



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE TEST CENTER (AFMC)
EDWARDS AIR FORCE BASE CALIFORNIA**

DoDM5200.01V3_AFMAN16-1404V3_AFTCGM2021-16-01

9 April 2021

MEMORANDUM FOR ALL PERSONNEL ASSIGNED TO AFTC

FROM: AFTC/CC

SUBJECT: Air Force Test Center (AFTC) Guidance Memorandum (GM) to DoDM5200.01V3_AFMAN16-1404V3, *Information Security Program: Protection of Classified Information*

RELEASABILITY: There are no releasability restrictions on the publication.

By order of the AFTC commander, this Guidance Memorandum immediately implements DoDM5200.01V3_AFMAN16-1404V3, *Information Security Program: Protection of Classified Information*, and AFMCSUP, *Air Force Materiel Command Information Security Program*. To the extent its directions are inconsistent with other AFTC publications, the information herein prevails IAW AFI 33-360, *Publications and Forms Management*. Compliance with this Memorandum is mandatory and applies to all activities and associate organizations per host/tenant support agreements with the Air Force Test Center and is effective immediately. The attachment contains guidance pertaining to the AFTC Information Security Program. Ensure that 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 Disposition Schedule (RDS).

The guidance in this memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publication of AFTC Supplement to DoDM5200.01V3_AFMAN16-1404V3, or AFMC SUP whichever is earlier. Please contact 412 TW/IP at DSN 527-7436 with additional recommendations.

CHRISTOPHER P. AZZANO
Major General, USAF
Commander

Attachment: Guidance Changes

Attachment 1
Guidance Implemented in Accordance with DoDM5200.01V3_ AFMAN16-1404V3_AFMCSUP

1.4.2.1. The Air Force Test Center (AFTC) Information Protection Center Senior Functional is the AFTC Chief, Information Protection (CIP).

1.5.2.1. AFTC Site CIPs are responsible to establish and maintain host tenant support agreements, MOU, or MOA to ensure their organization's GSUs receive sufficient information protection support and oversight.

2.1.4. Site CIPs send approval package to authorize classified work at home through their Site leadership to AFTC CIP.

2.4.6.1. AFTC CIP will establish and chair the AFTC Security Enterprise Committee to serve as a risk management forum to address Center-wide security issues. Membership will include site CIPs, AFTC Government SAP Security Officer, AFTC Information Technology Chief, AFTC Senior Intelligence Officer, AFTC/XP and AFTC/EN (Program Protection). AFTC/DP/FM/IG/JA will serve as technical advisors. The AFTC Security Enterprise Committee may consult with additional security functional experts in AEDC, 96 TW, and 412 TW as required to ensure fully integrated security policy development and implementation.

2.5.11. Site CIPs will submit security incident data to AFTC CIP by the 8th of each month.

2.5.13. Site CIPs have the responsibility and authority to review the adequacy Foreign Military Sales Security/Transportation Plans concerning movement and/or transfer of classified material/information.

2.7.13.2.1. Site CIPs submit exception requests to HQ AFMC/IP through their site leadership, AFTC IP CSF and AFTC/CV in turn.

3.2.4. Site CIPs will submit OCA requests through their site leadership to the AFTC CIP.

3.5.8.3. Site CIPs will submit designations through their site leadership to the AFTC CIP.

4.1.2. Site CIPs will submit collateral waiver requests through their site leadership to the AFTC CIP.

7.2.3. When required by DoDM5200.01V3_AFMAN16-1404V3, AFMCSUP, para 7.3.3.1, site CIPs submit security incident reports as through their site leadership to AFTC CIP.

7.3.3.2. Site CIPs ensure their site leadership is aware of the incident and then notify AFTC CIP.

8.1.3. Information Protection Offices supporting these visits shall maintain a copy of DODI 5200.02, Enclosure 4. Site CIPs submit additions/deletions for Enclosure 4 to the AFTC CIP.

11.1.3.2. Sites CIPs will forward their SF 311 report to the AFTC CIP by 1 October of each year.