



DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC

OFFICE OF THE SECRETARY

AFI17-102\_AFGM2016-01

4 November 2016

MEMORANDUM FOR DISTRIBUTION C  
MAJCOMs/FOAs/DRUs

FROM: SAF/CIO A6  
1800 Air Force Pentagon  
Washington DC 20330-1800

SUBJECT: Air Force Guidance Memorandum (AFGM) to Air Force Instruction (AFI) 33-102, COMMUNICATIONS AND INFORMATION SPECIALIZED PUBLICATIONS.

By Order of the Secretary of the Air Force, this Air Force Guidance Memorandum immediately changes Air Force Instruction 33-102, *Communications and Information Specialized Publications*, 13 October 2011. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with (IAW) AFI 33-360, *Publications and Forms Management*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

As a result of the publication of AF Policy Directive (AFPD) 17-1 *Information Dominance and Cyberspace Governance and Management*, which supersedes AFPD 33-1, *Cyberspace Support*, dated 9 Aug 2012; AFI33-102 is hereby renumbered as AFI17-102. This Memorandum also renumbers AFI33-102; the title and the rest of the content remain unchanged. I hereby direct the Office of Primary Responsibility (OPR) for AFI33-102 to conduct a special review in accordance with AFI33-360 to align its content with AFPD17-1. This will result in a rewrite or rescind action of AFI33-102.

This Memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon rescinding or rewrite of AFI33-102, whichever is earlier.

WILLIAM J. BENDER, Lt Gen, USAF  
Chief, Information Dominance and  
Chief Information Officer

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 33-102**

**13 OCTOBER 2011**



**Communications and Information**

**COMMUNICATIONS AND INFORMATION  
SPECIALIZED PUBLICATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing website at [www.e-publishing.af.mil/](http://www.e-publishing.af.mil/).

**RELEASABILITY:** There are no releasability restrictions on this publication.

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OPR: SAF/A6PPA

Certified by: SAF/A6PP  
(Albert Bodnar, GS-15)

Supersedes: AFI 33-102, 17 July 2007

Pages: 9

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This Air Force instruction (AFI) implements a portion Air Force Policy Directive (AFPD) 33-2, *Information Assurance (IA) Program*. It directs the publication and distribution of Air Force computer system and IA instructions and manuals as prescribed in AFI 33-360, *Publications and Forms Management*, to provide clear and concise guidelines for the safe and reliable operation of communications and information systems. This instruction establishes policies, responsibilities, guidance, and general management procedures for managing Secretary of the Air Force, Chief, Warfighting Integration and Chief Information Officer (CIO) (SAF/CIO A6) communications and information specialized publications. This instruction applies to all Air Force military, civilians, and contractor personnel under contract by the Department of Defense (DoD) who develop, use, operate, or manage Air Force communications and information systems. Unless otherwise specified, the term major command (MAJCOM) includes field operating agencies (FOA) and direct reporting units (DRU). This publication applies to the Air National Guard (ANG) and the Air Force Reserve Command (AFRC). Additional instructions and manuals are listed on the Air Force Publishing Website at uniform resources locator (URL): <http://www.e-publishing.af.mil>, under Electronic Publications. The field activities must send implementing or supplementing publications to the higher headquarters functional Office of Primary Responsibility (OPR) for review and coordination before publishing. Refer recommended changes and questions about this publication, through appropriate command channels, to the Policy and Resources Directorate, Policy and Compliance Division, C&I Policy Branch (SAF/A6PPA), 1800 Air Force Pentagon, Washington DC 20330-1800. The field activities will route all recommended changes and conflicts between this and other publications, using AF Form 847, *Recommendation for Change of Publication*, through their functional chain of command. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 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/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required. See Attachment 1 for a glossary of references and supporting information.

## **SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include changing SAF/XC to SAF/CIO A6, HQ AFCA to AFNIC, and 643 ELSS to Air Force Program Executive Office (AFPEO EIS/HIZ). Related websites to the organization name change were implemented throughout the document. Reference to AFMAN 33-123, *Management of Records*, was changed to AFMAN 33-363, *Management of Records*. Editorial corrections were made throughout the publication.

**1. Air Force Computer Systems Manuals (AFCSM).** AFCSMs are manuals that MAJCOMs, agencies, or the AFPEO EIS Program Management Office develop to provide guidance for the operation and maintenance of centrally procured information systems used by functional communities such as the Core Automated Maintenance System, the Military Personnel Data System, and the Reliability and Maintainability Information System.

