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AIR EDUCATION AND TRAINING  
COMMAND**



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**Operations**

**CRITICAL ASSET RISK MANAGEMENT  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**This supplement implements and extends the guidance of AFI10-2402, *Critical Asset Risk Management Program*, 29 August 2017.** It provides guidance and procedures on the AETC Critical Asset Risk Management Program. The primary focus is the identification, assessment, analysis and management of risk of loss to assets and supporting infrastructure deemed critical to execution of AETC's core capabilities, functions and mission. It applies to individuals at all levels who are affiliated with an AETC CARM mission, including the Air Force Reserve and Air National Guard (ANG), except where noted otherwise. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication

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### ***SUMMARY OF CHANGES***

This supplement encompasses specific guidance for the AETC CARM program based on the recent publication of AFI 10-2402. Previously, AETCI 10-2401 only highlighted AETC specific requirements as related to the CARM program since there was no HAF guidance to supplement. Due to the publication of AFI 10-2402, this instruction will now further expand on the HAF specific guidance.

1.2.4. AETC will also include Tier 3 TCAs. **(T-2)**

1.3.2. **(Added)** AETC Wings will provide program oversight and management of all tier assets and support data calls, mission analysis, and review of Baseline Elements of Information (BEIs) as needed or directed. **(T-2)**

2.9.4. **(Added)** The AETC/SG serves as the OPR for Force Health Protection (FHP) and Public Health Emergency Management IAW AFI 10-2603, *Emergency Health Powers on Air Force Installations*.

2.9.5. **(Added)** The AETC/SG supervises food and water protection programs as outlined in AFMAN 10-246, *Food and Water Protection Program*. Coordinate food, water, toxic industrial chemical and toxic industrial material vulnerability assessments (VA).

2.9.6. **(Added)** The AETC/SG ensures appropriate aspects of the AT Program are integrated with the Public Health Emergency Management Program as defined in AFPD 10-26, and AFI 10-2603, *Emergency Health Powers on Air Force Installations*.

2.9.7. **(Added)** Medical Group (MDG) Commanders shall: Provide medical specialists (MEM, Public Health and Bioenvironmental Engineering) to the ATWG for AT planning and assessments. Serve as the installation lead for conducting annual TIC/TIM and Food/Water VAs. Monitor, track, manage and incorporate vulnerabilities into situational awareness and data analytical tools until resolved by mitigation or installation commander's documented acceptance of risk. **(T-2)**

2.17.1.1. AETC Wings will require MAJCOM (AETC A3/6) approval before exemption is granted. Exemptions will only be granted for a maximum of one year. A change in wing commanders and/or missions will require a new exemption. **(T-2)**

2.17.2.2. AETC Wings that have Tier 3 TCAs cannot be exempt.

2.17.9.1. AETC units will include Tier 3 TCAs. **(T-2)**

2.17.12.3. **(Added)** AETC CARM Executive Committee:

2.17.12.3.1. **(Added)** Description and Membership. The CARM Executive Committee provides oversight for senior director and special staff principals on CARM issues within AETC. As the

highest authoritative forum responsible to the AETC/CC, this executive committee evaluates CARM issues and develops a roadmap for remediating systemic critical infrastructure vulnerabilities of the highest risk. It provides AETC a multi-disciplined forum for ensuring the availability of critical infrastructure throughout AETC in assuring assigned missions. The CARM Executive Committee will be incorporated in the AETC Corporate Structure on an annual basis and will enter at the AETC Board level. AETC/A3O will be the OPR for the Committee with ownership residing with the A3/6 Directorate per the charter at [Attachment 4](#). **(T-2)**.

2.17.14. AETC units will include Tier 3 TCAs. **(T-2)**

2.17.17. AETC units will include Tier 3 TCAs. **(T-2)**

2.17.26. AETC CARM Program Managers will complete appropriate CARM Training on Advanced Distributed Learning Service (ADLS) or equivalent Joint Knowledge On-line course. **(T-2)**

2.21.1.1. AETC Wings will require MAJCOM (AETC A3/6) approval before exemption is granted. Exemptions will only be granted for a maximum of one year. A change in wing commanders and/or missions will require a new exemption. **(T-2)**

2.21.2.3. Wing PMs will comply with AETC requirements listed in paragraph [2.17.26](#). **(T-2)**

2.21.9.1. AETC units will include Tier 3 TCAs. **(T-2)**

3.2.5.2.1. **(Added)** AETC Tier 3 TCA—An asset whose loss, incapacitation, or disruption could result in mission (or function) failure or severe degradation below the military department, combatant command, sub-unified command, defense agency, or defense infrastructure sector level. More specifically, critical asset loss or disruption results in failure or severe degradation of operational or tactical level missions or functional capabilities.

