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**Security**

**INDUSTRIAL SECURITY PROGRAM  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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AFI 31-601, *Industrial Security Program Management*, 22 November 2000, is supplemented as follows and is applicable to all Air National Guard (ANG) units, both tenant and host. It provides guidance on National Guard Bureau (NGB) awarded contracts and unit awarded contracts. Point of contact for this supplement and for revisions and changes for the ANG is the Chief, Information Security (ANG/XOFI).

**NOTE:** The Information Security Program Manager (ISPM) and contracting officer will be notified by ANG as soon as they are aware of contract procurement that involves individual ANG units. Notification will be accomplished through the ANG program manager for the particular contract.

1.2.1. (Added) This instruction provides guidance for implementation for AFI 31-601, for ANG, unit Security Forces, to include NGB Office of the Principle Assistant Responsible to Contracting (NGB-PARC) and those OPRs most directly involved in the contract.

1.2.2. (Added) This supplement will apply to contracts involving classified and sensitive but unclassified Information only. All other contracts involving service, maintenance and construction will be at the discretion of the installation commander.

1.4.1. (Added) Coordinate request prior to being submitted through ANG/XOFI.

1.5.3.1. (Added) ANG/XOFI is the focal point for the ANG Industrial Security Program.

1.5.5.1. (Added) The Senior Intelligence Officer located in the ANG Intelligence Branch (ANG/XOI) is responsible for coordinating approval for contracts involving SCI and the SCI portions of DD Form 254, *DoD Contract Security Classification Specification*.

1.6.1.1.1. (Added) Cleared facilities at ANG units are not authorized without concurrence from ANG/XOFI.

1.6.1.4.1. (Added) Classified contracts that involve SCI will be coordinated with the ISPM and ANG/XOI, unclassified informational copies of the VGSA and DD Form 254, will be maintained by the ISPM.

ANG/XOI will retain program oversight for SCI facilities, but may delegate to local Special Security Officer.

1.6.1.5.1. (Added) Coordinate with ANG/XOFI on determining oversight for cleared facilities.

1.6.1.6. (Added) Installation Commanders must budget annually for their Information Security Program training needs (see AFI 31-401). Attendance includes personnel providing program management and/or oversight of the Industrial Security Program, e.g., ISPM; alternate ISPMs, unit security manager, alternate unit security managers, contracting officers, program managers, etc.

1.6.2.1.1. (Added) Program managers must involve the ISPM early in the acquisition process.

1.6.2.6. (Added) The Program manager is an individual appointed in writing by the head of the organization that provides the necessary operational interface between the contractor and the ISPM.

1.6.2.7. (Added) A management official of the visitor group will also designate a contractor employee to be the focal point for security matters.

1.6.5.5.1. (Added) d) A signed copy of the DD Form 254.

1.6.5.5.2. (Added) A signed copy of the VGSA.

1.6.5.5.3. (Added) Copies of the initial program review and two years reports of program reviews.

1.6.5.5.4. (Added) Copies of the last two reports of self-inspections.

1.6.5.5.5. (Added) Copy of the Contractors Visits Authority List Requests.

1.6.5.5.6. (Added) Copies of issued visitor and restricted area badges, if not maintained at the Pass and ID section.

1.6.5.5.7. (Added) Appointment letters for Program Manager and contractor's security point of contact, if applicable.

1.6.5.8.1. (Added) Copies will be forwarded to ANG/XOFI.

1.6.5.10. (Added) Attendance at a DSS sponsored course, which covers Industrial Security Program Management, is highly encourage.

1.8.1.2.1. (Added) Ensure the Contracting office receives notification of adverse information reports prior to contacting the group home office facility.

1.8.3.1.6. (Added) Send copies of reports to ANG/XOFI.

4.1.2.1. (Added) Instructions and sample format for preparing DD Form 254, can be found in AFH 31-602, Chapter 9.

4.2.1.1. (Added) For SCI the DD Form 254 will be coordinated with ANG/XOI for all contracts involving SCI access and SCI facilities.

4.4.2.1. (Added) For contracts awarded by NGB, the Contracting Officer will provide signed copies of all DD Form 254 to the location's ISPM and ANG/XOFI.

4.4.2.2. (Added) ISPM will forward a signed copy of all unit generated DD Form 254 (if unclassified) to ANG/XOFI.

4.5.1.1. (Added) Instructions and sample format for completing the VGSA can be found in AFH 31-602, Chapter 9.

4.5.5.1. (Added) The ISPM or alternate may not delegate the authority to sign VGSA's. The unit commander, unit program manager or their designees sign the VGSA in addition to the ISPM.

6.2.3.1. (Added) Visitor groups will receive an initial program review within 60 days after the contract start date. After the initial review, visitor groups will be included into the installation's Information Security Program reviews.

6.2.4.2.1. (Added) The ISPM will maintain a current signed copy of the VGSA in the contract folder.

6.2.4.5.1. (Added) The ISPM will incorporate visitor groups into the installation's self-inspection program and will maintain a copy of the self-inspection report to include corrective actions for at least two years.

7.3.2.1. (Added) The NGB-PARC will ensure that the Visitor Authorization List (VAL) or other related contractual documents will be defined in the Statement of Work. Additionally, the NGB-PARC will ensure that the VAL or other related contractual documents will be addressed to and sent to the ISPM, the Program Manager and the Contracting Office.

9.1.1.1. (Added) Do not release COMSEC information or materials to contractors without the approval of the Base COMSEC manager. When a contract requires access, handles or stores COMSEC material, contact the base COMSEC manager.

9.1.2.1. (Added) All contractor owned or provided AIS equipment will be approved and accredited by the installations Information Assurance office. A list of the equipment and the location where classified will be processed will be provided to the ISPM.

9.1.3.1. (Added) Access to the installation computer network will be coordinated with the Information Assurance office. The Designated Approving Authority is responsible for approving access for contractors to Air Force computer systems.

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

**ANG**—Air National Guard

**NGB**—National Guard Bureau

**ISPM**—Information Security Program Manager

**NGB-PARC**—NGB Principle Assistant Responsible to Contracting

**VAL**—Visitor Authorization List

**Attachment 2 (Added)**

**MEASURING AND DISPLAYING POLICY**

**A2.2. (Added)** In accordance with AFPD 31-6, the ISPM will compile statistical data for the Industrial Security Measurement report reviewed during the third quarter of each fiscal year (1 April to 30 June). Refer to AFPD 31-6, Attachment 2, for specific documentation. All reports will be submitted to ANG/XOFI not later than 1 August of each year.

Daniel James, III, Lieutenant General, USAF  
Director, Air National Guard