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UNITED STATES AIR FORCES IN EUROPE**

AIR FORCE INSTRUCTION 31-601

**UNITED STATES AIR FORCES IN EUROPE
Supplement 1**

8 SEPTEMBER 2004

Security

**INDUSTRIAL SECURITY PROGRAM
MANAGEMENT**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. Bradley W. Himelick)
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AFI 31-601, 22 November 2000, is supplemented as follows: This supplement applies to all US Air Forces in Europe (USAFE) units, including assigned or attached Air Force Reserve Command (AFRC) and Air National Guard units and personnel as appropriate. Refer recommended changes and conflicts between this and other publications to the Information and Personnel Security office (HQ USAFE/SFXI), Unit 3050 Box 135, APO AE 09094-0135, on AF Form 847, **Recommendation for Change of Publication**. Units and organizations may supplement this guidance or create a unit instruction according to AFI 33-360 Volume 1, *Publications Management Program*. Send one copy of the supplement or unit instruction to HQ USAFE/SFXI. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at:
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SUMMARY OF REVISIONS

This update incorporates interim change (IC) 2004-01 to AFI 31-601, *Industrial Security Program Management*, United States Air Forces in Europe (USAFE) Supplement 1. The revision clarifies program management authority and responsibilities within USAFE, clarifies the requirement to include contractor security clearance eligibility and investigations requirements in contracts, solicitation, statement of works (SOW), statement of objectives (SOO), and or performance work statement (PWS) solicitations, specifies that Air Force Federal Acquisition Regulation Supplement (AFFARS) clause 5352.242-9001, *Background Checks for Contractor Personnel Requiring Entry/Access to Installations/Locations* does not apply to overseas locations, adds specific security requirements to be included on the DD Form 254, **Department of Defense Contract Security Classification Specification** for United States (US) contractors requiring access to the USAFE Secret Internet Protocol Router Network (SIPRNet), and clarifies the requirement to include AFFARS 5352.204-9000, *Notification of Government Security Activity and Visitor*

Group Security Agreements Clause on the DD Form 254. The revision also adds the requirement to include the contract, solicitation, SOW, SOO, and or PWS with the initial draft DD Form 254 during coordination with the Information Security Program Manager (ISPM), clarifies required ISPM and Special Security Office (SSO) coordination on the DD Form 254 prior to contracting officer (CO) acceptance, adds DD Form 254 coordination requirements for contracts with multiple performance locations within USAFE, and clarifies the requirement for CO signature on and distribution of the DD Form 254 prior to contractor performance. Lastly, the revision clarifies Visitor Group Security Agreement (VGSA) development, coordination, and issuance for contracts at multiple performance locations within USAFE, includes information to reinforce AFFARS clause 5352.204-9000, and adds prescribed forms. This IC applies to all USAFE units, including assigned or attached Air Force Reserve Command (ARFC) and Air National Guard (ANG) units and personnel as appropriate. Refer recommended changes and conflicts between this and other publications to the Information and Personnel Security Office (HQ USAFE/SFXI), Unit 3050 Box 135, APO AE 09094-0135, on AF Form 847, **Recommendation for Change of Publication**. Units and organizations may supplement this guidance or create a unit instruction according to AFI 33-360, Volume 1, *Publications Management Program*. Send one copy of the supplement or unit instruction to HQ USAFE/SFXI. A bar (|) indicates revisions from the previous edition.

1.4. Within USAFE, the statement “through command Information Security Program Manager (ISPM) channels” is defined as from the Main Operating Base (MOB) ISPM to the Headquarters (HQ) USAFE Information Security Branch, (HQ USAFE/SFXI). For the HQ USAFE Staff, the statement is defined as from the HQ USAFE Staff organizations, agencies, and units to HQ USAFE/SFXI.

1.5.3. The Director of Security Forces (HQ USAFE/SF) is the Information Security Program Manager (ISPM) for the command. The USAFE Information Security Branch (HQ USAFE/SFXI) manages the program for the command and provides direct oversight for the USAFE staff directorates, organizations, and units. Main Operating Bases (MOB) are responsible for ensuring supported Geographically Separated Units (GSU) and Numbered Air Force (NAF) staffs, when located on the MOB, comply with this program. NAFs are responsible for ensuring contingency sites and other locations under their oversight and control comply with this program.

1.5.9. HQ USAFE/SF is approval authority for the HQ USAFE staff.

1.6.1.1. Designate all USAFE contractor operations requiring access to classified information as either Visitor Groups or Intermittent Visitors.

