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This supplement applies to all units supported by Electronics Systems Center (ESC). It does not apply to the Air National Guard (ANG) or US Air Force Reserve (USAFR) units and members. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.mil>.

AFI 31-401, 1 November 2005 and AFMC Sup 1, 16 April 2007, are supplemented as follows:

1.3.4. The servicing Information Security Program Manager (ISPM) for ESC is the Chief, Security Program Protection Flight, 66 SFS/SFP.

1.3.6.2. The ESC CenterNet at <https://abw.hanscom.af.mil/sfp/> includes operating instructions common to all ESC, ABW, and tenant programs. Separate operating instructions will be developed if unique program circumstances dictate. Forward unique requirements to 66th SFS/SFP for review.

1.5.1.1. ESC/CV and commanders who report directly to the ESC Commander are delegated this authority.

2.1.2.3.4. ESC/CD is the acting Original Classification Authority (OCA) in the absence of ESC/CC.

5.5.2.2. Foreign visits must be sent through the ESC Foreign Disclosure Office, 753 IS/ISF. All uncleared visitors to areas where classified information is stored or processed must be escorted. Access to buildings where classified information is stored or processed is controlled by local base badging policy provided by the local Security Forces.

5.8.1.1. Designated Top Secret Control Officers (TSCO) will be active duty military or DoD civilian personnel. If delegated to contractors the accountability of the Top Secret material is transferred to the contractor. A contract vehicle must be in place to incorporate the work and a National Industrial Security Program Operating Manual Visitor Group Security Agreement with storage capability must be generated 30 days prior to classified performance.

- 5.12.1. The overnight repository for classified material is the Command Post, 66 ABW/CP.
- 5.27.2. The week beginning with the last Monday in April is designated as annual clean-out week.
- 6.8. Military members and government civilians do not require an exemption notice or courier card/authorization letter when handcarrying between the MITRE Bedford complex and Hanscom AFB. This procedure is authorized only when not passing through an Entry Control Point where bags and packages are checked for contraband. For this purpose, MITRE Bedford complex is considered part of the base. All other requirements regarding receipting and wrapping are still required. Refer to <https://abw.hanscom.af.mil/sfp/InfoSec/Sub-WebPages/Hand-Carrying.htm> for appropriate procedures.
- 8.1. Unit training managers should use the information presented at the Quarterly Staff Agency Security Meetings on the CenterNet for recurring training at https://abw.hanscom.af.mil/sfp/InfoSec/Sub-WebPages/SASM_Mtgs-Slides.htm and the refresher training located <https://center-net.hanscom.af.mil/Training/Train2000/code/defaultf.asp>. To reach this site go to the main CenterNet home page and select "Training" then "On-Line Training." The Quarterly Refresher Trainings may be found under "Other Training." Suggested methods of reinforcing security education and awareness include unit staff meetings, military training days and Commander's calls. Mandatory Training such as Security Awareness Newcomer's Training, OPSEC, NATO, CEP and Derivative Classifier training is also available on the CenterNet Training site located at <https://centernet.hanscom.af.mil/Training/Train2000/code/defaultf.asp>. The requirements list is located under "Training Requirements" "Mandatory Training" on the On-Line Training page.
- 8.9.1.1. Security newsletters disseminated to all security managers and Distribution D recipients are maintained on the CenterNet at https://abw.hanscom.af.mil/SFP/InfoSec/Sub-WebPages/SASM_mtgMinutesNewsletters.htm.
- 8.9.1.2. Other than mandatory training conducted on the CenterNet which automatically documents training, suggest the tools available on Outlook such as read receipt listings be used to document training sent via e-mail. Keep attendance sheets for all other meeting forums.
- 9.9.3. The preliminary inquiry official will forward the report to 66th SFS/SFP for a technical review within 10 duty days from appointment.
- 8.7. The Senior Intelligence Officer (SIO) for Hanscom AFB is the Commander of the 753rd Intelligence Squadron.

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