### 1.1. Responsibilities.

1.1.1. The Chief, Warfighting Integration & CIO (SAF/CIO A6) is responsible for oversight of all AFCSM publications.

1.1.2. Headquarters Air Force Material Command through ESC/ENIT (AFPEO EIS) will:

1.1.2.1. On behalf of SAF/CIO A6, exercise functional control over all AFCSMs that deal with the implementation, operation, and maintenance of computer systems.

1.1.2.2. Act as the certification and approval authority for all AFCSMs published. The publications will reflect the current authentication element of SAF/CIO A6.

1.1.2.3. Determine the method of identifying and numbering AFCSMs and develop, coordinate, and ensure each publication is complete. AFCSMs will use the appropriate functional series numbers found in AFI 33-360, Attachment 3.

1.1.2.4. Prepare and send announcements of new or revised publications to the Air Force Departmental Publishing Office (AFDPO/PPP), 200 McChord Street, Box 94, Bolling AFB DC 20332-1111, for posting to the Product Announcements section of the Air Force e-Publishing Website (<http://www.e-publishing.af.mil>).

1.1.2.5. Review AFCSMs annually and publish updates as necessary.

1.1.2.6. Establish, maintain, and dispose of record sets as required by AFI 33-360 and AF RDS located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm> for the manuals published.

1.1.2.7. Process, print, and distribute AFCSMs following the guidance outlined in the online Air Force e-Publishing Website (<http://www.e-publishing.af.mil>).

1.1.2.8. Provide series and sequence numbers to MAJCOMs and agencies for AFCSMs not published by the AFPEO EIS/HIZG Program Management Office and ensure these AFCSMs use the standard format for AFMANs prescribed in AFI 33-360.

1.2. MAJCOMs and agencies that develop AFCSMs for their specific or unique information systems will:

1.2.1. Provide a functional description for the AFCSM. Contact AFPEO EIS/HIZ, 216 E. Moore Drive, Maxwell AFB, Gunter Annex AL 36114-3004, for assignment of the functional series, sequence number, and title.

1.2.2. Provide information to AFPEO EIS/HIZ to prepare an announcement of the new or revised publication for inclusion in AFDPO/PPP's Air Force Product Announcements.

1.2.3. Certify and approve the AFCSM for publication. Certifying officials must be one organizational level higher than the office of primary responsibility (OPR) and approving officials a minimum of two levels higher (i.e., if OPR is at branch-level, the certifying official must be division-level and approver must be at the directorate-level). The publication will reflect the current authentication element of the approving official.

1.2.4. Publish the AFCSM.

**NOTE:** AFCSMs are not part of the Air Force Technical Order (TO) System established by AFI 63-101, *Acquisition and Sustainment Life Cycle Management*. Per TO 00-5-1, *Air Force Technical Orders*, the TO System does not apply to subjects covered in other specialized publications systems. See TO 00-5-18, *Technical Order Numbering System*, for information on Communications and Information-related operations & maintenance (O&M) and 00-33 series Methods and Procedures TOs. AFNIC/XPXS maintains oversight of the AFNIC 00-33 TO series development process.

**2. Air Force Specialized Information Assurance (IA) Publications.** These publications include specialized communications security (COMSEC) publications and specialized security publications that implement IA policies, directives, instructions, standards, guidance, manuals, and technical information issued by the Committee on National Security Systems (CNSS), the National Institute for Standards and Technology (NIST), the DoD, and the National Security Agency (NSA).

2.1. Responsibilities.

2.1.1. The Chief, Warfighting Integration and CIO (SAF/CIO A6) is responsible for oversight of all IA publications.

2.1.1.1. Exercises functional control over all Air Force specialized IA publications (security and COMSEC) for SAF/CIO A6.

2.1.1.2. Delegates management responsibilities for all Air Force specialized IA publications (security and COMSEC) for SAF/CIO A6, to SAF/A6OIP, AFNIC/EVP, and Cryptologic Systems Division (CPSD).

