

BY ORDER OF THE COMMANDER

AIR FORCE WEATHER AGENCY 31-3



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Security**

**ACCESS CONTROL PROCEDURES FOR
AFWA SCIF #1 (BLDG 185)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction applies to all Air Force Weather Agency (AFWA) personnel assigned to Offutt Air Force Base (AFB), to include the A-Staff, 1st Weather Group (WXG), 2nd WXG and supporting contractors. This document is new and must be reviewed in its entirety. This instruction implements Department of Defense (DoD) 5105.21-M-1, *The Sensitive Compartmented Information Administrative Security Manual*; Department of Defense Regulation (DoDR) 5200.1-R, *Information Security Program*; ICD 704, *Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information and Other Controlled Access Program Information*; DCID 6/9, *Physical Security Standards for Sensitive Compartmented Information Facilities (SCIFs)*; Air Force Policy Directive (AFPD) 16-14, *Information Protection*; Air Force Instruction (AFI) 10-245 Air Force Antiterrorism (AT) Standards; AFI 31-401, *Information Security Program Management*; and AFI 31-501, *Personnel Security Program Management*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363 *Management of Records*, and disposed of in accordance with Air Force RIMS Records Disposition Schedule located at <https://afrims.amc.af.mil/>. This publication requires the collection and maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and maintain the records prescribed in this publication are 10 United States Code (U.S.C.) 8012, 44 U.S.C. 3101 and EQ 9397. The Freedom of Information Act, as implemented by Air Force Supplement to DoD Regulation 5400.7. Forms affected by the PA have an appropriate PA statement. Refer recommended changes and questions about this publication to the Office of Primary responsibility (OPR) using the AF IMT 847, Recommendation for Change of Publication; route AF IMT 847s from the field through the appropriate functional's chain of command.

1. Purpose. This instruction establishes responsibilities and procedures for management of AFWA SCIF #1 (Bldg 185), restricted area access control system.

2. Authority

2.1. **The AFWA Security Manager (SM)** is appointed by the Commander and is responsible for oversight of Information, Personnel, and Industrial Security Programs, Antiterrorism, and the Resource Protection Program, to include Access Entry Control System (AECS) American District Telegraph (ADT) controlled areas established within AFWA.

2.2. **The AFWA Special Security Officer (SSO)** is appointed by the AFWA Senior Intelligence Officer and is responsible for the oversight of Sensitive Compartmented Information (SCI) material and all SCI security functions for AFWA. Responsibilities include the direct day-to-day operations of the AFWA SCIF #1 (185), and the AECS, commonly known as the ADT card system, which is used to control access to AFWA facilities. Within AFWA, the SSO duties are assigned to a member of the SSO Staff.

3. General

3.1. **General AFWA Access.** Access to all areas in AFWA is controlled or limited to restrict access to classified areas, to protect high value resources, or to limit the flow of traffic through work areas to personnel conducting official business.

3.2. **Controlled Access Areas.** Access to controlled access areas is restricted to those personnel with required security clearance, access, and need-to-know based on the resources or classified data/information contained within the area. Specific established area designator, area title, and the access requirements and approving officials for each is provided in Attachment 2.

3.3. **Temporary Access.**

3.3.1. Personnel having official business in AFWA facilities controlled by AECS for a minimum of 5 duty days may be granted temporary unescorted access cards. Cards are primarily issued to allow unescorted entry into the general facility area for visitors on official business and/or for extended construction/maintenance actions. Cards will be issued and controlled in accordance with [paragraph 3.3.2](#) below. **NOTE:** Temporary cards will NOT be used to grant unescorted entry into classified areas established for the protection of classified material without validation of clearance, access, and need-to-know. Validation of need-to-know must be provided by the area approving authority listed in [Attachment 2](#) and validation of clearance and access must be provided by the AFWA SM or Alternate.

3.3.2. Temporary cards will be issued by the SSO staff and will be requested by the sponsor of the visit or the work performance. Cards will be issued to the sponsor, who is responsible for recovery of the cards upon completion of the visit/work performance and the cards returned to the SSO staff. Requests must state the purpose and duration of the visit, the number of cards required, and the sponsor's information. Cards not returned by the established visit end date will be changed to "inactive" status in the control system to render them unusable for building/area entry.

4. Roles and Responsibilities.

4.1. **Individual.**

4.1.1. Safeguard issued AECS cards and report loss of cards to the AFWA SM or contract program manager and the SSO staff.

4.1.2. Turn in AECS card to AFWA SM, AFWA SSO Staff, or contract program manager prior to departure from the unit or termination of the employment that required card issue.

4.1.3. Protect Personal Identification Number (PIN) issued for AECS cards as classified based on the highest level of the areas for which access is granted. PINs will not be recorded except by the SSO staff.

4.2. **SM/Alternate SM.**

4.2.1. Validate individual has required clearance, access, and the need-to-know for access to all the areas requested when AECS card requests are submitted.

