



**INFORMATION SECURITY PROGRAM  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: 92 SFS/SFA (Mr. Conley)

Certified by: 92 SFS/CC (Major Hill)

Pages: 6

Distribution: F

---

**AFI 31-401, Information Security Program Management, dated 1 November 2001 is supplemented as follows:** This instruction is applicable to all Air Force military, civilian, and contractor personnel (includes AFRC and ANG units and members). Failure to comply with the provisions of this supplement is punishable as a violation of Article 92, UCMJ, for military, and may result in administrative sanctions or judicial proceedings for civilian and contractor employees. See **Attachment 1** for glossary of references and supporting information.

1.3.4. The 92 SFS/CC is the Information Security Program Manager (ISPM) for the 92d Air Refueling Wing and its associate units on Fairchild AFB. The ISPM has designated 92 SFS/SFAD as the primary office of responsibility for oversight of the Information Security Program.

1.3.5. Unit commanders or equivalents will:

1.3.5.1. Appoint, in writing, a primary and alternate Unit Security Manager (USM). Designated personnel will be in the grade of Staff Sergeant or General Schedule -5 or higher. Units requesting waivers to the grade requirements must provide written justification to 92 SFS/SFAD, 2 E. Arnold St., Suite 122, Fairchild AFB WA, 99011.

1.3.5.2. USM's will receive required training within 90 days of appointment according to paragraph **8.3.5.3** of this supplement.

1.3.6.1. USM's are responsible for setting up and maintaining the information security program within their unit or staff agency and managing the personnel security functions as outlined in AFI 31-501, *Personnel Security Program Management*.

1.3.6.4. The primary or alternate USM's must attend all quarterly security manager meetings to receive updated and significant information for dissemination to their units. If a unit is not represented for two consecutive meetings or not represented at two or more meeting in six months, the ISPM will inform that unit's commander via letter. This will help ensure awareness and enhance participation.

1.4.2. 92 SFS/SFAD will conduct annual program reviews on each unit's information security program to include handling, storage and dissemination of classified information and the personnel security program management.

1.4.3. Unit commanders and equivalents will appoint someone other than the primary or alternate USM to conduct semiannual self inspections, one three months after 92 SFS/SFAD conducts its program review and one approximately six months later. Inspectors will use the HQ AMC checklist that 92 SFS/SFAD provides.

1.11. (Added) **Forms Adopted.** SF Form 701, **Activity Security Checksheet**, SF Form 702, **Security Container Checksheet**.

5.12. **End-of-Day Security Checks.** Unit personnel will check security containers holding classified information each duty day regardless of whether the containers were opened. Annotate daily checks on the SF Form 702, **Security Container Checksheet**, and on the SF Form 701, **Activity Security Checklist** at the end of each duty day. If reasonably available, a second person will ensure the safe is locked and annotate it in the "checked by" block on the SF Form 702.

5.14. **In-Transit Storage.** The 92 ARW Command Post is the designated overnight repository for in-transit classified material. Note: This does not preclude units from providing courtesy storage for visiting agencies.

5.17. **Information Processing Equipment.** USM's will ensure all personnel authorized to copy classified are aware of which machines are authorized for such use and know the manufacturer's guidelines for purging information and wiping clean the machine's memory. Contact 92 CS/SCX, and the manufacturer's representative to get detailed instructions.

5.28.3. Unit commanders and equivalents will designate an annual classified clean-out day to coincide with one of the unit's semiannual inspections. Costs incurred with destruction of classified material are the responsibility of the individual units.

6.4. **Transmitting Confidential Information.** USM's are responsible for ensuring personnel in their units know to treat certified registered mail as classified confidential until they can determine the contents are unclassified.

8.3.5.3. 92 SFS/SFAD will arrange quarterly training meetings for newly appointed security managers. Additionally, 92 SFS/SFAD will arrange for one-on-one training for security managers as needed, to meet the 90-day requirement directed by AFI 31-401.

