

**BY ORDER OF THE COMMANDER  
ELLSWORTH AFB**

**AIR FORCE INSTRUCTION 31-601  
ELLSWORTH AIR FORCE BASE  
Supplement**



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**Security**

**INDUSTRIAL SECURITY PROGRAM  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 31-601, dated 29 June 2005, and Air Combat Command (ACC) Supplement, dated 18 October 2005 are supplemented as follows:** This publication establishes guidance for all the 28th Bomb Wing (28 BW) units which have contractors assigned that handle and use classified materials. This publication implements AFI 31-601, *Industrial Security Program Management*; and its ACC Supplement 1; AFH 31-602, *Industrial Security Program*; AFI 31-401, *Information Security Program Management*; and AFI 10-701, *Operations Security*. This publication applies to all assigned, attached, geographically separated units, tenant units and staff agencies under the 28th Bomb Wing security program. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Send comments and suggested changes to this supplement through channels, using AF Form 847, *Recommendation for Change of Publication*, to 28th Bomb Wing Information Protection (28 BW/IP), 2740 Eaker Drive Suite 131-A, Ellsworth AFB SD 57706-4829.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. DD Form 245 was changed to DD Form 254, *Department of Defense Contract Security Classification*

*Specifications*; in paragraph 1.6.2.1. Paragraph 7.1.1. was added to reflect new security procedures with regards to classified and non-classified contracts. This addition to the supplement is a result of the interim change to AFI 31-101, ACC SUP, *The Air Force Installation Security Program*. The Industrial Security function has been realigned to the 28 BW/IP Office and all references have been updated reflecting the change from 28 SFS/S-5I to 28 BW/IP.

1.6.2.1. (Added) Existence of any new, perceived or requirement for classified Department of Defense (DoD) contract work on Ellsworth Air Force Base (EAFB) are required to be immediately reported to the 28 BW/IP (e-mail: 28BWIndustrialSecurity@ellsworth.af.mil). A contract which requires any industry contracting source to either access, receive, generate or store classified documents or other classified material, requires the execution of a DD Form 254. Agencies and/or functionals having exposure to this work primarily consist of program managers, Unit Security Managers, Quality Assurance Personnel and 28th Comptroller Contracting Squadron (28 CCS) personnel. This cooperation will assist in the identification of contractors having access to sensitive and classified information, and assure Industrial Security oversight.

1.6.2.1.1. (Added) Listing of Employees: The sponsoring Air Force activity Quality Assurance Personnel and Unit Security Manager shall maintain a current listing of employees on all "classified" contracts. This list shall include the employee's name, date of birth and state driver's license number or identification number for those personnel working on EAFB. An update shall be provided within one week when an employee's status or information changes.

1.6.3.4. (Added) The contracting officer, program/project office or office responsible for initiating or hosting the request for contractor support will forward a legible copy of the DD Form 254 with attachments (e.g., Statement of Work, etc.), and a copy of the contractors visit request letter to the 28 BW/IP, 2740 Eaker Drive Suite 131-A, Ellsworth AFB SD 57706-4829. (e-mail: 28BWIndustrialSecurity@ellsworth.af.mil).

1.6.5.3.1. (Added) The Information Security Program Manager/Chief, Information Protection, Unit Quality Assurance Personnel, Unit Security Manager and 28 CCS will work in concert to assure coordination of, or changes to, pre-award and/or draft solicitations, contract documents, security classification guides and DD Form 254.

1.6.5.3.2. (Added) For classified contracts requiring a DD Form 254, the sponsoring activity, program manager or contracting officer will forward Statements of Work and Performance Work Statements to 28 BW/IP, Industrial Security Section to ensure appropriate security requirements are in contracts prior to publishing the final DD Form 254.

1.6.5.5. Information Security Program Manager/Chief, Information Protection will ensure Unit Security Managers possess all current documentation of Integrated Visitor Groups.

1.7.3. (Added) Sensitive Material: The sponsoring Agency will include in all classified contracts, documentation that the contractor shall comply with Department of Defense 5400.7-R, Chapter 4, *Department of Defense Freedom of Information Act* Program requirements. This regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting and safeguarding sensitive material.

1.8.1.1. Reporting Requirements: The sponsoring Agency will include in all classified contracts, documentation that the contractor personnel shall report to an appropriate authority

any information or circumstances of which they are aware may pose a threat to the security of Department of Defense personnel, contractor personnel, resources and classified or unclassified defense information. Contractor employees shall be briefed by their immediate supervisor upon initial on-base assignment.