4.2.2. Maintain completed AF IMT 2586 for AFWA stored in AFWA SM office (except SEMS and Raytheon contractors).

4.3. **Contract Program Manager (Contract PM)/Contractor Security Manager (Contractor SM)/Designated Representative (Designated Rep).**

4.3.1. Validate employee is working under a current contract that requires them to have access to the AFWA facility.

4.3.2. Maintain completed AF IMT 2586 for AECS cards issued to the contractors you oversee (SEMS/Raytheon only, all other contractor AF IMT 2586s are stored in the AFWA SM office).

4.3.3. Ensure AECS card is turned in to the AFWA SM when an employee leaves a contract and the associated AF IMT 2586 is destroyed.

4.4. **Flight/Division Chiefs.**

4.4.1. Initiate and ensure unit commander coordination of requests for establishment of controlled areas IAW AFI 31-101, *Integrated Defense (FOUO)*, for submission to AFWA SM for processing.

4.4.2. Initiate requests for installation or relocation of AECS (ADT card access control systems) by submission of a written request to the SSO using procedures in [paragraph 4.4](#) below. Request must include:

4.4.2.1. Definition of space to be controlled.

4.4.2.2. Resources requiring protection.

4.4.2.3. AECS justification. (Specify the justification for the AECS being requested. Cite specific directive and paragraphs to support the request.)

4.4.2.4. A POC for staffing actions.

4.4.3. Once SSO approval is obtained, initiate necessary funding actions. Coordinate action with SSO staff prior to submitting requests for equipment installation or relocation to HQ AFWA Facility Manager (AFWA/SYOS).

4.5. **Facility Manager.** Ensure required coordination by SSO for any AECS installation requests and changes, prior to submission for completion of work.

4.6. AFWA SSO.

4.6.1. Issue AECS cards upon receipt of a valid request for all approved areas and return the completed AF IMT 2586 to AFWA SM/Contractor SM (SEMS)/Designated Representative (Raytheon).

4.6.2. Maintain records of access approval authorities for the purpose of validating approval actions for AF IMT 2586 processing.

5. Procedures

5.1. Initial Issue Requests for AECS Cards for Military and DoD Civilians.

5.1.1. Requester (HQ AFWA/A3T) will complete Section I of AF IMT 2586 and submit to the AFWA SM.

5.1.2. The AFWA SM will validate the individual's clearance and access, as required, using the Joint Personnel Adjudication System and approve the request by signing Section II. When access to a classified area is requested, the SM will annotate clearance level and date verified in Section III and return to the requester.

5.1.3. Requester will then process the request through the approving official for each area for which access has been requested in Section IV. Approving authorities for each area are listed in Attachment 2.

5.1.4. Request will then be forwarded to SSO staff for card issue. SSO staff will record card issue by completing Section IV of AF IMT 2586 and return the form to the AFWA SM.

5.2. Initial Issue Requests for AECS Cards for Contractors.

5.2.1. Requester (Contract PM/Contractor SM/Designated Rep) will complete Section I and II of AF IMT 2586.

5.2.2. The AFWA SM will validate the individual's clearance and access, as required, and approve the request by completing Section III.

5.2.3. Requester will then process the request through the approving official for each area for which access has been requested in Section IV. Approving authorities for each area are listed in [Attachment 2](#).

5.2.4. Request will then be forwarded to SSO staff for card issue. SSO staff will record card issue by completing Section IV of AF IMT 2586 and return the form to the AFWA SM or Contract PM/Contractor SM/Designated Rep.

5.3. **Changes to Existing AECS Card Accesses.** AFWA SM can request addition of areas for access to existing AECS cards by adding the new areas to the existing AF IMT 2586, Section IV, process through the approving official for each addition, and submitting the form to the SSO staff.

5.4. **Requesting AECS Installation.** Requests for AECS installation or changes to existing installed devices will be submitted to the SSO using the format provided in Attachment 3. SSO will process as specified below.

5.4.1. Provide an initial review for justification and coordinate with appropriate agencies for validation. If request is based on a valid need, it will be processed as stated below. If justification is found to be invalid, it will be returned to the requester for additional justification or deletion of request. In cases of disagreement, request will be elevated using chain of command to the level necessary to resolve the disagreement.

5.4.2. SSO will staff requests to the requester's Commander or Director for her/his concurrence. Request for funding will be submitted to the Financial Management Review Board for installation and rental/maintenance costs for the remainder of the calendar year.

5.4.3. SSO will then staff the request to the Facility Manager who will obtain initial cost estimates from the service provider.

5.4.4. Requests will then be forwarded to HQ AFWA/FM. Once FM approval is received, SSO will coordinate installation, working with the requester's POC and the Facility Manager.

6. Prescribed/Adopted Forms

6.1 Prescribed Forms.

No prescribed forms used.

