

**CHARLESTON AFB  
Supplement 1  
1 JUNE 1999**

**Security**

**INFORMATION SECURITY PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: SFAI (TSgt James L. Scott)  
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AFI 31-401, 1 January 1999, Information Security Program Management, is supplemented as follows. This supplement also applies to USAFR units on the installation.

5.1.2.1. (AMC1). When major (non-emergency) repairs are required, submit AF Form 9, Request for Purchase, to the Base Contracting Office (437 LG/LGK). An appropriately cleared person from the user/owner agency must remain with the safe until the contents are removed and secured by that agency. Only those locksmiths that have been subject to a favorable National Agency Check (NAC) will be allowed to perform repairs on classified storage containers. The individual should have in their possession an AF Form 2584, identifying the date of the NAC investigation. If the individual does not have an AF Form 2584, contact the base Information Security Program Manager (ISPM).

5.3.5. The Charleston AFB Command Post is designated as the primary storage facility for transient classified material up to and including the Secret level. The Command Post Senior Duty Controller will contact the Top Secret Control Officer (TSCO) and arrange for storage of Top Secret material.

5.7.5. Hosting officials send a letter stating the times and date of the classified conference to the ISPM for approval.

5.9. Periodic checks for unauthorized removal of classified information at installation entry points will be conducted in conjunction with base entry/exit point checks.

6.3.3. Inquiry officials will send all completed inquiry reports (original copy) with the unit commander or staff agency chief's endorsement to 437 SFS/SFAI. The Chief, Security Forces will review and endorse the report for final closure.

7.13. (Added) Only authorized reproduction equipment shall be used for the reproduction of classified information. Submit requests for equipment clearance/authorization through the base ISPM to the Chief, Publications/Printing Management Branch (437 CS/SCSP).

7.8.4. The designated TSCO appointing authority is 437AW/CC. Audit/inventories will be performed by commissioned officers, senior noncommissioned officers, or civilians in the grade of GS-9 or above.

7.8.4.2. Send a copy of the audit/inventory to 437 SFS/SFAI within 15 duty days upon the appointing authority's review and endorsement.

8.7.4. When hand carrying classified material from one building to another on Charleston AFB, the classified material must be carried in a folder identifying it as classified. The folder should then be placed in some type of sealed container which is not marked as classified and does not make it obvious you are carrying classified. When classified material is removed from the installation, individuals must have in their possession an approved courier letter.

9.1.2. The central destruction facility for classified material is 437 CS/SCBQ, located in building 201.

13.2. Security manager meetings will be held during the months of February, June, and October.

13.2.1. (Added) Information, Personnel, and Industrial Security program reviews will be conducted annually for all activities serviced, including reserve associate wings. (NOTE: Does not include all sub-units of the Reserve Associate Wing). To provide maximum flexibility consistent with a viable program, the annual frequency may be extended to a maximum of 18 months.

13.2.2. (Added) Replies to program reviews are required. Address all replies with commander/staff agency chief endorsement to 437 SFS/SFAI within 14 duty days of receipt.

13.3. Security managers will maintain or have ready access to the following publications:

DOD 5200-1RInformation Security Program Regulation

- AFI 31-101                    The Physical Security Program (Vol 1, Chapter 5)
- AFI 31-401                    Managing the Information Security Program
- AFI 31-501                    Personnel Security Program Management
- AFI 31-601                    Industrial Security Program Management (Industrial Account Only)
- AFR 205-48                   Safeguarding NATO classified (NATO Account Only)

JEFFREY W. HARWOOD, Colonel, USAF  
Commander