



**INFORMATION SECURITY PROGRAM  
MANAGEMENT**

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**AFI 31-401, 01 November 2001, is supplemented as follows:**

The Office of Primary Responsibility (OPR) for this supplement is 10 SFS/SFAI (TSgt Robert Granum). This supplement implements and extends the guidance for Air Force Instruction (AFI) 31-401, *Information Security Program Management*, 1 November 2001.

**SUMMARY OF REVISIONS**

This document has been revised to delete paragraph 8.9.3.2.2. from the previous edition. It has been determined that the class required by that paragraph is not applicable to duties of Security Managers at the United States Air Force Academy. A bar (|) indicates revision from the previous edition.

1.3.4. The Director of the 10th Security Forces Squadron (10 SFS/CC) is the Information Security Program Manager (ISPM) for the USAF Academy.

1.3.4.4. (Added) 10th Security Forces Squadron Information Security Administration (10 SFS/SFAI) is responsible to and acts on behalf of ISPM for day-to-day management, oversight, and monitoring of the program.

1.3.4.5. (Added) The ISPM will enter into a host-tenant agreement with tenant units unless a memorandum is on file with 10 SFS/SFAI from the tenant's headquarters establishing security program cognizance.

1.3.5.1. Security manager duties in Air Force organizations are performed by military or DoD civilian employees. (Government contractors may perform duties to assist the unit security manager but will not be appointed as primary or alternate security manager for Air Force activities as per AFI31-601, Industrial Security Program Management, paragraph 5.2.4.) The role of security managers is generally assigned as an additional duty, but organizations that generate, process or store large amounts of classified material,

have a large number of assigned personnel, or complex organizational structure may require a fulltime (GS-8 Grade) Security Specialist to perform these duties.

1.3.5.1.1. (Added) Primary security manager should have at least one-year retainability.

1.3.5.1.2. (Added) Primary security managers will be in the grade of staff sergeant or above or civilian equivalent.

1.3.5.1.3. (Added) A copy of the appointment letter will be provided to 10 SFS/SFAI no later than 15 days from date of appointment.

1.3.5.4. (Added) The following guidance further defines units requiring appointment of a primary and alternate security manager. The USAFA Information Security (INFOSEC) program structure is organized by Personnel Accounting Symbol Code (PASCODE) to ensure coverage of all personnel and facilitate Joint Personnel Adjudication System (JPAS) access and reporting.

1.3.5.4.1. (Added) 34th Training Wing (34 TRW): The following organizations will appoint unit security managers: Commander of the 34th Training Wing (34 TRW/CC); 34th Training Wing Center for Character Development (34 TRW/CWC); 34th Training Wing Support Division (34 TRW/SD); 34th Training Group (34 TRG); 34th Operations Group (34 OG) and the 34th Education Group (34 EDG). Group commanders have the discretion of consolidating security program management at their levels or delegating security program management to subordinate units.

1.3.5.4.2. (Added) The 10th Air Base Wing (10 ABW): The following organizations will appoint unit security managers: Commander of the 10th Air Base Wing (10 ABW/CC) (which includes staff elements); 10th Mission Support Group (10 MSG) and 10th Medical Group (10 MDG). Group commanders have the discretion of consolidating security program management at their levels or delegating security program management to subordinate units.

1.3.5.4.3. (Added) To achieve economies of scale, small organizations may coordinate with and delegate authority for security program manager to another organization.

1.3.5.4.3.1. (Added) This delegation does not relieve either commander of responsibility under paragraph 1.3.5 of this instruction.

1.3.5.4.3.2. (Added) This delegation may be revoked by the ISPM or 10 SFS/SFAI if significant findings are documented during security program reviews.

1.3.5.4.3.3. (Added) This delegation will be documented in a memorandum of agreement and copies will be provided to 10 SFS/SFAI.

1.3.6.2.1. (Added) A copy of the unit operating instruction will be provided to 10 SFS/SFAI.

