

**BY ORDER OF THE COMMANDER
AIR FORCE RESEARCH LABORATORY
(AFRL)**

**AIR FORCE RESEARCH LABORATORY
INSTRUCTION 16-1402**



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Operations Support

**AFRL VISUAL INDICATOR
SYSTEM (AVIS) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col. Paul E. Henderson)

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This instruction implements Air Force Instruction (AFMCI) 16-1404, *Air Force Materiel Command Information Security Program*. This AFRLI defines procedures for issuing and controlling AFRL Visual Indicators (VI). This instruction applies to all AFRL personnel. This publication is applicable to AFRL organizations aligned under USSF. This publication may not be supplemented. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authority to waive requirements in this publication resides with the AFRL Vice Commander (CV). Submit requests for waivers through the chain of command to the Publication OPR for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

1. Overview. This instruction applies to all military and civilian personnel and contractors supporting AFRL. The VI badge is used within AFRL to identify military and civilian personnel possessing SECRET level or above access, streamlining classified meetings/discussions by negating the requirement to send a visit request within AFRL. Visit requests must be submitted for any visit to agencies outside AFRL as well as visits requesting access to Top Secret, Sensitive Compartmented Information (SCI), or Special Access Programs (SAP) information. These visits will be submitted via applicable system of record. Holders of classified information are still responsible for ensuring that a valid Need-To-Know exists. Additionally, the VI may] be used for building access for AFRL controlled buildings across the enterprise. Contractors will be issued a VI for facility access alone. At no time will classified access be granted to a contractor based on a VI.

2. Roles and Responsibilities.

2.1. Issuing Officials: Appointed individuals assigned within the Technical Directorates (TDs), (the use of the term TD includes the 711 HPW) will be authorized issuance authority. Issuance will be predicated by the TD Information Protection Office (IPO) validating personnel access levels via the system of record prior to VI issuance. Each TD IPO is responsible for ensuring continued classified eligibility for all VI holders under their purview.

2.2. Revocation. Supervisors will ensure VI are returned immediately when classified access is withdrawn or suspended. VI will be maintained by the IPO until a final access decision is made. Once a final decision is made, VI will be either returned to the holder or destroyed and destruction recorded in the Issue Log as applicable.

2.3. Supply and Issue. AFRL VI are official documents which are U.S. Government property. As such, control procedures for issuance will be established by AFRL/IP and must be followed. VI will be retained by the individual to whom issued until they are no longer assigned to AFRL or access has been terminated. Individuals are required to return VI to a TD issuance authority when no longer needed.

2.3.1. Supplying VI. VI will be produced by a standardized commercial system approved by AFRL/IP. System software, hardware procurement and installation shall be coordinated by AFRL/RCC.

2.3.2. Issuing VI. Eligible individuals ([paragraph 1](#)) will be issued a VI during in-processing. Issuing officials shall verify access in the system of record prior to issue. VI will be issued based on the individual's current U.S. access in the system of record being Secret or above.

2.3.2.1. The VI is double-sided and will display the bearer's photo, name, employment status and electronic data interchange personal identifier (EDIPI). Each VI will also bear an inventory number assigned to each individual VI as well as an authentication watermark.

2.3.2.2. For AFRL reserve members with dual status as Federal employees within AFRL, a VI will be issued for each status which has been granted U.S. Secret level or above access.

2.3.2.3. All AFRL VI will be issued using a standardized format. Issuing officials will not modify the template to make it TD specific. This will ensure individuals can be assigned to other AFRL positions and not require reissuance of a VI as well as displaying an enterprise, “One AFRL”, process.

2.4. Use/Safeguarding of VI. The VI will be protected in the same manner as a CAC. The VI will not be the sole verification for granting access to collateral classified information. The CAC will be used as part of two-factor authentication. The photo, name and EDIPI numbers must match. Once identity is confirmed, access may be granted based on need-to-know. If identity cannot be confirmed, the individual will be referred to the applicable IPO.

2.5. Missing, Lost or Damaged VI. Missing or lost VI must be reported to the IPO immediately. A memorandum ([attachment 2](#)) from the individual’s supervisor/Contracting Officer (CO) (delegable to the Contracting Officer Representative (COR)) must be provided to the issuing authority prior to reissuance. The individual losing the VI must use visit request procedures until the VI is replaced. Final status will be annotated on the centralized VI Issuance Log and the memorandum attached. Damaged VI will be replaced by the TD issuing authority. Reissuance of all VI will occur when a compromise of the system is indicated or as directed by the AFRL Commander.

2.6. Inventorying, Auditing and Disposing of VI. Use the following procedures when inventorying, auditing and disposing of VI. All VI will be printed on polyvinyl chloride (PVC) cards. System supplies will be obtained through AFRL/IP as needed.

2.6.1. Inventorying VI. Upon issuance, each issuing official will accomplish the following:

2.6.1.1. Log each VI by number in the Centralized VI Issuance Log.

2.6.1.1.1. Enter VI number in Column A.

2.6.1.1.2. Enter the bearer’s information in applicable columns.

2.6.1.2. Attach lost VI memorandum to the issuance log as necessary.

2.6.2. Auditing VI. VI will be audited by AFRL/IP during Inspector General Inspections/Staff Assistance Visits (SAV). Results will be documented and maintained until next audit is complete.

2.6.3. Disposing of VI. When the bearer departs AFRL for an external assignment, separates, retires or classified access is revoked, the supervisors/CORs will ensure bearer hand-carries their VI to the issuing authority upon out-processing.

2.6.3.1. Issuing Authority office will be added to each TD In and Out-processing Checklist.

2.6.3.2. Out-processing will not take place prior to VI turn in or validation from IPO that individual was not issued a VI. Individuals failing to return the VI prior to departure will not be released in the system of record until either the badge is returned or reported lost via memorandum.

2.6.3.3. VI will be destroyed using a standard cross-cut shredder. Destruction dates will be annotated on the issuance log along with initials of the destruction official.

2.7. Building Access. AFRL/DSO is the primary office of responsibility for VI building access. For all AFRL controlled buildings with entry control systems, VI may be used to grant building access.

HEATHER L. PRINGLE
Major General, USAF
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 36-3026, *Common Access Cards*, 17 May 2018

Prescribed Forms

None

Adopted Forms

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

Abbreviations and Acronyms

AFI—Air Force Instruction

AFRL—Air Force Research Laboratory

AFRIMS—Air Force Records Information Management System

CO—Contracting Officer

COR—Contracting Officer Representative

EDIPI—Electronic Data Interchange Personal Identifier

IAW—In Accordance With

IPO—Information Protection Office

JPAS—Joint Personnel Adjudication System

PVC—Polyvinyl Chloride

RDS—Records Disposition Schedule

SAP—Special Access Programs

SCI—Sensitive Compartmented Information

TD—Technical Directorates

VI—Visual Indicators

Attachment 2

LOST/STOLEN MEMORANDUM FORMAT

Figure A2.1. Lost/Stolen Memorandum Format.



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESEARCH LABORATORY
WRIGHT-PATTERSON AIR FORCE BASE OHIO 45433

DATE: _____

MEMORANDUM FOR AFRL VISUAL INDICATOR PROGRAM MANAGEMENT

FROM:

SUBJECT: Lost/Stolen AFRL Visual Indicator (VI)

1. The VI for _____ has been lost/stolen and requires replacement. This occurrence requires notification of lost/stolen VI to member's chain of command and local Information Protection Office to ensure continued protection of information vital to national security
2. This memorandum will be maintained in conjunction with the VI Issue Log.
3. If there are any questions on the information below, please contact _____ at _____

SIGNATURE BLOCK