2.4.1. Security Investigation: The sponsoring Agency will include in all classified contracts, documentation that each contract employee requiring a government issued CAC requires a favorable National Agency Check with Written Inquiries and Credit Check (NACIC). Each contract employee requiring unescorted entry to Ellsworth's Restricted and/or Controlled Areas requires a favorable NACIC. Personnel with a previous NACIC investigation or higher (secret or top secret) are considered to have a valid investigation if there was no break in government service of more than 24 months and the investigation is less than five-years-old. Personnel requiring a NACIC investigation must complete the Standard Form 85, *Questionnaire for Non-Sensitive Position* and Optional AF Form 306, *Declaration for Federal Employment*. The request for investigation must be submitted to 28 BW/IP Personnel Security Section prior to obtaining a CAC or AF Form 1199, *Restricted Area Badge*. Persons with a valid investigation must complete the Standard AF Form 85, and Optional AF Form 306, to be reviewed by the sponsoring agency's Unit Security Manager. If information is noted that could disqualify the person from employment, a NACIC investigation will be submitted through the 28 BW/IP Personnel Security Section.

2.4.1.1. (Added) National Crime Information Center Verification: The sponsoring Agency will include in all classified contracts, documentation that each contract employee will have a National Crime Information Center check conducted prior to entering Ellsworth Air Force Base. The National Crime Information Center check identifies unfavorable information that may be prejudicial to installation security. Personnel with unfavorable information, along with those whose identity cannot be verified, may be denied entry to the installation. This check is completed at the 28th Security Forces Squadron's, Pass and Registration.

2.4.1.2. (Added) The sponsoring activity Quality Assurance Personnel will ensure all contract personnel requiring access to Non-classified Internet Protocol Router Network or Secret Internet Protocol Router Network are entered into the Joint Personnel Adjudication System by the respective Unit Security Manager and that the respective sponsoring activity Trusted Agent enters the appropriate information in the Contract Verification System (CVS) for issuance of a (CAC) by the 28th Force Support Squadron's, Customer Service and Identification Card Section.

3.1.4. Security Training: The sponsoring Agency will include in all classified contracts, documentation that the contractor ensures all contractor employees receive initial and recurring security education training. At the contractor's request, the sponsoring agency's Unit Security Manager will conduct the training. If training is conducted by the government, no additional costs will be incurred by the government for the contractor employees' time. Contractor personnel who work in Air Force Controlled and/or Restricted Areas must be trained in accordance with AFI 31-101.

4.2.1. (ACC) When completing the DD Form 254 coordination with installation security disciplines is required when specialized expertise is warranted for a specific contract. Security disciplines are:

4.2.1.1. (Added-ACC) 28 BW/IP as the Servicing Security Activity.

4.2.1.2. (Added-ACC) The 28th Operations Support Squadron's Special Security Office for Sensitive Compartmented Information and the 28th Operations Support Squadron's Intelligence Flight for Intelligence Information (release and access).

4.2.1.3. (Added-ACC) The 28th Communications Squadron's Information Assurance Office for Communications Security/Emission Security type information.

4.2.1.4. (Added-CC ) The 28th Bomb Wing's Plans and Programs.

4.2.1.5. (Added-ACC) The 28th Operations Support Squadron's Intelligence Flight – Operations Security for Operational Security type information (release and access).

4.2.1.6. (Added-ACC) The Detachment 226, (AFOSI) – Foreign Owned, Controlled, or Influenced (release and access).

4.3.2. (Added-ACC) This is to include any changes in contractors working on EAFB or those DD Form 254, let at EAFB.

5.5. Retrieving Identification Media: The sponsoring Agency will include in all classified contracts instructions that the contractor shall retrieve all identification media, including vehicle passes from employees who depart for any reason before the contract expires (i.e. - terminated for cause, retirement, etc.)

7.1. Pass and Identification Items: The sponsoring Agency will include in all classified contracts instructions that the contractor shall ensure the pass and identification items required for contract performance are obtained for employees and non-government owned vehicles.

7.1.1. (Added) The sponsoring Agency will include in all classified contracts that 100% ID checks will be conducted on all contractors (even if a passenger in an authorized vehicle) and contract vehicles entering the installation to inhibit illegal aliens from attempting to enter the installation. Contractors are not authorized to bring any guest onto the installation.

7.3.1.1. (ACC) Sponsoring activity Quality Assurance Personnel, Trusted Agents and Unit Security Managers will ensure contractor personnel in-process for purposes of clearance verification and validation and records processing prior to performing the terms of their contract. Failure to process through the Quality Assurance Personnel, Trusted Agent and Unit Security Manager could result in delays and potential denial of access to classified, Restricted, Controlled Areas or issuance of a CAC.

