

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 33-204

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Communications and Information

**INFORMATION ASSURANCE (IA)
AWARENESS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air Force Instruction (AFI) implements Air Force Policy Directive (AFPD) 33-2, Information Protection (will become Information Assurance); National Security Telecommunications and Information Systems Security Directive (NSTISSD) 500, (FOUO) Information Systems Security (INFOSEC) Education, Training, and Awareness (U), 25 February 1993; NSTISSD 501, (FOUO) National Training Program for Information Systems Security (INFOSEC) Professionals (U), 16 November 1992; Office of Management and Budget (OMB) Circular A-130, Management of Federal Information Resources (Appendix III, Security of Federal Automated Information Resources); Title 5 Code of Federal Regulations (CFR), Chapter 1, Office of Personnel Management, Part 930, Programs for Specific Positions and Examinations (Miscellaneous); and the Computer Security Act of 1987 (Public Law [P.L.] 100-235); Federal Information Security Management Act of 2002 (P.L. 107-347); and Department of Defense Instruction (DoDI) 8500.2, Information Assurance (IA) Implementation. It provides guidance and responsibility for establishing and managing the Information Assurance (IA) Awareness Program and defines program goals. This instruction applies to all Air Force military, civilians (to include volunteers and summer hires), and contractor personnel under contract by the DoD, who use information systems. This publication applies to the Air National Guard (ANG). Additional security instructions and manuals are listed on the Air Force Publishing Web site at Uniform Resource Locator (URL): <http://www.e-publishing.af.mil> under Electronic Publications. Air Force Directory (AFDIR) 33-303, Compendium of Communications and Information Terminology, explains other terms. Direct questions or comments on the contents of this instruction, through appropriate command channels, to Headquarters Air Force Communications Agency (HQ AFCA/WFP), 203 W. Losey Street, Room 2200, Scott AFB IL 62225-5222. Refer recommended changes and conflicts between this and other publications to HQ AFCA/ITXD, 203 W. Losey Street, Room 1100, Scott AFB IL 62225-5222, using AF Form 847, Recommendation for Change of Publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, Management of Records and disposed of in accordance with Air Force WEB-RIMS Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil/rds/index.cfm>. P. L. 104-13, The Paperwork Reduction Act of 1995 and Air Force Instruction (AFI) 33-360, Volume 2, Content Management Program-Information Management Tool

(CMP-IMT), affect this publication. See [Attachment 1](#) for a glossary of references and supporting information. A “[” indicates revised material since the last edition.

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2004-1 ([Attachment 2](#)). It updates office symbols throughout the entire document; adds new DoD instructions; adds annual requirement to complete user training for IA awareness by completing the Computer Based Training (CBT) network user licensing course; deletes reference to software licensing and management and anti-piracy training requirements; updates appropriate terms; and updates web addressees for the Air Force Information Assurance (IA) web site.

Section A—General Information

1. Introduction . Information assurance (IA) is a key component of information operations (IO), used to achieve information superiority. This instruction describes and defines the IA Awareness Program goals, objectives, and standards. IA awareness is an integrated communications awareness program covering communications security (COMSEC), computer security (COMPUSEC), and emission security (EMSEC) disciplines. The program emphasizes IA principles and promotes consistent application of security principles during the use of Air Force information systems. **NOTE:** IA training and education is a requirement of assigned specialized duties and is separate from the IA Awareness Program. [Section D](#) identifies those specialized requirements.

2. Goal . The goal of IA awareness is to integrate information systems security policy and practices into the Air Force culture and minimize the opportunity for system compromise. Ensure all personnel using Air Force information systems understand the necessity and practice of safeguarding information processed, stored, or transmitted on all these systems. Personnel must understand various concepts of IA countermeasures to protect systems and information from sabotage, tampering, denial of service, espionage, fraud, misappropriation, misuse, or access by unauthorized persons.

3. Objectives . The objectives of the IA Awareness Program are to ensure individuals:

- 3.1. Understand the inherent weaknesses in information systems and the potential harm to national security due to the improper use of information systems.
- 3.2. Understand the existence of vulnerabilities and threats, and that Air Force information systems require protection from such vulnerabilities and threats.
- 3.3. Take necessary measures to protect information generated, stored, processed, transferred, or communicated by information systems.
- 3.4. Recognize practices and conditions that create vulnerabilities in information systems and use established procedures to mitigate them.
- 3.5. Recognize the potential damage to national security if COMSEC material is compromised and understand the security measures required in protecting this material.
- 3.6. Protect information systems and data against denial of service and unauthorized (accidental or intentional) disclosure, modification, or destruction.

