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AIR FORCE RECRUITING SERVICE**

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**INFORMATION SECURITY PROGRAM:  
OVERVIEW, CLASSIFICATION, AND  
DECLASSIFICATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement implements and extends the guidance of DoDM5200.01V1\_DAFMAN16-1404V1, *Information Security Program: Overview, Classification, And Declassification*. This publication applies to all Air Force and Space Force Recruiting Service active-duty members and civilians. This publication does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Submit request for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the publication OPR for nontiered compliance items.

ENCLOSURE 1REFERENCES

**(bq) (AFRS)** AFI 33-322, *Records Management and Information Governance*, 23 March 2020  
**(bz) (Added)(AFRS)** DoDM5200.01V1\_DAFMAN16-1404V1, *Information Security Program: Overview, Classification, And Declassification*, 6 April 2022

ADOPTED FORMS

**(AFRS)** DAF 847, *Recommendation for Change of Publication*  
**(AFRS)** DD Form 254, *Department of Defense Contract Security Classification Specification*

ENCLOSURE 2RESPONSIBILITIES

E2. 1. i. (1). **(Added)(AFRS)** Air Force Recruiting Service (AFRS) has a unique information security environment. AFRS has 33 unit security programs which are administered by 20 different servicing host Information Protection Offices (IPO) and not by AFRS Commander (AFRS/CC) or the Headquarters (HQ) AFRS Staff.

E2. 7. d. (4). (c). **(Added)(AFRS)** The recruiting squadrons are responsible for their annual self-inspections and may also be conducted by their respective Group Inspector General (IG) offices, HQ AFRS Inspector General (AFRS/IG), HQ AFRS/A4S, and servicing host IPO. The annual self-inspection report, conducted by the servicing IPO, will be uploaded to the AFRS Information and Personnel Security (INFO/PERSEC) Self-Assessment Communicator (SAC) in Management Internal Control Tool (MICT) by all AFRS units. Activity Security Manager's (ASM) in AFRS will use the Enterprise Protection Risk Management (EPRM) tool, or successor system, as the system of record for aggregating data which allows Commanders to make informed risk management decisions. EPRM covers all major areas of the INFO/PERSEC Programs.

E2. 7. n. (5). (h). 1. c. **(Added)(AFRS)** If initial orientation and refresher training is not available from the servicing installation, training slides can be obtained from the Group ASM.

E2. 7. n. (7). (a). 3. **(Added)(AFRS)** AFRS unit commanders will appoint Security Assistants and ensure training is conducted by their servicing installation ASM per that servicing installation's supplement. If a Security Assistant cannot receive the training within the required time, the unit will contact their group ASM for assistance. If an unit becomes aware that they may not have a trained Security Assistant due to a Permanent Change of Station (PCS) or other personnel issues, they will contact the group ASM or AFRS/A4S for assistance.

E2. 7. n. (7). (a). 4. **(Added)(AFRS)** Security assistants must possess a minimum clearance at a Secret level and complete training in accordance with their servicing installations guidance. These positions are a Commander Support Staff (CSS) core task.

EX. 8. a. (1). **(Added)(AFRS)** The AFRS/A4S will be appointed as the ASM to lead and manage the organization security program. The AFRS Group Antiterrorism Program Manager (ATPM) will be appointed as Assistant Security Managers for all unit security assistant programs in subordinate squadrons. All ASMs in AFRS will oversee their subordinate units' security programs to ensure they are in compliance with DoD, DAF, and the servicing installation's INFOSEC directives.

EX. 8. c. (4). **(Added)(AFRS)** The respective Group IG, AFRS/IG, AFRS/A4S, or servicing host IPO may conduct staff assistant visits and requests must be submitted in writing to the appropriate Gatekeeper. Requests for staff assistance visits must be approved by the inspected commander (or higher authority within the inspected commander's chain of command) and coordinated through the AFRS/IG and the respective Group IG. Staff assistance visits will not be scheduled within 180 days before or after a unit self-inspection. Requests for staff assistance visits will be granted on a case-by-case basis.

CHRISTOPHER R. AMRHEIN  
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GLOSSARY(Added)(AFRS) PART IB. ABBREVIATIONS AND ACRONYMS.

<b>AFI</b>	Air Force Instruction
<b>AFRC</b>	Air Force Reserve Command
<b>AFRS</b>	Air Force Recruiting Service
<b>ANG</b>	Air National Guard
<b>ASM</b>	Activity Security Manager
<b>ATPM</b>	Antiterrorism Program Manager
<b>CSS</b>	Commander's Support Staff
<b>CUI</b>	Controlled Unclassified Information
<b>DAF</b>	Department of the Air Force
<b>EPRM</b>	Enterprise Protection Risk Management
<b>HQ</b>	Headquarters
<b>INFOSEC</b>	Information Security
<b>IPO</b>	Information Protection Office
<b>MICT</b>	Management Internal Control Tool
<b>OPR</b>	Office of Primary Responsibility
<b>PCS</b>	Permanent Change of Station
<b>PERSEC</b>	Personal Security
<b>SAC</b>	Self-Assessment Communicator

(Added)(AFRS) PART IC. OFFICE SYMBOLS.

<b>AFRS/A4S</b>	Air Force Recruiting Service Antiterrorism Office
<b>AFRS/CC</b>	Air Force Recruiting Service Commander
<b>AFRS/IG</b>	Air Force Recruiting Service Inspector General

**PART II. DEFINITIONS.**

**(AFRS) Activity Security Manager**. (i.e. Information Protection Office). The activity security manager manages and implements the activity's information security program and ensures its visibility and effectiveness on behalf of the activity head, who retains the responsibility for overall management and functioning of the program. The activity security manager must have sufficient delegated authority to ensure that personnel adhere to program requirements, and their position within the organizational hierarchy must ensure their credibility and enable them to raise security issues directly to their respective activity head.

**(AFRS) Assistant Security Manager**. In large activities and where circumstances warrant, activities may designate U.S. Government civilian or military members as assistant security

manager(s) to assist the activity security manager with program implementation, maintenance, and local oversight.

**(Added)(AFRS) Information Protection**. Information Protection is a subset of the Air Force Security Enterprise and consists of the core security disciplines (Personnel, Industrial, and Information Security) used to determine military, civilian, and contractor personnel's eligibility to access classified information, ensure the protection of classified information released or disclosed to industry in connection with classified contracts, and protect classified information and CUI that, if subject to unauthorized disclosure, could reasonably be expected to cause damage to national security.

**(AFRS) Security Assistant**. (formerly unit security manager). Security Assistants are U.S. Government civilian, military, or contractor employees who perform administrative security functions under the direction of their Commander/Director or Information Protection Office (i.e. ASM), without regard for job series, title, or rank, rate, or grade provided they have the clearance required for the access needed to perform their assigned duties and tasks.

**(Added)(AFRS) Self-Assessments**. Commanders must ensure the AFRS INFO/PERSEC self-assessment communicator and attachments are completed semi-annually using MICT.