS in providing services and support to satisfy mission requirements for 911TH AW Pittsburgh IAP ARS.

1.5. 911 Division Chiefs, Squadron/Unit Commanders that have federal government contracted personnel assigned, be it a classified or unclassified contract, are to ensure that copies of the contract, performance work statement, and DD Form 254, DoD Contract Security Classification Specification, w/ cage code (if applicable), and personnel listing have been provided to 911 SFS/SFA.

1.6. Primary responsibilities for ensuring compliance with division, squadron/unit security programs by assigned contracted personnel rest with the agency chiefs and squadron/unit commanders.

1.7. Security managers, as the designated representatives for agency chiefs, squadron/unit commanders provide assistance to the Contracting Security Manager/Officer with coordinating security program services for contracted personnel assigned to the respective organizations. IAW stated contract specified requirements and above directives, instructions, and regulations governing the 911 industrial security program.

1.8. The Contracting Project Manager/Officer will ensure that coordination with the servicing security agency (911 SFS), 911 LGC, and other 911TH AW organizations as required is conducted. Ensuring compliance with 911 security program requirements for access to sensitive/classified information and operational resources are met by assigned contracted personnel.

1.9. The Contracting Security Manager/Officer is responsible for the procuring and processing of contracted personnel's information for security background investigations via EPSQ (SF Form 85P) and will coordinate this information for submittal w/division, squadron/unit security managers, through 911 SFS/SFAI to OPM.

2. Procedures . The guidance in DOD 5220.2-M (NISPOM), NIPOM Supplement, DoDD 5200.2, DOD 5220.22-R, AFD 31-6 and, AFI 31-601, drives the administration of this program; this AWI identifies major duties and responsibilities mandated by those publications and establishes procedures unique to this installation.

2.1. The Contracting Security Manager/Officer (CSM/CSO) is required to familiarize themselves with the above prescribed directives, instructions, and policies governing and supporting the industrial security and personnel security programs. It is recommended that the local CSM/CSO have or receive formal training by attending one or more of the industrial, personnel, and information security courses offered by the Defense Security Service Academy.

2.2. Personnel Security:

2.2.1. The Contracting Security Manager/Officer will follow the guidelines outlined in 911 AWI 31-501, para. 2.1.1. Actions conducted in this area are to be performed by the CSM/CSO for all assigned contracted personnel. Each individual must have a review of personnel security requirements to ensure that a valid and current security background investigation has been completed.

2.2.2. Personnel Contractor Investigations (PCIs) will be submitted IAW 911 AWI 31-501, para. 2.1.4.1. Maintain a file copy of requests for investigations until the case has been favorably adjudicated by Central adjudication Facility (CAF).

2.2.3. Division, Squadron/Unit security managers, and 911 SFS/SFAI are to assist with coordinating, communications, and personnel security processing requirements of contracted personnel. Documentation of tracking and validating contracted personnel access and clearance requirements will be maintained on file at division, squadron/unit, and 911 SFS/SFAI (Base levels) to ensure compliance. This requirement will be a security program review item for inspections.

2.3. Interim Security Clearance Request:

2.3.1. The Contracting Security Manager/Officer will submit a letter of request to division chiefs, squadron/unit commanders for their authorization, approval, and basis for interim accesses to AIS system, sensitive resources, and classified information for assigned contracted personnel. Follow the guidelines set forth in 911 AWI 31-501, para.2.1.5, 2.1.6.1.1 additional instructions can be reviewed in AFI 31-501, para. 3.11, 3.24, 3.24.8, 3.24.10, 3.27, 5.2, 5.2.2, AFI31-601, para 2.3.3.

2.4. Sentinel Key:

2.4.1. The Contracting Security Manager/Officer (CSM/CSO) as specified according to the contract for services provided by SSA will submit tracer actions and inquiries of contracted personnel's Personnel Contracted Investigations (PCIs) and Personnel Contracted Clearances (PCLs) , through the office of 911 SFS/SFAI to OPM, DSS, and CAF. IAW AFI 31-501, para. 7.4., 7.4.2.5., and 7.5.

2.5. Special Information Files:

2.5.1. The Contracting Security Manager/Officer (CSM/CSO) will follow the guidelines set forth in 911 AWI 31-501, para. 2.3. Special Information Files (SIF) will only be established on an employee(s) with a security clearance.

2.5.2. Defense Security Services retains authority to denied or revoke contracted personnel security clearance according to due process and IAW AFI 31-601, **2.3.** and **2.3.1.**

3. Information Security:

3.1. The Contracting Manager/Officer will adhere to the provisions of AAFP 31-4, AFI 31-401, and 911 AWI 31-401 to fulfill requirements outlined as specified in the contract and in support of this AWI.

3.1.1. Under the provisions of 911 AWI 31-401, 10, 10.1, 10.2 all personnel assigned are responsible for security awareness and must report any suspicious acts or usual circumstances to immediate supervisors, commanders, contract security manager/officer, and/or 911 SFS personnel.

3.1.1.1. The Contracting Security Manager/Officer is responsible for establishing a Security Education & Awareness training program or ensure contracted personnel receive the required initial and refresher training.

4. Program Management. Security managers and officials who support this program do so as an additional duty. Because they perform this position along with their regularly assigned duties, care is given to ensure that all aspects of the industrial security program are administered in an assistance oriented manner IAW DOD 5220.22-M (NISPOM), NISPOM Sup 1, DOD 5220.22-R, AAFP 31-6, AFI 31-601. This is the 911TH Airlift Wing Commander's installation industrial security program. Agency Chiefs, Squadron/

Unit commanders are responsible for the management of the industrial security programs within their respective organizations in support of the installation program.

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Commander