3.3.5. **(Added)** AETC Tier 3 TCAs will be vetted by AETC PMs, AETC CARM WG, and approved by AETC Executive Committee. These assets are tracked and monitored within command only for situational awareness on the unit, wing, NAF or AETC mission. **(T-2)**

3.6.5. **(Added)** Information regarding the AETC CARM WG function, designation, organization and structure can be found in [Attachment 4](#) of this document.

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**Attachment 4 (Added)****CHARTER FOR AETC CRITICAL ASSET RISK MANAGEMENT WORKING GROUP (CARMWG)**

**A4.1. Establishment.** The chartering authority of the AETC Commander establishes the AETC CARMWG, under the chair of the Directorate of Operations and Communication (HQ AETC A3/6). This charter contains the following general responsibilities:

A4.1.1. Identify and address CARM issues.

A4.1.2. Advise AETC senior leadership on DoD, Air Force, and AETC CARM policies and issues.

A4.1.3. Foster awareness of CARM within AETC by providing a context and forum for collaboration on CARM issues.

A4.1.4. Provide a common management environment for planning, coordinating, integrating, and administering all AETC CARM efforts.

A4.1.5. Develop positions and policy recommendations for submission to the formal coordination process.

**A4.2. CARM WG Objectives:**

A4.2.1. Serve as the principal, working-level, advisory forum for developing and providing AETC CARM policy, programs, and oversight recommendations to HQ AETC A3/6.

A4.2.2. Assist the US Air Force POC (AF/A3OA) by:

A4.2.2.1. Monitoring activities relating to overall Air Force CARM planning, program development, and execution.

A4.2.2.2. Supporting and leveraging Air Force CARM-related programs.

A4.2.2.3. Ensuring CARM policies and standards are integrated into all appropriate policy guidance.

A4.2.3. Develop AETC CARM functional objectives, as well as processes, definitions, critical asset criteria, and data collection methodology to:

A4.2.3.1. Support the assessment of risks to AETC missions and capabilities.

A4.2.3.2. Provide situational awareness of critical infrastructure asset availability and reliability.

A4.2.3.3. Support consequence management and continuity of operations decisions.

A4.2.4. Provide a forum for the AETC CARM community to vet CARM-related policies and procedures, raise CARM-related issues, share information of mutual interest, and informally coordinate issues and recommendations among the members prior to formal staffing.

A4.2.5. Identify and prioritize critical AETC-owned and/or managed infrastructures and assess their vulnerability to human error, natural disasters, or intentional physical or cyber-attack. Assist wings and units in the development of risk response plans to critical infrastructure.

A4.2.6. In case of loss or disruption to a critical infrastructure, develop strategies for mitigating the effects of such loss or disruption and include them in COOP plans.

A4.2.7. Incorporate CARM education and training concepts into AETC Command-level courses as well as courses for senior staff (military and civilian) and senior enlisted personnel.

A4.2.8. Incorporate CARM concepts into AETC installation-level training exercises, including COOP exercises, to instill an awareness of the impact caused by the loss of critical assets through the exploitation of their vulnerabilities so that lessons learned are applied to remediate such vulnerabilities.

### **A4.3. Organization:**

A4.3.1. HQ AETC/A3O, or designee, will chair the CARM WG. He or she will:

A4.3.1.1. Act as the OPR for identification, assessment, and security enhancement of the AETC CARM.

A4.3.1.2. Provide direction to the CARM WG to facilitate execution of its assigned CARM responsibilities.

A4.3.1.3. Participate in the Air Force CARM WG.

A4.3.1.4. Represent AETC in CARM-related discussions and agreements with HAF.

A4.3.1.5. Prepare and present submissions to the Air Staff in coordination with HQ AETC/A3R on the AETC CARM program in support of the planning, programming, and budgeting and execution process.

A4.3.1.6. Oversee the AETC CARM-related training and awareness programs.

A4.3.1.7. Establish and oversee a staff to maintain and administer the AETC CARM program.

A4.3.1.8. Implement policies and establish procedures, plans, and operations to reduce the vulnerabilities of critical AETC infrastructures and assets.

A4.3.1.9. Coordinate with the appropriate Air Force agencies on the identification, vulnerability assessment, and remediation of the loss or degradation of DCI supporting AETC and its impact on the Air Force mission.

A4.3.2. The executive agent for the AETC CARM is the Deputy Chief, Operations, and Readiness Division, HQ AF, who is responsible for:

A4.3.2.1. Developing and maintaining an AETC CARM strategy, defining goals and performance objectives, and establishing timelines.

A4.3.2.2. Coordinating the activity and participation of the AETC CARM WG members as well as invited guests.

A4.3.2.3. Maintaining oversight of CARM WG operations and administration such as scheduling meetings and maintaining minutes.

