

**BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES**



AIR FORCE INSTRUCTION 31-601

PACIFIC AIR FORCES COMMAND

Supplement 1

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Security

**INDUSTRIAL SECURITY PROGRAM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement applies only to Air National Guard (ANG) United States Title 10 status. It does not apply to the Air Force Reserve. This instruction may be supplemented at wing level.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

AFI 31-601, 22 November 2000, is supplemented as follows:

1.5.3. PACAF/SFOP (Chief, Policy Branch) is the focal point for the PACAF Industrial Security Program. 15 SFS/SFAI serves as the industrial security program manager for the HQ PACAF directorate staff. ISPMs are responsible for submitting the Industrial Security Measurement Report, RCS: HAF-XOFI(A)9224 to PACAF/SFOP as required by AFPD 31-6.

1.6.1.1. Designate all PACAF contractor activities requiring access to classified information as Visitor Groups, Intermittent Visitors, or Cleared Facility.

1.6.1.2. Execute a VGSA with all contactor operations located on all PACAF installations that will occur for periods longer than 90 days.

1.6.1.4. The local Special Security Officer (SSO) is responsible for the supervision and oversight of Sensitive Compartmented Information (SCI) contractors in SCI Facilities on the installation.

1.6.2.2. The ISPM reviews all DD Forms 254 before submission to the Procuring Contracting Officer (PCO). PACAF/SFOP will review DD Forms 254 processed by HQ PACAF contracting office, PACAF/LGC.

1.7.1. Hosting a published meeting with foreign nationals participating in overseas areas, formal requests for foreign release must be coordinated with the Foreign Disclosure Officer six months prior to the proposed meeting date.

1.8.5.8. (Added) The ISPM will report all security compromises/suspected compromises involving on-base contractors to PACAF/SFOP.

2.1.3.2.1. (Added) The ISPM will notify PACAF/SFOP any time an unsatisfactory review rating is assigned to an on-base Facility Security Clearance (FCL). Also notify PACAF/SFOP when the condition that caused the unsatisfactory rating is cleared.

2.3.4.3. Contracting Officers route sponsorship packages for interim Top Secret FCL through command channels to PACAF/SFOP for COMPACAF's approval.

2.3.4.5. (Added) ISPMs will notify PACAF/SFOP when they receive reports of adverse information and suspicious contacts concerning visitor groups. PACAF/SFOP will forward the information to DSS-OCC.

6.2.1. DD Form 696, *Industrial Security Inspection Report*, will not be used to document results of industrial security inspections for on base integrated visitor groups. Instead, annual program review and semi-annual self-inspection reports will be used to record the contractor's security compliance. Unit security managers will ensure on-base visitor groups are included in the semi-annual self-inspection program. The unit security manager will provide the ISPM, contractor security manager, and ISPM with a copy of the results of the semi-annual self-inspections. The unit security manager will ensure a semi-annual self-inspection is conducted on contractor visitor groups. A government representative must conduct the self-inspection.

7.1. When sponsoring (or co-sponsoring) and/or conducting meetings about DoD-related scientific papers, follow the guidance in AFI 61-205, *Sponsoring or Co-Sponsoring, Conducting, and Presenting DoD-Related Scientific Papers at Unclassified and Classified Conferences, Symposia, and Other Similar Meetings*.

9.1.1.1. (Added) Communications security (COMSEC) information or material will not be released to contractors without approval of the wing COMSEC manager. When a contractor requires access or stores COMSEC material or documents, he or she will contact PACAF CSS/SCNI for assistance.

9.1.1.2. (Added) HQ PACAF and wing COMSEC managers have functional responsibility for COMSEC materials and assessments as follows:

9.1.1.2.1. (Added) The wing COMSEC manager will provide the required COMSEC training when the contractor will be a COMSEC user off the wing account. In all cases, this training will be documented and re-accomplished on an annual basis. The wing COMSEC manager will conduct semi-annual assessments of all contractor-operated COMSEC accounts.

9.1.1.3. (Added) Applicable emission security (EMSEC) clauses will be referenced in DD Form 254, Item 11i. The DD Form 254 will be coordinated with the local wing EMSEC manager before obtaining ISPM coordination.

9.1.2. The contract document will outline contractor responsibilities for protection of government sensitive unclassified information in contractor automated information system (AIS) equipment.

9.1.2.1. (Added) COMPUSEC procedures are as follows:

9.1.2.1.1. (Added) Integrated visitor group contractors will participate in the wing-level COMPUSEC program to ensure all AIS meet standards for the protection of Air Force information.

9.1.2.1.2. (Added) All contractor-owned, contractor-operated AIS that process Air Force information must meet the applicable criteria contained in AFI 33-202, *Computer Security*, Chapter 3.

9.1.2.1.3. (Added) The Chief of Information Assurance (IA) will provide the ISPM with a courtesy copy of all annual staff assistance visits to the contractor. The wing COMSEC account managers are responsible for notifying their respective users of audits/reviews.

9.1.2.2. (Added) EMSEC procedures are as follows:

9.1.2.2.1. (Added) Contractors will participate in the wing-level EMSEC program, where applicable. Equipment used by contractors for the processing of classified information must be assessed and approved, in writing, by the wing EMSEC manager.

9.1.2.2.2. (Added) Contractors must follow EMSEC countermeasures established by the wing EMSEC manager.

9.1.2.2.3. (Added) The Wing EMSEC Manager will send the ISPM a copy of the approval authority for equipment used by contractors for processing classified Air Force information. The Wing EMSEC Manager will forward the ISPM a copy of annual visits to contractor integrated visitor groups and cleared facilities.

9.1.4. The Base Communications and Information office is responsible for reviewing and coordinating all DD Forms 254 when the contractor is required to hold or use COMSEC material.

10.2. At HQ PACAF, the Special Security Officer (SSO) is responsible for approving security attachments outlining contractor security requirements for SCI, establishing SCI facilities, granting SCI access, and coordinating on any DD Form 254. This includes requests for bid proposal, original DD Forms 254 for awarded contracts, and revised and final DD Forms 254 that require access. PACAF bases with an SSO will perform this function at the local level for contracts awarded for work at their base.

12.1. Base OPSEC program managers will provide guidance on OPSEC requirements and send contractor OPSEC plans to PACAF/DOIO for approval.

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