- 3.7. Understand how COMPUSEC, COMSEC, and EMSEC relate to the overall protection of information generated, processed, stored, or transferred by information systems.
- 3.8. Implement practices to assure availability, integrity, authentication, confidentiality, and nonrepudiation are maintained to sustain the mission.

Section B—Roles and Responsibilities

4. Headquarters United States Air Force (HQ USAF) . The Deputy Chief of Staff/Installations and Logistics (HQ USAF/IL) is the Air Staff office of primary responsibility (OPR) for the Air Force Information Assurance Awareness Program.

5. Deputy Chief of Staff/Installations and Logistics, Global C4 Operations Division (HQ USAF/ILCO):

- 5.1. Provides overall direction for the Air Force IA Program including the IA Awareness Program.
- 5.2. Works with HQ AFCA/WFP on all IA awareness and training issues.

6. Headquarters Air Force Communications Agency :

- 6.1. Provides oversight of the Air Force IA Awareness Program.
- 6.2. Guides, monitors, and assists MAJCOM IA offices as they implement their IA Awareness Program efforts.
- 6.3. Develops and publishes IA articles and generalized awareness materials, such as pamphlets, flyers, posters, trifolds, and videotapes, to support Air Force IA.
- 6.4. Serves as the OPR for IA awareness materials.
- 6.5. Reviews and approves developed IA awareness materials, including implementing documents submitted by Air Force personnel.
- 6.6. Works with HQ USAF/ILCO on IA awareness and training issues.
- 6.7. Serves as the subject matter expert for IA training and education materials. Provides advisory assistance for IA program development for all formal courses.
- 6.8. Administers the Air Force IA Home Page (<https://private.afca.af.mil/ip>) to disseminate and crossfeed IA information and promote IA awareness.

7. Headquarters Air Education and Training Command (HQ AETC) :

- 7.1. Conducts IA awareness training during initial military training (basic military training, Officer Training School, Air Force Reserve Officer Training Corps, and specialized training in Air Force Specialty Code [AFSC]-awarding courses).
- 7.2. Ensures all IA objectives outlined in paragraph 3. are effectively covered.
- 7.3. Stresses that there is a point of contact (POC) for IA awareness in every Air Force unit and wing IA office.
- 7.4. Administers IA awareness training to students attending Air University courses.

7.5. Coordinates IA awareness materials with HQ AFCA/WFP.

7.6. Integrates IA education and training into the Air Force accession programs through AFSC-awarding courses, formal schools, and professional military education courses to:

7.6.1. Provide students with an understanding of IA and of the threat to, and vulnerabilities of Air Force information systems; a knowledge of countermeasures available to overcome the threat; and ways to apply the countermeasures.

7.6.2. Increase the depth of the formal training programs on the students' potential to become involved in planning, programming, managing, operating, or maintaining information systems.

7.6.3. Ensure courses address those aspects of IA that could affect the success of critical operations.

8. United States Air Force Academy :

8.1. Conducts IA awareness during initial military training.

8.2. Ensures all IA objectives outlined in paragraph 3. are effectively covered.

8.3. Stresses that there is a POC for IA awareness in every Air Force unit and wing IA office.

8.4. Coordinates IA awareness materials with HQ AFCA/WFP.

9. Air Force Personnel Center (AFPC) . AFPC provides IA awareness for PALACE ACQUIRE-accesioned civilians through the civilian career programs.

10. Air Force Specialty Functional Managers . Director, Communications Operations, C4 Resources Division (HQ USAF/ILCX) is the Air Force specialty functional manager for AFSC 3AXXX, Information Management; 3CXXX, Communications-Computer Systems; and 33SX, Communications-Information Systems.

10.1. Coordinates course development for IA training materials with HQ AFCA/WFP through the MAJCOM functional manager and MAJCOM IA office.

11. Major Command Information Assurance Offices :

11.1. Participate in the Air Force IA Awareness Program and support their wing IA awareness programs.

11.2. Develops command-oriented IA awareness materials such as pamphlets, news articles, and videotapes to support the command IA awareness program as needed. Provides all materials to subordinate units for use and to HQ AFCA/WFP for review and cross-feed.

11.3. Review the Air Force IA Web site pages monthly and incorporate IA materials into MAJCOM and wing IA awareness programs.