6.2 Adopted Forms.

AF IMT 2586, *Unescorted Entry Authorization Certificates*

AF IMT 847, *Recommendation for Change of Publication*

ROBERT L. RUSSELL JR., Colonel, USAF
Commander

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

DoD 5105.21-M-1, *The Sensitive Compartmented Information Administrative Security Manual*

DoD 5200.1-R, *Information Security Program Regulation*

ICD 704, *Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information and Other Controlled Access Program Information*

DCID 6/9, *Physical Security Standards for SCIFs*

AFPD 16-14, *Information Protection*

AFI 10-245, *Air Force Antiterrorism (AT) Standards*

AFI 31-101, *The Air Force Installation Security Program (FOUO)*

AFI 31-401, *Information Security Program Management*

AFI 31-501, *Personnel Security Program Management*

AFMAN 33-363, *Management of Records*

Abbreviations and Acronyms

AECS—Access Entry Control System

ADT—American District Telegraph

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFWA—Air Force Weather Agency

Alt—Alternate

ASPOC—AFWA Single Point of Operations & Control

DCID—Director of Central Intelligence Directive

DoD—Department of Defense

DoDR—Department of Defense Regulation

DPB—AFWA Training

FM—Financial Management

FOUO—For Official Use Only

HQ AFWA—Headquarters Air Force Weather Agency

IAW—In Accordance With

ICD—Intelligence Community Directive

IMT—Information Management Tool

OI—Operating Instruction

LCM—Lead Command Manager

PIN—Personal Identification Number

PM—Program Manager

POC—Point of Contact

SCIF—Sensitive Compartmented Information Facility

SCI—Sensitive Compartmented Information

SM—Security Manager

SSO—Special Security Officer

SUPT—Superintendent

Attachment 2

AREA APPROVAL AUTHORITY

AREA DESIGNATOR	AREA TITLE	ENTRY/ACCESS REQUIREMENT	APPROVAL AUTHORITY
A	CONF RM 1400	OFFICIAL BUSINESS	SSO STAFF/AFWA SM
A	FRONT BLDG DR S	OFFICIAL BUSINESS	SSO STAFF/AFWA SM
A	FRONT BLDG DR N	OFFICIAL BUSINESS	SSO STAFF/AFWA SM
A	ATRIUM ENTRANCE	OFFICIAL BUSINESS	SSO STAFF/AFWA SM
A	MAIN BACK DOOR	OFFICIAL BUSINESS	SSO STAFF/AFWA SM
B	RECEIVE AREA DR	OFFICIAL BUSINESS	2 SYOS/SYO/SYOO
C	MECH ROOM S4	OFFICIAL BUSINESS	2 SYOS/SYO/SYOO
D	COMPUTER RM NE	SECRET	2 SYOS/SYO/SYOO
D	COMPUTER RM SW	SECRET	2 SYOS/SYO/SYOO
E	ASPOC	SECRET	2 SYOS/SYO/SYOO
F	KVM ROOM 1	SECRET	2 SYOS/SYO/SYOO
G	SIPRNET RM 1	SECRET	2 SYOS/SYO/SYOO/AFWA SM
G	SIPRNET RM 2	SECRET	2 SYOS/SYO/SYOO/AFWA SM
G	SIPRNET RM 3	SECRET	2 SYOS/SYO/SYOO/AFWA SM
H	DEVELOPMENT L310	OFFICIAL BUSINESS	2 SYOS/SYO/SYOO
I	CER L300	OFFICIAL BUSINESS	2 SYOS/SYO/SYOO
J	WXI DOOR	TS/SCI	SSO STAFF ONLY
K	SPACEWOC DOOR	SECRET	2 WS/WXZ FLIGHT COMMANDER/SUPERINTENDENT
L	CLASS CONF RM ROOM 1238	SECRET	2 WS/WXZ FLIGHT COMMANDER/SUPERINTENDENT/AFWA SM
M	SOFAC DOOR ROOM 1232	SECRET	2 WS/WXV FLIGHT COMMANDER/SUPERINTENDENT/AFWA SM
N	WXZ MAIN DOOR ROOM 1230	SECRET	SSO STAFF 2 WS/WXZ FLIGHT COMMANDER/SUPERINTENDENT/AFWA SM

ATTACHMENT 3

HQ AFWA LETTERHEAD

DD MON YR

MEMORANDUM FOR AFWA/SSO

FROM: (Requester's Office Symbol)

SUBJECT: Request for AECS Installation/Change

1. Facility Definition: (Include identification of room(s) to be protected by the AECS device and the specific door(s) where the AECS devices are to be used.)
2. Resource Identification: (Specify the resource(s) requiring protection, to include the level of classified material involved, if any.)
3. AECS Justification: (Specify the justification for the AECS being requested. Cite specific directive and paragraphs to support the request.)
4. POC. (List a POC and his/her email address and telephone number for the project.)
(Signature/Signature Block of Requester)