

**BY ORDER OF THE COMMANDER
AIR FORCE TECHNICAL
APPLICATIONS CENTER**

**AIR FORCE TECHNICAL
APPLICATIONS CENTER
INSTRUCTION 17-209**



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Cyberspace Operations
AFTAC SECURE VOICE PROGRAM**

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This Air Force Technical Applications Center Instruction (AFTACI) provides local guidance for, and is to be used in conjunction with, Air Force Manual (AFMAN) 17-1302-O, *Communications Security (COMSEC) Operations*. The instruction outlines responsibilities and procedures for proper use and protection of secure voice devices and material. This AFTACI applies to all personnel assigned to AFTAC, its Detachments, and individual mobilization augmentees. This publication does not apply to Air Force Reserve Command (AFRC), and other individual reservists administered by Headquarters AFRC. It does not apply to the Air National Guard. Refer recommended changes and questions about this publication to the Network Operations Branch, 709 CYS/CYOM, using the Air Force Form 847, *Recommendation for Change of Publication*; route AF Form 847 from your Directorate through Publications and Forms Manager, 709 CYS/CYBK. Maintain all records created as a result of processes prescribed in this publication in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and dispose of in accordance with Air Force Records Information Management System (AFRIMS), *Records Disposition Schedule* (RDS), located at <https://www.my.af.mil/afrims/afrims/afrims/rim.cfm>. Contact supporting records managers as required. Violations of the prohibitions of this AFTACI by military members constitute a violation of Article 92, Uniform Code of Military Justice (UCMJ), and may result in punishment under the UCMJ. Violations of this AFTACI by civilian personnel may result in administrative or other disciplinary action under applicable civilian regulations or instructions

SUMMARY OF CHANGES

Language, terms, references, and glossary have been updated to reflect current organization and higher administrative changes, and the “COMSEC Authorization Appointment Letter” attachment has been removed.

1. Objectives: This AFTACI and its attachments provide AFTAC-specific guidance regarding the roles and responsibilities for the Secure Voice Program. This instruction includes sample appointment letters, sample Approved Users Lists, and sample Secure Voice Training Agreements for the Sectera vIPer secure telephone.

2. Responsibilities:

2.1. AFTAC Commander. Responsible for overall COMSEC and Secure Voice posture.

2.2. AFTAC 709th Cyberspace Squadron. Will appoint a primary COMSEC Responsible Officer (CRO) and at least one alternate CRO to support AFTAC's COMSEC mission IAW AFMAN 17-1302-O, **Paragraph 2.12**. Contact AFTAC COMSEC for the CRO appointment letter.

2.3. Directors, Group Commanders, Detachment Commanders and Chiefs. Responsible for designating primary and alternate Unit Secure Voice Representatives (USVRs) for their respective organizations. Appointment letters will be kept current and submitted to the AFTAC Secure Voice Responsible Officer (SVRO). See **Attachment 2** for a sample appointment letter.

2.4. COMSEC CRO. Assumes responsibility for the entire Secure Voice Program and performs all applicable duties of the SVRO. Secure Voice Program records will therefore be maintained as part of the overall COMSEC program and the AFTAC CRO will serve as the SVRO to all Secure Voice users. For the purposes of this guidance, the CRO will hereby be referred to as the SVRO through the remainder of this document.

2.5. SVRO.

2.5.1. Will manage the AFTAC Secure Voice Program IAW AFMAN 17-1302-O, **Paragraph 5.5**, and **Chapter 14**.

2.5.2. Act as the liaison between the Patrick Space Force Base (PSFB) COMSEC Manager and AFTAC for all Secure Voice matters.

2.5.3. Provide and document initial and annual training to all USVRs and alternates.

2.5.4. Act as the Support Group USVR.

2.5.5. Maintain a Secure Voice Program binder containing as applicable the following Directorate, Group, Detachment, and contractor information:

2.5.5.1. USVR Appointment Letters (one for each organization, listing primary and alternate appointees).

2.5.5.2. Record of initial or annual training for all appointed USVRs and alternates.

2.5.5.3. Approved User Lists (one for each organization).

2.5.5.4. Record of semi-annual self-assessments.

2.5.5.5. Consolidated and signed inventory, documented on SF 153, *COMSEC Material Report*, for each Directorate, Group, Detachment, or contractor for all issued items.