12. Air Force Field Operating Agencies and Direct Reporting Units :

12.1. Participate in supporting host wing's IA awareness program via the base Host Tenant Support Agreement.

12.2. Agencies and units not located on an installation will follow policy guidance in paragraphs 13., 14., and 15.

13. Host Wing Commanders :

13.1. Ensure the host SC (or senior communications officer or commander) designates, in writing, primary and alternate individuals within the wing IA office to manage the wing IA awareness program.

13.2. Ensure these managers are knowledgeable about information systems security and operations.

14. Host Wing Information Assurance Offices :

14.1. Implement, manage, and conduct base-wide IA awareness programs. Make IA awareness information and materials available for all wing and tenant unit IA awareness managers and crossfeed locally developed materials among those unit managers and their MAJCOM.

14.2. Ensure IA awareness is available to all information system users, including all tenants, geographically separated units/isolated field offices, detachments, and remote operating locations.

14.3. Ensure government contractors follow the provisions of this instruction when using Air Force information systems in support of Air Force contracts to generate, process, store, transfer, or communicate information, as applicable.

14.4. Ensure unit IA awareness managers make maximum use of IA posters, pamphlets, screen savers, educational videotapes, and briefings, and emphasize use of these awareness tools.

14.5. Place reminders of the need for positive IA practices in base bulletins and other media to promote and reinforce IA awareness.

14.6. Maintain appointment letters of all unit IA awareness managers. Brief newly appointed host and tenant unit IA awareness managers on the IA awareness program.

14.7. Review the Air Force and MAJCOM IA Web site pages monthly and incorporate IA materials into the wing IA awareness program.

14.8. Ensure unit IA awareness managers are assessed and assisted as required by AFI 33-230, *Information Protection Assessment and Assistance Program*.

15. Unit Commanders :

15.1. Appoint a unit IA awareness manager and an alternate to manage the unit IA awareness program. Provide a copy of the appointment letter to the wing IA office. Recommend these duties be assigned to workgroup managers or information system security officers.

15.2. Review the unit IA awareness program and ensure compliance with IA awareness requirements.

16. Unit Information Assurance Awareness Managers :

16.1. Support and implement the wing IA awareness program and coordinate IA awareness materials with the host wing IA office as needed.

16.2. Disseminate IA materials received from the wing IA office and display awareness aids throughout the organization.

16.3. Works with workgroup managers (WM) in tracking and collecting all users required training for metric reporting.

Section C—Awareness

17. Awareness . Make the awareness useful by addressing IA issues that directly affect users (i.e., password construction, Internet “do’s and don’ts”, etc.). Address consequences if policies and procedures are not followed. Ensure the IA awareness objectives identified in paragraph 3. are met. IA awareness must be recurring, repetitive, and provided on a continuous basis.

17.1. Awareness Requirements. AFCA will develop and disseminate IA awareness materials with assistance from MAJCOMs and HQ USAF/ILCO.

17.2. Awareness Materials. The IA awareness managers satisfy awareness requirements by displaying IA-related awareness aids (e.g., posters, flyers, trifolds, etc.), videos, use public service announcements, or providing applicable articles from unit, base, and command publications to unit personnel. Use command-tailored, Air Force-purchased, or other awareness materials to reemphasize IA obligations. Managers will encourage the use of IA screen savers and take advantage of base television cable channels and the overseas Armed Forces Radio and Television Service to advance IA awareness. Additionally, publish monthly articles on IA. Awareness products are listed on the Air Force IA Home Page at URL: <https://private.afca.af.mil/ip>.

Section D—Training

18. General Requirements . Depending on assigned duties, all military, civilian, and contractor personnel (to include volunteers and summer hires) using Air Force information systems will require specialized IA training.

18.1. For COMSEC training requirements see AFKAG-1, (FOUO) *Air Force Communications Security (COMSEC) Operations*; AFI 33-211, *Communications Security (COMSEC) User Requirements*; and AFI 33-209, *Operational Instruction for the Secure Telephone Unit (STU-III) Type 1*.

18.2. For EMSEC training requirements see AFI 33-203, *Emission Security*.

18.3. For COMPUSEC training requirements see AFI 33-202, *Network and Computer Security*.

18.4. **DELETED.**

18.5. For licensing network users training requirements see AFI 33-115, Volume 2, *Licensing Network Users and Certifying Network Professionals*. To satisfy this requirement, use the Air Force IA Awareness training CBT located at USAF CBT web site <http://usaf.smartforce.com>. Air Force personnel using other than Air Force systems are subject to the training requirements of the service or agency providing network service. If the providing service or agency does not have a program, Air Force personnel using DoD systems will complete the Air Force training. Additionally, foreign and local nationals requiring access to Air Force and other U.S. Government networks in the performance of their official duties are also subject to training.