1.4.3. A small volume of classified information is defined as 100 printed pages or less, 3 computer disks or less, 3 Compact Disc Read Only Media (CD-ROMs) or less, 5 videotapes or less, and 100 sheets of microfiche or less. Exceeding any of the above measurements, or any combination of two of the above measurements, or a hard drive used to store classified material will constitute a classified account.

1.4.3.2. (Added) A copy of the self-assessment will be provided to 10 SFS/SFAI no later than 30 days from date of completion.

1.5.1.1. Officials delegated the authority will sign "For" the access granting official (HQ USAFA/CC): All two-letter division and staff agency chiefs or higher, two-letter commanders and staff agency chiefs

who report directly to the commanders of the 34 TRW or 10 ABW or higher, and the ISPM are delegated authority to sign Department of Energy (DOE) Form 5631.20, **Request for Visit or Access Approval**.

1.5.1.2.1. Within USAFA this means HQ USAFA two-letter division and staff agency chiefs or higher, two-letter commanders and staff agency chiefs who report directly to the commanders of the 34 TRW or 10 ABW or higher, and the ISPM.

5.6.1. Headquarters USAFA Director of Staff (HQ USAFA/DS) and 10 SFS/CC are delegated authority to authorize individuals outside the executive branch access to Air Force classified material.

5.14.1. The Security Forces Control Center (10 SFS/SFCC) is designated the overnight repository for transient classified material up to the SECRET level. Hosting activities are responsible for arranging for extended storage requirements.

5.15.1. The sponsoring activity is responsible for providing personnel to establish entry control and perimeter surveillance. Security Forces is not responsible for this function but may assist in the review of meeting security plans.

5.17.2.3. (Added) During security program reviews, the reviewer will consult with the USAFA Information Assurance Office (10 CS/SCBI) concerning the status of accredited system approved for classified processing.

5.20.1. 10 ABW/CC approval is required for open storage areas.

5.20.5. (Added) Consolidated Storage. USAFA organizations may store classified material for other units or staff agencies when the volume of classified material, or frequency of use, does not justify maintaining a security container.

5.20.5.1. (Added) The material will be placed in a sealed envelope or container.

5.20.5.2. (Added) The envelope or container will be marked front and back with the highest classification of the material contained.

5.20.5.3. (Added) The owning organization will provide a memorandum listing names, organizational addresses, telephone numbers, and security clearances of personnel authorized access to the envelope or container.

5.20.5.4. (Added) The material will be reviewed quarterly and the reviewer will sign a review sheet or log attesting that the material is still required.

5.20.5.5. (Added) Use AF Form 614, **Charge Out Record**, when the material is temporarily removed.

5.20.5.6. (Added) Establish procedures to ensure all classified material is returned to the storage container before the end-of-day check.

5.26.1. Commanders must designate, in writing, specific equipment to be used for reproduction (copiers) of classified material, after approval with the Defense Automated Printing Service (DAPS) and coordination with 10 SFS/SFAI. DAPS will control the equipment used for reproduction of classified material by HQ USAFA units and activities. Refer to DODD 5330.3, Air Force Supplement, *Document Automation and Production Service (DAPS)*.

5.29.1.1. (Added) Coordinate requests for purchase or reutilization of destruction devices with 10 SFS/SFAI.

8.9.3.2.1. (Added) Security Managers are required to complete the following training to receive certification:

8.9.3.2.1.1. Deleted.

8.9.3.2.1.2. (Added) Joint Clearance Access Verification System (JCAVS) Security Management – online or Computer Based Training (CBT).

8.9.3.2.1.3. (Added) Electronic Personnel Security Questionnaire (EPSQ) Orientation – classroom or one-on-one.

8.9.3.2.1.4. (Added) USAFA Security Orientation – classroom or one-on-one.

8.9.3.2.2. Deleted.

8.9.3.2.3. Deleted.

9.13. (Added) Forms Adopted. AF Form 614, **Charge Out Record**, DOE Form 5631.20, **Request for Visit or Access Approval**.

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