2.5.6. Ensure AFTAC leadership and the PSFB COMSEC Manager are briefed on any Secure Voice incidents or practices dangerous to security.

2.6. USVRs.

- 2.6.1. Complete annual Secure Voice training provided by the SVRO.
- 2.6.2. Act as the liaison between the SVRO and their unit's personnel for all Secure Voice matters.
- 2.6.3. Provide and document initial and annual training to their unit's Secure Voice users. See [Attachment 4](#) for the Secure Voice User Training form.
- 2.6.4. Assist the SVRO during semi-annual inspections and inventories.
- 2.6.5. Attain permission from the SVRO before approving relocation of Secure Voice equipment.
- 2.6.6. Maintain a Secure Voice continuity binder containing as applicable the following Directorate, Group, Detachment, and contractor information:
 - 2.6.6.1. USVR Appointment Letter, no older than 1 year.
 - 2.6.6.2. Record of initial or annual training for all appointed USVRs and alternates.
 - 2.6.6.3. An Approved Users List for all personnel in the unit who are authorized to use a vIPer secure telephone. See [Attachment 3](#) for a sample Approved Users List.
 - 2.6.6.4. Signed training, no older than 1 year, for all personnel on Approved Users Lists.
 - 2.6.6.5. A hand receipt documented on a SF 153, *COMSEC Material Report*, listing the equipment serial numbers and no older than 1 year, provided by the SVRO and signed by the USVR, for all vIPers in the unit.
 - 2.6.6.6. A hand receipt documented on a SF 153, *COMSEC Material Report*, listing the equipment serial numbers and no older than 1 year, provided by the USVR to and signed by each person in the unit who is accountable for a vIPer. Usually this is the person that is in closest proximity to the secure telephone.
- 2.6.7. Ensure all users rekey their vIPers by calling the Key Management Center (KMC) on a quarterly basis.
- 2.6.8. Notify the SVRO and coordinate turn-in for users no longer needing a vIPer (reassignment, etc).

2.7. Secure Voice Users.

- 2.7.1. Read, sign, and return the AFTAC Secure Voice Training form ([Attachment 4](#)) provided by the USVR prior to using a vIPer in secure mode. The USVR will maintain a copy of the signed form in the unit's Secure Voice binder. Forms will be re-accomplished annually as long as the requirement still exists.
- 2.7.2. Notify the USVR immediately if a vIPer is lost, or in the event of any reportable security incident or violation. If the USVR is not immediately reachable, contact the SVRO or any COMSEC member and assist resolution until released by the SVRO.
- 2.7.3. Notify the USVR if the member no longer needs or projects they will no longer need the vIPer (reassignment, etc), and turn in the vIPer when the time comes.

2.7.4. Update key expiration dates for vIPers by calling the KMC on a quarterly basis.

2.7.5. Receive approval from the USVR in order to transfer or move a vIPer, which must be coordinated by the USVR through the SVRO and IT support. This will ensure accountability and appropriate separation from other equipment.

2.7.6. Prevent personnel from using a vIPer who are not officially registered with the Secure Voice Program, as they are not permitted to use the vIPer, and are not current on training. Contact your USVR, or the SVRO for support.

2.7.7. Obtain a waiver when speakerphone capability is required. Otherwise, speakerphone capability will be disabled. For guidance on waivers for speakerphone capability in both SCI and collateral areas, contact your Security Manager or AFTAC/SO.

KATHARINE G. BARBER, Colonel, USAF
Commander

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

AFMAN 1302-O, *Communications Security (COMSEC) Operations*, 9 April 2020, Incorporating Corrective Action, 24 April 2020

Adopted Forms

SF 153, *COMSEC Material Report*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFTAC—Air Force Technical Applications Center

AFTACI—Air Force Technical Applications Center Instruction

CC—Commander

CCAFS—Cape Canaveral Air Force Station

COMSEC—Communications Security

CRO—COMSEC Responsible Officer

CUI—Controlled Unclassified Information

CYS—Cyberspace Squadron

DoD—Department of Defense

USVR—Unit Secure Voice Representative

IAW—In Accordance With

IT—Information Technology

KMC—Key Management Center

PAFB—Patrick Air Force Base

PIN—Personal Identification Number

SF—Standard Form

SO—Security Office

SVRO—Secure Voice Responsible Officer

UCMJ—Uniformed Code of Military Justice

Attachment 2

SAMPLE USVR APPOINTMENT LETTER

Figure A2.1. Sample USVR Appointment Letter.