18.6. Annual IA Awareness training will be met through completion of the same CBT listed above.

18.6.1. To meet this requirement and not cause great burden on the USAF CBT web site, procedures should be developed locally to distribute user demands (e.g., having users take their annual

training during their birth months; users with Social Security Numbers (SSN) that end in this number take the CBT during this time frame, etc.). Other procedures could be implemented as long as it does not cause a burden to the CBT web site.

18.6.2. If a user requires a new account (e.g., e-mail) at a new location due to PCS or deployment situation, they do not need to retake the CBT as long as recent Network User Licensing CBT course completion certificate (within the past year) is provided.

18.6.3. For training requirements tailored for Designated Approving Authority (DAA) see AFI 33-202.

19. Information Collections, Records, and Forms .

19.1. Information Collections. No information collections are created by this publication.

19.2. Records. Maintain appointment letters, IA awareness materials, and other administrative records created as a result of these processes according to the appropriate 37 series tables in AFMAN 37-139 (will become AFMAN 33-322, Volume 4).

19.3. Forms (Adopted and Prescribed).

19.3.1. Adopted Forms. AF Form 847, **Recommendation for Change of Publication**.

19.3.2. Prescribed Forms. No forms are prescribed by this publication.

DONALD J. WETEKAM, Lt General, USAF
DCS/Installations and Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Public Law 100-235, *Computer Security Act of 1987*

Public Law 104-13, *The Paperwork Reduction Act of 1995*

Public Law 107-347, *Federal Information Security Management Act of 2002*

Title 5 CFR, Chapter 1, *Office of Personnel Management, Part 930, Programs for Specific Positions and Examinations (Miscellaneous)*

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OMB Circular A-130, *Management of Federal Information Resources (Appendix III, Security of Federal Automated Information Resources)*

AFPD 33-2, *Information Protection* (will become *Information Assurance* when publication is revised)

AFI 33-114, *Software Management*

AFI 33-115, Volume 2, *Licensing Network Users and Certifying Network Professionals*

AFI 33-202, *Network and Computer Security*

AFI 33-203, *Emission Security*

AFI 33-209, *Operational Instruction for the Secure Telephone Unit (STU-III) Type 1*

AFI 33-211, *Communications Security (COMSEC) User Requirements*

AFI 33-230, *Information Assurance (IA) Assessment and Assistance Program*

AFI 33-360, Volume 2, *Content Management Program-Information Management Tool CMP-IMT)*

AFMAN 37-123, *Management of Records*

AFDIR 33-303, *Compendium of Communications and Information Terminology*

AFKAG-1, *(FOUO) Air Force Communications Security (COMSEC) Operations (U)*

Abbreviations and Acronyms

AETC—Air Education and Training Command

- | AFCA**—Air Force Communications Agency
- AFDIR**—Air Force Directory
- AFI**—Air-Force Instruction
- AFMAN**—Air Force Manual
- AFPC**—Air Force Personnel Center
- AFPD**—Air Force Policy Directive
- AFSC**—Air Force Specialty Code
- | CBT**—Computer Based Training
- CFR**—Code of Federal Regulations
- COMPUSEC**—Computer Security
- COMSEC**—Communications Security
- DoD**—Department of Defense
- DRU**—Direct Reporting Unit
- EMSEC**—Emission Security
- EO**—Executive Order
- FOA**—Field Operating Agency
- FOUO**—For Official Use Only
- IA**—Information Assurance
- INFOSEC**—Information Security
- IO**—Information Operations
- MAJCOM**—Major Command
- NIST**—National Institute for Standards and Technology
- NSTISSD**—National Security Telecommunications and Information Systems Security Directive
- OMB**—Office of Management and Budget
- OPR**—Office of Primary Responsibility
- P.L**—Public Law
- POC**—Point of Contact
- STU**—Secure Telephone Unit
- URL**—Uniform Resource Locator
- | USAF**—United States Air Force
- USAFA**—United States Air Force Academy

Terms

Communications Security (COMSEC)—Measures and controls taken to deny unauthorized persons information derived from telecommunications and to ensure the authenticity of such communications. (AFPD 33-2)