2.1.2. Information Assurance Division (SAF/A6OIP):

- 2.1.2.1. Provides direct support to SAF/CIO A6 in the oversight and management of specialized security publications. Provides guidance and assistance on publication development to all functional OPRs and technical OPRs/Subject Matter Experts.
  - 2.1.2.2. Prepares publication for publishing and ensures publications are in required format. Provides updated draft and completed AF Form 673, *Air Force Publication/Form Action Request*, to SAF/A6PP for certification and SAF/A6P for approval. The publication will reflect the current authentication element of SAF/CIO A6.
  - 2.1.2.3. Provides AFNIC/EVP with a copy of the signed AF Form 673 and a copy of the specialized security publication for the publication record set and posting on the Air Force Network Integration Center IA Documentation (FOUO) website at: <https://private.afca.af.mil/ip/index.cfm?content=AFIDocs>.
  - 2.1.2.4. Prepares and sends announcements of new or revised publications to AFDPO/PPP for the Air Force Publishing System.
  - 2.1.2.5. Notifies AFDPO/PPP when the URL for the Air Force Network Integration Center Documentation (FOUO) website changes.
  - 2.1.2.6. Manages the biennial review process for specialized security publications.
  - 2.1.2.7. Coordinates specialized security publications with MAJCOM/FOA/DRU IA offices.
- 2.1.3. Air Force Network Integration Center (AFNIC/EVP):
- 2.1.3.1. Provides content management of specialized IA publications.
  - 2.1.3.2. Determines the method of identifying and numbering specialized IA publications, except those published by CPSD. Prepares, posts, and maintains an index of these publications on the Air Force IA website (<https://private.afca.af.mil/ip/index.cfm?content=AFIDocs>).
  - 2.1.3.3. Develops specialized IA security and COMSEC publications.
  - 2.1.3.4. Notifies AFDPO/PPP when the URL for the Air Force IA Documentation (FOUO) website changes.
  - 2.1.3.5. Certifies and approves specialized COMSEC publications, except those published by the CPSD. The publications will reflect the current authentication element of SAF/CIO A6.
  - 2.1.3.6. Maintains record sets for specialized IA publications, except those published by the CPSD.
  - 2.1.3.7. Reviews each CNSS, NIST, DoD, and NSA IA policy directive, instruction, and memorandum for Air Force applicability. Provides recommendations to SAF/A6OIP on the need for, and type of, standard or specialized security publication needed to implement specific policies and procedures directed by these organizations.
- 2.1.4. Cryptologic Systems Division (CPSD):

2.1.4.1. Provides support in the oversight and management of the specialized IA and COMSEC publications published at CPSD.

2.1.4.2. Determines the method of identifying and numbering specialized IA and COMSEC maintenance publications, except those published by AFNIC/EVP.

2.1.4.3. Certifies and approves specialized IA and COMSEC publications, except those published by AFNIC/EVP. The publications will reflect the current authentication element of SAF/CIO A6 as prescribed in AFI 33-360.

2.1.4.4. Distributes specialized IA and COMSEC publications through the COMSEC Material Control System (CMCS).

2.1.4.5. Manages the biennial review processes for specialized IA and COMSEC publications managed by CPSD.

## 2.2. Ordering Specialized Information Assurance (IA) Publications.

### 2.2.1. Specialized COMSEC Publications.

2.2.1.1. Requisition publications delivered through the CMCS from the installation COMSEC Account Manager (CAM), who orders the specialized COMSEC publications (AFKAMs, AFKADs, AFSAMs, etc.) according to AFKAG 2L, *Air Force COMSEC Accounting Manual*. The Air Force Key Management Operations office at CPSD/HNCCKM maintains stock of these items. Other publications are available at the Air Force IA Documentation (FOUO) Website. **Note:** AFKAG 1N, *Air Force Communications Security (COMSEC) Operations*, and AFKAG 2L, *Air Force COMSEC Accounting Manual* are developed and maintained by AFNIC/EVP and are available on the Air Force IA Documentation (FOUO) Website (see the URL in paragraph 2.2.2.2).

### 2.2.2. Specialized Security Publications.

2.2.2.1. Unclassified Air Force Systems Security Instructions (AFSSI) and Air Force Systems Security Manuals (AFSSM) are located at the Air Force IA website at: <https://private.afca.af.mil/ip/index.cfm?content=AFIDocs>.

2.2.2.2. FOR OFFICIAL USE ONLY (FOUO) AFSSIs and AFSSMs are strictly controlled. To obtain these documents, submit a request for access to the Air Force IA Documentation (FOUO) website at: <https://private.afca.af.mil/ipindex.cfm?content=AFIDocs>). Once registered and approved, your CAC and PIN will provide access to FOUO AFSSIs, AFSSMs, and other IA FOUO documents. Further reproduction or distribution of these documents outside of this central repository requires approval from the OPR or AFNIC/EVP.

2.3. Ordering Specialized Information Assurance (IA) Classified Publications. Classified publications can be obtained by sending an electronic mail (E-mail) to [evpi.webmaster@us.af.mil](mailto:evpi.webmaster@us.af.mil), stating the required publication, your SECRET Internet Protocol Router Network (SIPRNET) E-mail address, or a mailing address.