CUI	[Date]												
MEMORANDUM FOR AFTAC SVRO													
FROM: AFTAC/[Unit]													
SUBJECT: (CUI) Unit Secure Voice Representatives Appointment													
<p>1. USVRs are responsible for conducting and documenting annual Secure Voice training for all Sectéra vIPer secure telephone users in the [Unit]. USVRs will oversee annual rekeys of all vIPers assigned, and report known or suspected secure voice security incidents to the AFTAC SVRO. USVRs will aid the AFTAC SVRO during semi-annual inspections and inventories. USVRs will maintain a folder containing the unit's appointment letter, all secure voice user training forms, and SF 153 hand receipts.</p> <p>2. (CUI) The following individuals are appointed [Unit] Primary and Alternate Secure Voice Representatives (USVRs) and appropriate training documentation is on file.</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>RANK</u></th> <th style="text-align: left;"><u>NAME</u></th> <th style="text-align: left;"><u>DUTY PHONE</u></th> <th style="text-align: left;"><u>CLEARANCE</u></th> </tr> </thead> <tbody> <tr> <td colspan="4">PRIMARY:</td> </tr> <tr> <td colspan="4">ALTERNATE:</td> </tr> </tbody> </table> <p>3. USVRs should contact the AFTAC SVRO (709 CYS/CYOM, 494-2015/8629) or reference AFMAN 17-1302-O for guidance.</p> <p>4. This letter supersedes all previous letters same subject, shall be kept current, and shall be reaccomplished if older than one year.</p> <p style="text-align: right;">[Signature Block] (Must be Unit Senior Leadership)</p>		<u>RANK</u>	<u>NAME</u>	<u>DUTY PHONE</u>	<u>CLEARANCE</u>	PRIMARY:				ALTERNATE:			
<u>RANK</u>	<u>NAME</u>	<u>DUTY PHONE</u>	<u>CLEARANCE</u>										
PRIMARY:													
ALTERNATE:													
CUI													
<p><i>The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C. 552) and/or Privacy Act of 1974</i></p> <p style="text-align: center;">(5</p> <p><i>U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.</i></p>													

Attachment 3

SAMPLE UNIT APPROVED USERS LIST

Figure A3.1. Sample Unit Approved Users List.

CUI	[Date]
MEMORANDUM FOR AFTAC SVRO	
FROM: AFTAC/[Unit]	
SUBJECT: (CUI) [Unit] Approved Users List	
1. (CUI) } The following individuals have been granted access to [Unit]'s secure voice devices, and appropriate training documentation is on file.	
<u>RANK</u>	<u>NAME</u>
	<u>DUTY PHONE</u>
2. This letter supersedes all previous memos same subject, shall be kept current, and shall be reaccomplished if older than one year.	
	[Signature Block] Unit Secure Voice Representative
CUI	
<i>The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C. 552) and/or Privacy Act of 1974 (5</i>	
<i>U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.</i>	

Attachment 4

AFTAC SECURE VOICE TRAINING - SECTÉRA VIPER

Figure A4.1. AFTAC Secure Voice Training - Sectéra vIPer.