Computer Security (COMPUSEC)—Measures and controls that ensure the confidentiality, integrity, and availability of information systems assets including hardware, software, firmware, and information being processed, stored, and communicated. (AFPD 33-2)

Emission Security (EMSEC)—Protection resulting from all measures taken to deny unauthorized persons information of value that might be derived from intercept and analysis of compromising emanations from cryptographic equipment, information systems, and telecommunications systems. (AFPD 33-2)

Information Assurance (IA)—Information operations that protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This includes providing for restoration of information systems by incorporating protection, detection, and reaction capabilities. (AFDD 2-5)

Information Operations (IO)—Actions taken to affect adversary information and information systems while defending one's own information and information systems. (JP 1-02) The Air Force believes that in practice a more useful working definition is: *[Those actions taken to gain, exploit, defend, or attack information and information systems and include both information-in-warfare and information warfare.]* (Italicized definition in brackets applies only to the Air Force and is offered for clarity.) (AFDD 2-5)

Information Superiority (IS)—That degree of dominance in the information domain which permits the conduct of operations without effective opposition. (JP 2-01.3) (JP 1-02) The Air Force prefers to cast 'superiority' as a state of relative advantage, not a capability, and views IS as: *[That degree of dominance in the information domain which allows friendly forces the ability to collect, control, exploit, and defend information without effective opposition.]* (Italicized definition in brackets applies only to the Air Force and is offered for clarity.) (AFDD 2-5)

Information System—The entire infrastructure, organization, personnel, and components that collect, process, store, transmit, display, disseminate, and act on information. (JP 3-13) (JP 1-02) (AFDD 2-5)

Attachment 2**INTERIM CHANGE 2004-1 TO AIR FORCE INSTRUCTION (AFI) 33-204,
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AFPD — Air Force Policy Directive

AFSC — Air Force Specialty Code

CBT — Computer Based Training

CFR — Code of Federal Regulations

COMPUSEC — Computer Security

COMSEC — Communications Security

DoD — Department of Defense

DRU — Direct Reporting Unit

EMSEC — Emission Security

EO — Executive Order

FOA — Field Operating Agency

FOUO — For Official Use Only

IA — Information Assurance

INFOSEC — Information Security

IO — Information Operations

MAJCOM — Major Command

NIST — National Institute for Standards and Technology

NSTISSD — National Security Telecommunications and Information Systems Security Directive

OMB — Office of Management and Budget

OPR — Office of Primary Responsibility

P.L — Public Law

POC — Point of Contact

STU — Secure Telephone Unit

URL — Uniform Resource Locator

USAF — United States Air Force

USAFA — United States Air Force Academy

Terms

Communications Security (COMSEC)-Measures and controls taken to deny unauthorized persons information derived from telecommunications and to ensure the authenticity of such communications. (AFPD 33-2)

Computer Security (COMPUSEC)-Measures and controls that ensure the confidentiality, integrity, and availability of information systems assets including hardware, software, firmware, and information being processed, stored, and communicated. (AFPD 33-2)

Emission Security (EMSEC)-Protection resulting from all measures taken to deny unauthorized persons information of value that might be derived from intercept and analysis of compromising emanations from cryptographic equipment, information systems, and telecommunications systems. (AFPD 33-2)

Information Assurance (IA)-Information operations that protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This includes providing for restoration of information systems by incorporating protection, detection, and reaction capabilities. (AFDD 2-5)

Information Operations (IO)-Actions taken to affect adversary information and information systems while defending one's own information and information systems. (JP 1-02) The Air Force believes that in practice a more useful working definition is: *[Those actions taken to gain, exploit, defend, or attack information and information systems and include both information-in-warfare and information warfare.]* (Italicized definition in brackets applies only to the Air Force and is offered for clarity.) (AFDD 2-5)

Information Superiority (IS)-That degree of dominance in the information domain which permits the conduct of operations without effective opposition. (JP 2-01.3) (JP 1-02) The Air Force prefers to cast 'superiority' as a state of relative advantage, not a capability, and views IS as: *[That degree of dominance in the information domain which allows friendly forces the ability to collect, control, exploit, and defend information without effective opposition.]* (Italicized definition in brackets applies only to the Air Force and is offered for clarity.) (AFDD 2-5)

Information System-The entire infrastructure, organization, personnel, and components that collect, process, store, transmit, display, disseminate, and act on information. (JP 3-13) (JP 1-02) (AFDD 2-5)