8.3.5.6. The ISPM will publicly recognize the training efforts of effective security managers using the guidelines in **Table 8.1. (Added)**

**Table 8.1. (Added) Unit Security Manager Recognition Program.**

<b>A. General Intent of the Program:</b>	
1.	Enhance visibility of accomplishments of civilian and military USM's assigned to FAFB to include associate agencies.
2.	Encourage supervisors to recognize accomplishments of their USM's.
3.	Encourage USM's to strive for greater effectiveness and efficiency.
<b>B. Responsibilities:</b>	
1.	The ISPM delegates authority to 92 SFS/SFAD to administer and control the program.
2.	Supervisors of USM's need to become more familiar with this program. Their continuous cooperation in recognizing outstanding performance by USM's is essential to the success of this program.
<b>C. Award Categories. This program includes two individual award categories.</b>	
1.	Outstanding Unit Security Manager of the Quarter (primary or alternate security manager).
2.	Outstanding Unit Security Manager of the Year (primary or alternate security manager).
<b>D. Eligibility Criteria. All military and civilian personnel are eligible to participate, with the following exceptions:</b>	
1.	Nominee must not be under investigation, on probation or on the control roster.
2.	Nominee must not have an Unfavorable Information File (UIF) or pending administrative or disciplinary action.
3.	Individual winners will not be eligible to compete again until four quarters have elapsed after the quarter selected.
<b>E. Nomination Process:</b>	
1.	Each unit commander/ staff agency chief may nominate one individual each quarter to represent his or her activity.
2.	Nomination must be prepared in the letter format demonstrated in <b>Attachment 14 (Added)</b> , limited to less than two pages. The unit commander/staff agency chief must sign the nomination letter.
3.	The award periods are: January-March, April-June, July-September, and October-December.
4.	Submit the original plus one copy of the nomination to 92 SFS/SFAD NLT the 10th duty day of January, April, July, and October.
<b>F. Selection Process:</b>	
1.	The Security Forces Administration and Reports Branch Chief will convene a board of qualified individuals to select the quarterly winner. Board members will consist of both military and civilian personnel from units without nominees. Scoring will be based strictly on information in the nomination letters.
2.	The Security Forces Administration and Reports Branch Chief will likewise convene a board of qualified individuals, as stated above, to select the annual winner.
<b>G. Presentations and publicity:</b>	
1.	Each quarterly winner will receive a certificate of achievement signed by the Commander, 92d Security Forces.

2.	Each annual winner will receive a certificate of achievement signed by the Commander, 92d Security Forces and an engraved plaque.
3.	Certificate and plaque will be forwarded to the appropriate commander, staff agency chief for presentation. Security Forces will provide the award winners' names to the base newspaper and base bulletin.

9.8.1. Commander or equivalents will appoint preliminary inquiry officials higher in grade and not in the chain of command of subject, if possible.

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*Abbreviations and Acronyms*

**ARW**—Air Refueling Wing

**CS/SCX**—Publications Flight Superintendent

**SFS/CC**—Security Forces Commander

**SFS/SFAD**—Security Forces Personnel Security

**UIF**—Unfavorable Information File

**USM**—Unit Security Manager

**Attachment 14 (Added)****OUTSTANDING UNIT SECURITY MANAGERS NOMINATION LETTER**

Date

MEMORANDUM FOR 92 SFS/SFA

FROM: (Unit/Office Symbol)

SUBJECT: Outstanding Unit Security Manager for 92 xxx Quarter/ CY

The following individual is nominated for the FAFB Outstanding Unit Security Manager for the Quarter/Year:

- a. Identifying Data. Rank/grade and name.
- b. Innovations as a security manager.
- c. Job Performance as a security manager.
- d. Specific accomplishment during the Quarter/Year.
- e. Additional comments.

JOHN Q. PUBLIC, Colonel, USAF  
Commander, (Unit)

ANTHONY M. MAUER, Colonel, USAF  
Commander