CUI	- Revised Oct 20 -		
AFTAC SECURE VOICE TRAINING – Sectéra vIPer			
(CUI) PRINTED NAME: _____ OFFICE: _____ DATE: _____			
<p>1. (CUI/OPSEC) Personal Identification Number (PIN). A user ID and 6-digit PIN [provided by your Unit Secure Voice Representative (USVR)] is required to make secure calls. Unlock the phone by pressing the Unlock soft key, then enter your user ID and PIN. vIPer phones located in a SCIF can remain unlocked for an indefinite period of time. However, if you will be on leave, TDY, or deployed, lock the security features of your phone by pressing the Lock soft key. For a vIPer not located in a SCIF, it will become locked after two minutes of idle time. It is YOUR responsibility to protect your PIN commensurate with the classification level of the crypto key that is loaded in the phone. Do not write the PIN on the device or anywhere accessible by an unauthorized person. If you enter your PIN incorrectly four consecutive times, your user ID and PIN will be deleted. To establish a new PIN, contact the AFTAC Secure Voice Responsible Officer (SVRO) at 321-494-8629/2015, or visit COMSEC in rm S2460.</p>			
<p>2. Placing and Answering Non-Secure Calls. Non-secure calls can be made or answered while the phone is “Locked”. To place a call, take the handset off-hook or press the SPEAKER button (if enabled) and dial the phone number (the speaker can be enabled after the user has obtained approval in writing from AFTAC/SO). To answer a call, pick up the handset (or press SPEAKER) when the phone is ringing. To end the call, place the handset on-hook, press the SPEAKER button, or press the End Call soft key. When the vIPer is in Non-Secure mode, it will display “Non-Secure” in the upper right corner when the phone is off-hook. When in Non-Secure mode, only UNCLASSIFIED calls are to be made. DO NOT DISCUSS CLASSIFIED INFORMATION IN THIS MODE.</p>			
<p>3. Before Making a Secure Call. Before discussing classified information, make sure all personnel in the area are cleared and have a need to know. Be aware of your proximity to uncleared personnel. Classified or sensitive conversations must not take place unless the user is certain the area is secure and there is no possibility of intentional or unintentional eavesdropping.</p>			
<p>4. (CUI/OPSEC) Placing a Secure Call. Prior to entering your PIN, the word “Locked” will be displayed in the upper left corner of the display. The display will indicate “Unlocked” when the secure mode is available. Follow the procedures in paragraph 2 for initiating a non-secure call. After your call has been answered, and when both parties are ready, one of the parties may press the SECURE key on the phone. You will hear “Connection in progress” followed by “Secure call set up in progress,” and the light on the SECURE key will blink. Once the call is secure, the SECURE key will turn solid blue and you will hear “Line is secure.” The second line of the vIPer’s display will show “Secure Voice” on the left, and the security level on the right. DO NOT discuss any information above the classification indicated. The remaining lines of the display will identify the organization on the other end of the call. If the information on the display does not accurately reflect the intended audience, DO NOT discuss <u>any</u> classified information. Hang up and <u>immediately</u> contact the AFTAC SVRO. To terminate the secure call, place the handset on-hook, or press the CLEAR button to return to a non-secure call.</p>			
<p>5. (CUI/OPSEC) Updating the COMSEC Key. Each vIPer user must update the device’s crypto at least quarterly. Unlock the secure mode, then call one of the Electronic Rekey Numbers (DSN 312-238-4470, CONUS toll free 1-800-633-3971). Your phone will automatically enter the secure mode. Hang up when the display indicates to do so. If the rekey attempt fails, wait 20 minutes before making another attempt. If it fails three times, contact your USVR.</p>			
<p>6. Reporting COMSEC Incidents. Immediately report suspected violations to the SVRO. Examples include:</p> <table border="0"> <tr> <td> <ul style="list-style-type: none"> • Loss or theft of a vIPer • Known or suspected tampering of the vIPer • Failure to adequately protect the user PIN • Unlocked vIPer left unattended outside of a SCIF • Unauthorized user making a secure call </td> <td> <ul style="list-style-type: none"> • The display indicates that the distant terminal contains a compromised key • The authentication information displayed during a secure call is not representative of the distant user • A secure call is completed with the display inoperative </td> </tr> </table>		<ul style="list-style-type: none"> • Loss or theft of a vIPer • Known or suspected tampering of the vIPer • Failure to adequately protect the user PIN • Unlocked vIPer left unattended outside of a SCIF • Unauthorized user making a secure call 	<ul style="list-style-type: none"> • The display indicates that the distant terminal contains a compromised key • The authentication information displayed during a secure call is not representative of the distant user • A secure call is completed with the display inoperative
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<hr/> <p>My signature below indicates that I fully acknowledge and understand the above training.</p>			
<hr/> <p>Signature</p>			
CUI			