1.6.2.1. The Air Force (AF) program, project or activity must ensure the contract, solicitation, statement of work (SOW), statement of objectives (SOO), and or performance work statement (PWS) solicitations, includes the requirement for contractors to possess and maintain the required clearance eligibility based on a current personnel security investigation commensurate with the classification of the contract, and submit periodic reinvestigations (PR) when required; specifically:

1.6.2.1.1. (Added) For contracts, delivery orders, solicitations, etc., requiring access to United States (US) Secret information, the statement “Contractors must possess and maintain US Secret clearance eligibility, based on a Single Scope Background Investigation (SSBI), SSBI Periodic Reinvestigation (SBPR), National Agency Check with Local Agency Check and Credit Check (NACLIC), or NACLIC-PR (PRS) conducted within the past 10 years. Additionally, PRs must be submitted 9 years and 6 months from the date of the last SSBI, SBPR, NACLIC, or PRS.”

1.6.2.1.2. (Added) For contracts, delivery orders, solicitations, etc., requiring access to US Top Secret information and or eligibility for Sensitive Compartmented Information (SCI), Director of Central Intelli-

gence Directive (DCID) 6/4, the statement “Contractors must possess and maintain SCI DCID 6/4 or Top Secret clearance eligibility, based on a SSBI or SBPR conducted within the past 5 years. Additionally, PRs must be submitted 4 years and 6 months from the date of the last SSBI or SBPR.”

1.6.3.1. Air Force Federal Acquisition Regulation Supplement (AFFARS) clause 5352.242-9001, *Background Checks for Contractor Personnel Requiring Entry/Access to Installations/Locations* does not apply to overseas locations.

1.6.6. (Added) Unit Security Managers. Primary and alternate security managers will be federal employees (military or appropriated fund civilians). Government contractors may perform duties to assist the unit security manager but will not be appointed as primary or alternate security managers for Air Force (AF) activities.

1.8.5.7. Send information copies of reports involving the loss or compromise (known or probable) of classified information to HQ USAFE/SFXI.

3.1.1. Within USAFE, contractor compliance with and participation in pertinent AF, MAJCOM, and installation security training programs is mandatory.

3.1.4. Document training in accordance with AFI 31-401, *Information Security Program Management*, USAFE Supplement 1, Chapter 8.

4.1.2. The AF program, project or activity must ensure the security requirements outlined below are included when preparing the DD Form 254.

4.1.2.1. (Added) For US contractors requiring access to the USAFE Secret Internet Protocol Router Network (SIPRNet):

4.1.2.1.1. (Added) Section 10, Block g on the DD Form 254 must be marked “yes” and the statement “Be Authorized SIPRNet Access” entered in Section 11, Block I; and:

4.1.2.1.2. (Added) The statement “Ref: 10g, The contractor is permitted access to North Atlantic Treaty Organization (NATO) information in performance of this contract. Access to NATO information requires interim or final United States clearance eligibility at the appropriate level and a NATO briefing. The commander of the AF program, project or activity responsible for the contract, delivery order, etc., will ensure the contractor is in-briefed and when appropriate, debriefed. Prior approval of the contracting activity is required for subcontracting” must be entered into Section 13 on the DD Form 254.

4.1.2.2. (Added) Section 14 must include the statement “Provide the information requested by the Notification of Government Security Activity and Visitor Group Security Agreements Clause, AFFARS 5352.204-9000, to (the unit and office symbol of the ISPM identified in Section 13). Refer to the contract document for this clause.” This statement supersedes the requirement outlined in USAFE Pamphlet 31-601, *Industrial Security Users Guide*, paragraph A2.12.1.

4.2.1. The AF program, project or activity will attach a copy of the contract, solicitation, SOW, SOO, and or PWS when coordinating the initial draft DD Form 254 with the ISPM.

4.2.3. The appropriate ISPM (paragraph 4.3.1.) and, if the contract, solicitation, delivery order, etc., involves SCI, the USAFE Special Security Office (SSO) (HQ USAFE/A2S) must coordinate on all initial draft and final DD Form 254s. All DD Form 254s developed by an installation ISPM that require SSO coordination will be forward to HQ USAFE/A2S through HQ USAFE/SFXI. The ISPM and SSO (if applicable) review and coordination must be indicated in Block 13 (office symbol, date and initials of

reviewer) on the final DD Form 254. All final DD Form 254s that do not include and SSO (when applicable) coordination in Block 13 must not be accepted by the contracting officer (CO).