A4.3.2.4. Ensuring all participants remain informed of related functional group's activities in order to examine consequences and adjust action plans accordingly.

A4.3.2.5. Establishing and coordinating AETC positions on CARM issues for AETC CARM WG consideration.

A4.3.2.6. Establishing and maintaining liaison with Air Force and MAJCOM CARM POCs.

A4.3.2.7. Supporting HQ USAF/A3O as required.

**A4.4. Membership:**

A4.4.1. AETC representatives from the following directorates/units are responsible for bringing directorate issues to the attention of the CARM WG: A1, A2/9, A3/6, A4, A5/8, AFRS, SG, and FM. Representation from AU, 2 AF and 19 AF will be included as needed and directed by the CARM WG Chair.

A4.4.2. The directorates identified in paragraph [A4.4.1](#) will appoint and maintain primary and alternate representatives to serve as members on the CARM WG. Provide their names and contact information to HQ AETC/A3O, DSN 487-7833. At least one of these representatives is expected to attend all CARM WG meetings.

A4.4.3. Additional permanent members are encouraged from directorates with multiple missions.

A4.4.4. The Chair, upon advice of the members, may add additional members as required. Appropriate subject matter experts will be invited to participate as deemed necessary by the CARM WG.

A4.4.5. When necessary, the Chair may establish subgroups to address topics of special CARM interest.

**A4.5. Relationships with Other Organizations:**

A4.5.1. The AETC CARM WG will serve as the primary AETC forum responsible for coordination of AETC CARM activities with all CARM and CARM-related organizations.

A4.5.2. The AETC CARM WG is responsible for the development of CARM issues and recommendations to ensure they are properly framed prior to final staffing actions.

A4.5.3. Tasking authority is delegated to HQ AETC/A3O via this charter for all CARM related issues. This authority extends over all AETC divisions.

**A4.6. Meetings:**

A4.6.1. Minutes and Agendas:

A4.6.1.1. The CARM WG will meet at least semi-annually as determined by the Chair, his or her designee, or by request of the membership.

A4.6.1.2. HQ AETC/A3O will announce meetings, request agenda items, and provide an agenda for each regularly scheduled CARM WG.

A4.6.1.3. The CARM WG agenda will include recurring items, such as the review and approval of previous minutes, prioritization of assets, review of new missions and assets, and discussion of agenda items for the next CARMWG meeting.

A4.6.1.4. Members may nominate additional missions, assets, and issues for consideration.

A4.6.1.5. Members nominating agenda items will provide supporting documentation to HQ AETC/A3O at least 24 hours prior to the meeting as appropriate.

A4.6.1.6. HQ AETC/A3O will generate and distribute minutes not later than 5 working days after each meeting.

A4.6.2. Meeting Management:

A4.6.2.1. Representatives attending each meeting are expected to represent their organization's position on CARM WG matters.

A4.6.2.2. The CARM WG will address each issue on the agenda with the intent to agree upon a position based on consensus.

A4.6.3. Unresolved Issues. Issues not resolved by the CARM WG will be referred to HQ AETC/A3O or A3/6 for a final decision.

A4.6.3.1. When consensus on an issue is not achieved at a CARM WG, dissenting parties will develop position papers for review by HQ AETC/A3O.

A4.6.3.2. HQ AETC/A3O will prepare appropriate staff correspondence with recommendations for each unresolved agenda item based on position papers prepared by CARM WG representatives. All such correspondence will be coordinated with CARM WG members prior to being sent to HQ AETC A3/6.

A4.6.4. Operations Security, Communications Security, and Information Security. Use appropriate guidelines when developing and transmitting information that identifies critical infrastructures, threats, vulnerabilities, risks, and recommended responses. This information will be marked a minimum of "For Official Use Only" since it identifies AETC mission-critical information.

A4.6.4.1. Classification Guidance. The Defense Critical Infrastructure Security Classification Guide (hereafter referred to as the DCIP SCG), is the primary source for classification guidance. It will be cited as the basis for classification, reclassification, and declassification of information and materials under DoD cognizance and control related to CARM. Refer to other classification guidance such as original classification authority (OCA) or original agency's determination required (OADR) for specific classification information, for specific classification information.

A4.6.4.2. Compiled Information. See DoD 5200.1-R, Information Security Program, for guidance on compiled information, such as when information otherwise marked UNCLASSIFIED could become classified if the compiled information reveals an additional association or relationship.

A4.6.4.3. Public Release. Unclassified CARM information is not automatically releasable to the public. See the DCIP SCG and DoDD 5230.09, Clearance of DoD Information for Public Release, for details.

A4.6.4.4. Marking Requirements. See DCIP SCG and DoD 5200.1-PH, DoD Guide to Marking Classified Documents.

**A4.7. Duration.** This charter will be reviewed bi-annually during the first quarter of the fiscal year or more frequently as required.