7.3.1.2. (Added-ACC) Additionally, Unit Security Managers will out-process contractors through Joint Personnel Adjudication System when a contractor resigns or employment is terminated. Servicing activity Trusted Agents will ensure appropriate entries are made in the Contract Verification System database and that any issued CAC are returned to the 28th Force Support Squadron's, Customer Service and Identification Card Section. Sponsoring activity Quality Assurance Personnel will ensure the contractor is out-processed and all appropriate records are updated.

9.1.2.1. (Added) The Network Control Center, through Wing/Group Client Support Administrators will ensure contractors accessing Automated Information Systems and/or networks that process sensitive but unclassified and classified information will abide by AFI 33202, Volume 1, *Network and Computer Security*. Contractor personnel with access to the Non-classified Internet Protocol Network should be removed from general distribution and not given complete access to share drives. They must be restricted from certain folders that do not

pertain to the performance of their contract. Contractors will complete all Information Assurance Awareness Program requirements prior to being granted access to the base computer network.

12.3. (Added) Traffic Laws: The sponsoring Agency will include in all classified contracts, documentation that the contractor and its employees shall comply with base traffic regulations.

12.4. (Added) Weapons, Firearms and Ammunition: The sponsoring Agency will include in all classified contracts, documentation that the contractor employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their contractor-owned vehicle or privately-owned vehicle while on EAFB.

12.5. (Added) Physical Security : The sponsoring Agency will include in all classified contracts instructions that the contractor shall be responsible for safeguarding all government property and controlled forms provided for contractor use. At the end of each work period, all government facilities, equipment and materials shall be secured.

12.6. (Added) Controlled/Restricted Areas: (*If Applicable*) The sponsoring Agency will include in all classified contracts instructions that the contractor shall implement local base procedures for entry to Air Force Controlled and Restricted Areas where contractor personnel will work. An AF Form 2586, *Unescorted Entry Authorization Certificate*, must be completed and signed by the sponsoring agency's Unit Security Manager before a AF Form 1199, *Restricted Area Badge*, will be issued. Contractor employees must have a completed National Agency Check with Written Inquiries investigation before receiving an AF Form 1199. Interim access can be granted in accordance with AFI 31-501, *Personnel Security Program Management*.

12.7. (Added) Key Control: (*If Applicable*) The sponsoring Agency will include in all classified contracts instructions that the contractor shall establish and implement methods of making sure all keys issued to the contractor by the Government are not lost or misplaced and are not used by unauthorized persons. The contractor shall not duplicate any keys issued by the government.

12.7.1. (Added) The contractor shall immediately report to the sponsoring agency any occurrences of lost or duplicated keys.

12.7.2. (Added) In the event keys, other than master keys, are lost or duplicated, the contractor may be required, upon written direction of the contracting officer, to re-key or replace the affected lock or locks without cost to the government. The government may, however, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such from the monthly payment due the contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the government and the total cost deducted from the monthly payment due the contractor.

12.7.3. (Added) The contractor shall prohibit the use of keys, issued by the government, by any persons other than the contractor's employees and the opening of locked areas by contractor employees to permit entrance of persons other than contractor employees engaged in performance of contract work requirements in those areas.

12.8. (Added) Commercial Vehicle Searches: All commercial vehicles must enter through Bismarck Gate to undergo a vehicle inspection. Additionally, all personnel are subject to random vehicle inspections anytime entering or departing EAFB.

JEFFREY B. TALIAFERRO, Colonel, USAF  
Commander, 28th Bomb Wing

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFH 31-602, *Industrial Security Program*

AFI 10-701, *Operations Security (OPSEC)*

AFI 31-101, *The Air Force Installation Security Program.*

AFI 31-401, *Information Security Program Management*

AFI 31-501, *Personnel Security Program Management*

AFI 33-202, Volume 1, *Network and Computer Security*

AFMAN 33-363, *Management of Records*

Department of Defense 5400.7-R, *Department of Defense Freedom of Information Act*

***Acronyms and Abbreviations***

**BW**— 28th Bomb Wing

**BW/IP**— 28th Bomb Wing Information Protection

**CCS**— 28th Comptroller Contracting Squadron

**SFS**— 28th Security Forces Squadron

**ACC**—Air Combat Command

**AFI**— Air Force Instruction

**CAC**— Common Access Card

**DoD**— Department of Defense

**EAFB**— Ellsworth Air Force Base

**FOUO**— For Official Use Only

**NACIC**—National Agency Check with Written Inquiries and Credit Check