4.3.1. Initial draft and final DD Form 254s for contracts, delivery orders, solicitations, etc., issued by the 700 Contracting Squadron (700 CONS) and or any USAFE CO that specifies performance at multiple MOBs, GSUs, or a combination of multiple MOBs and GSUs, and or performance with a USAFE staff directorate, organization or unit must be reviewed by HQ USAFE/SFXI. Initial draft and final DD Form 254s that specify a performance at a single MOB and or their supported GSUs will be reviewed by the appropriate USAFE installation ISPM.

4.4.2. The appropriate CO must provide a signed copy of the DD Form 254 to the ISPM at each performance location specified on the DD Form 254 **before** contractor performance begins.

4.4.3. The CO will, as a minimum, distribute the DD Form 254 to the AF program, project or activity responsible for the contract, delivery order, etc., HQ USAFE/SFXI, the appropriate ISPM, and, if the contract, delivery order, etc., involves SCI (item 10e(1) is checked "yes") the SSO (HQ USAFE/A2S).

4.5.4. HQ USAFE/SFXI will develop, coordinate, and issue the Visitor Group Security Agreements (VGSA) for all contracts, delivery orders, solicitations, etc., issued by 700 CONS and or any USAFE CO that involves performance at multiple MOBs, GSUs, or a combination of multiple MOBs and GSUs, performance with a USAFE staff directorate, organization or unit, or when HQ USAFE/SFXI is the responsible ISPM for the review, coordination, signature, etc., in Block 13 of the DD Form 254. USAFE installation ISPMs will develop and issue the VGSA for all contracts, delivery orders, solicitations, etc., that involve performance on their MOB, supported GSUs, or when they are responsible for the review, coordination, signature, etc., in Block 13 of the DD Form 254.

4.5.6. In accordance with AFFARS clause 5352.204-9000, Notification of Government Security Activity and Visitor Group Security Agreements, the VGSA must be signed by the ISPM and an authorized company official before contractor operations involving classified information begin at any performance location specified on the DD Form 254.

4.5.7. (Added) Refer contractor questions on implementing procedures to the appropriate contracting officer.

5.2.4. The Visitor Group Security Agreement (VGSA) should include, but not necessarily be limited to: integration of contractor operations into the installation's information security program, approval authority for Automated Information Systems (AIS) or Information Technology (IT) processing, security briefings, hand-carrying classified information, security violations, contractor access to specific need-to-know classified information, security reviews, and security awareness and training.

6.2.4.2. ISPMs will maintain a copy of the VGSA.

6.2.4.6. Maintaining a copy of the visit authorization letter (VAL) is **optional** for the ISPM.

7.3.3. The sponsoring AF activity will provide a copy of all visit requests to the Servicing Security Activity (SSA).

10.2. The USAFE SSO (HQ USAFE/A2S) is responsible for SCI program management within USAFE and will provide security reviews and oversight responsibility for visitor groups. Reviews and oversight are limited only to specific SCI information.

12.3. (Added) **Forms Adopted:** AF Form 847, **Recommendation for Change of Publication**

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DCID 6/4, *Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information*

AFI 33-360, Volume 1, *Publications Management Program*

AFMAN 37-123, *Management of Records*

AFFARS, *Air Force Federal Acquisition Regulation Supplement*

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Abbreviations and Acronyms

AF—Air Force

AFFARS—Air Force Federal Acquisition Regulation

DCID—Director of Central Intelligence Directive

GSU—Geographically Separated Units

HQ—Headquarters

ISPM—Information Security Program Manager

ISPM—Information Security Program Manager

IT—Information Technology

MOB—Main Operating Base

MSS—Mission Support Squadron

NACLC—National Agency Check with Local Agency Check and Credit Check

NAF—Numbered Air Forces

NATO—North Atlantic Treaty Organization

PR—Periodic Reinvestigations

PRS—NACLC Periodic Reinvestigation

PWS—Performance Work Statement

SBPR—SSBI Periodic Reinvestigation

SIPRNet—Secret Internet Protocol Router Network

SSA—Servicing Security Activity

SSBI—Single Scope Background Investigation

SSO—Special Security Office

US—United States

USAFE—United States Air Forces in Europe

VAL—Visit Authorization Letter

Attachment 2**IC 2004-1 TO AFI 31-601 USAFE SUPPLEMENT 1 INDUSTRIAL SECURITY PROGRAM MANAGEMENT****8 SEPTEMBER 2004****SUMMARY OF REVISIONS**

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MATHEW S. TOTH, Colonel, USAF
Director of Security Forces