WILLIAM T. LORD, Lt Gen, USAF  
Chief, Warfighting Integration and  
Chief Information Officer

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

AFPD 33-2, *Information Assurance (IA) Program*, 3 August 2011

AFI 33-217, *Voice Call Sign Program*, 8 Oct 2002

AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFMAN 33-363, *Management of Records*, 1 March 2008

AFKAG 1N, (FOUO) *Air Force Communications Security (COMSEC) Operations*, 27 January 2003

AFKAG 2L, (FOUO) *Air Force COMSEC Accounting Manual*, 15 May 2007

NSA DS 56, (FOUO) *Data Standard for the Preparation of INFOSEC Technical Manuals*, 11 December 2007

***Prescribed Forms***

No forms are prescribed by this publication.

***Adopted Forms***

AF Form 673, *Air Force Publication/Form Action Request*, 1 April 2010

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

***Abbreviations and Acronyms***

**AFCSM**—Air Force Computer Systems Manual

**AFDPO**—Air Force Departmental Publishing Office

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFNIC**—Air Force Network Integration Center

**AFPEO**—Air Force Program Executive Office

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**AFSSI**—Air Force Systems Security Instruction

**AFSSM**—Air Force Systems Security Manual

**CIO**—Chief Information Officer

**CMCS**—COMSEC Material Control System

**CNSS**—Committee on National Security Systems

**COMSEC**—Communications Security

**CPSD**—Cryptologic Systems Division  
**DoD**—Department of Defense  
**DRU**—Direct Reporting Unit  
**E-mail**—Electronic Mail  
**FOA**—Field Operating Agency  
**FOUO**—For Official Use only  
**IA**—Information Assurance  
**MAJCOM**—Major Command  
**NIST**—National Institute for Standards and Technology  
**NSA**—National Security Agency  
**OPR**—Office of Primary Responsibility  
**RDS**—Records Disposition Schedule  
**SAF**—Secretary of the Air Force  
**SIPRNET**—SECRET Internet Protocol Router Network  
**URL**—Uniform Resource Locator  
**USAF**—United States Air Force

### *Terms*

**Air Force Computer Systems Manuals (AFCSM)**—Manuals that MAJCOMs, agencies, or the AFPEO Program Management Office develop that provide specific procedures on how to operate or maintain a centrally procured automated system used by any functional community, e.g., Core Automated Maintenance System, Military Personnel Data System, and Reliability and Maintainability Information System, etc.

**AFKAG**—A short title used on Air Force general operation publications. Some of these publications are handled through CMCS channels.

**Air Force Specialized Information Assurance (IA) Publications**—The specialized COMSEC publications and specialized security publications that implement IA policies, directives, instructions, standards, guidance, manuals, and technical information issued by the CNSS, NIST, DoD, and NSA.

**Authentication element**—The authentication element appears on the last page of the publication before the attachments. It is required to verify approval of the publication; the approval official applies his/her signature block (not signature) to authenticate the publication. (AFI 33-360)

**Cryptographic Operating Instructions and General Publications**—A subset of Specialized COMSEC publications. These operating instructions contain instructions for cryptosystems and have the short title “AFKAO.” The general publications provide policies and procedures for COMSEC operations, accounting manual, and controlling and handling special COMSEC materials, and have the short title “AFKAG.” AFNIC/EVPI and CPSD/HNCDKM produce

these publications and distribute them through the CMCS or the Air Force IA Documentation (FOUO) website, if applicable.

**Maintenance and Modification Publications**—A subset of Specialized COMSEC publications that provide or supplement equipment maintenance instructions or provide directions for modifying equipment with manual short titles, i.e. “AFKAM,” “AFKAO,” or “AFSAM.” The CPSD/HNCALI produces the material and distributes according to CMCS. However, Limited Maintenance Manuals (LMMs) are requested directly from the CPSD/HNCALI.

**Specialized Communications Security (COMSEC) Publications**—One of the two categories of Air Force Specialized IA Publications. These publications are available through the CMCS. CMCS publications apply to organizations operating or maintaining specific cryptologic systems and have short titles derived from the cryptologic nomenclature system developed by NSA.

**Specialized Security Publications**—One of the two categories of Air Force Specialized IA Publications. These publications provide information and implementation instructions for IA activities. They include Air Force publications and documents originating from the implementing CNSS, NIST, NSA, and DoD security requirements and are distributed on the Air Force IA Documentation (FOUO) website as AFSSI or AFSSM. These publications are authorized, coordinated, certified, and approved according to AFI 33-360.

**United States Air Force (USAF) Voice Call Sign Publications**—A subset of Specialized COMSEC publications. These publications include voice call sign lists and instructions and have the short title “AFKAI.” Voice call sign procedures are in AFI 33-217, *Voice Call Sign Program*.