

**BY ORDER OF THE COMMANDER
ARNOLD ENGINEERING
DEVELOPMENT COMPLEX**

**ARNOLD ENGINEERING
DEVELOPMENT COMPLEX
INSTRUCTION 16-1404**



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Operations Support

INFORMATION SECURITY PROGRAM

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This publication implements guidance from AFI16-1404_AFMCSUP, *Air Force Materiel Command Information Security Program*, to establish the use of visual aids and forms at Arnold Air Force Base (AAFB) as well as any geographically separated unit (GSU) not covered by a Support Agreement, MOA, or MOU. This publication also implements guidance from DoDM 5200.01V1_DAFMAN16-1404, *Information Security Program: Overview, Classification and Declassification*; DoDM 5200.01V2_DAFMAN16-1404, *Information Security Program: Marking of Classified Information*; and DoDM 5200.01V3_DAFMAN16-1404, *Information Security Program: Protection of Classified Information*. It is applicable to military, DoD civilians, contractors, and associated Visitor Group (VG) personnel at Arnold AFB. AEDC geographically separated units (GSUs) may use AEDC's prescribed forms; however, if a support agreement, MOA, MOU, or other agreement requires that GSUs use host installation forms, GSUs shall use host installation forms. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule (RDS), which is located in the Air Force Records Information Management System (AFRIMS). 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 not be supplemented. Submit requests for waivers to the publication OPR for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. This publication replaced AFI16-1404_AFMCSUP_AEDCSUP.

1. Introduction. This publication implements the use of locally generated visual aids (AEDCVA) and prescribes AEDC forms to comply and use in conjunction with guidance directed by AFI16-1404_AFMCSUP, *Air Force Materiel Command Information Security Program*, DoDM 5200.01V1_DAFMAN16-1404, *Information Security Program: Overview, Classification and Declassification*; DoDM 5200.01V2_DAFMAN16-1404, *Information Security Program: Marking of Classified Information*; and DoDM 5200.01V3_DAFMAN16-1404, *Information Security Program: Protection of Classified Information*; and DoDM5200.02-AFMAN16-1405, *Personnel Security Program Management*. This document is not, nor is it intended to be, all inclusive.

1.1. **Visitor Groups.** A complete list of associated visitor groups is available from the AEDC Information Protection office.

1.2. **Applicability.** Certain sections of this publication may only apply to those who generate, handle, and/or store classified information.

1.3. **Specific guidelines** , in addition to those detailed in this document, are provided by each unit/activity as deemed appropriate.

2. Roles and Responsibilities.

2.1. Division Chiefs will (Refer to DoDM5200.01_AFMAN16-1404, Volumes 1-3):

2.1.1. Assist the Unit Security Manager (USM) with the implementation of the Information Security Program.

2.1.2. Provide the USM with the name of an administrative point of contact (POC) to assist with administrative tasks.

2.1.3. Remind all personnel to comply with the contents of DoDM5200.01_AFMAN16-1404, volumes 1-3 and this publication.

2.2. The Information Protection Officer (IPO) will:

2.2.1. Act as the point of contact for outside organization and oversee all aspects of the information security program; execute policy, establish procedures, and provide program guidance.

2.2.2. Provide necessary forms and visual aids to administrative POCs to be posted in their areas and update them as necessary.

2.3. Administrative POCs for each organization will:

2.3.1. Assist the USM with administrative tasks including, but not limited to, the following:

2.3.2. Distribute information (awareness topics, posters, inspection schedules, etc.) provided by the USM to all personnel within the organization.

2.3.3. Gather information and provide a single response to the USM for other data calls as necessary.

2.3.4. Assist with ensuring property is appropriately marked with visual aids, labels, etc., and ensure the provided poster identifying the USM is visible throughout the organization.

2.4. **All personnel will** adhere to requirements in DoDM 5200.01_AFMAN16-1404, AFMC, and AEDC publications thereto, and any additional guidance pertaining to the Information Security program.

3. AEDC Visual Aids (AEDCVA XX-XX) and AEDC Forms (AEDC XXX).

3.1. AEDC 908, *Classified Destruction Equipment Certification*.

3.1.1. AEDC 908 will be used to certify classified destruction equipment in individual office areas.

3.1.2. This form will be completed and approved by AEDC/IP.

3.1.3. Once approved, AEDC 908 will be posted on the equipment, along with AEDCVA 16-01, *Authorized for Destruction of Classified Information*.

3.2. AEDC 909, *Record of Secure Room*.

3.2.1. Closed and restricted areas will be validated and certified by the Industrial Security office Facility Security Officer (FSO).

3.2.2. Upon approval, a completed AEDC 909 will be issued by the IPO and shall be posted in the corresponding area.

3.3. AEDC 910, *Secure Room Requirements Worksheet/Pre-Certification Survey*.

3.3.1. Security Specialists will use AEDC 910 to record specifications that will be needed to meet secure room/open storage requirements.

3.3.2. Specific internal OIs for ensuring protection of classified material in the secure room/vault, including Emergency Protection Procedures, must be developed by the owner/user of the secure room/vault, and coordinated through their USM prior to approval by AEDC/IP.

3.4. **AEDC 915, *Classified Document Inventory*.** Safe custodians are required to keep an inventory of classified documents/material within their safe by using AEDC 915.

3.5. AEDC 916, *Visitor Register Log*.

3.5.1. All classified areas maintain strict owner-user access control by using the AEDC 916.

3.5.2. All areas approved for open storage require visitor logs within the area and require escorts for all visitors not listed on the authenticated Entry Authorization List.

3.6. AEDC 917, *Classified Reproduction Log*.

3.6.1. When reproducing classified copies, the commander or division chief must designate qualified personnel to exercise classified reproduction within their activities in writing.

3.6.2. Each designee will document the classified material being reproduced, date of reproduction, number of copies reproduced, and the distribution on the original material by using the AEDC 917 and will file it with the original document.

3.6.3. If sending material via an approved secure facsimile machine, the AEDC 917 must also be used.

3.7. AEDC 918, *Unclassified PED Pass.*

3.7.1. At AAFB the use of Portable Electronic Devices (PEDs), e.g., cameras and other recording devices, require approval from the Test Support Division (TSD) Facility Support Services (FSS) contract, Industrial Security Office.

3.7.2. Approval must be obtained prior to introducing such devices into the AEDC test areas.

3.7.3. Once approved, the member will receive an AEDC 918 and must present the form when asked.

3.8. AEDC 919, *Data Extraction Log.*

3.9. **AEDC 921, *Classified Introduction/Removal Inspection Log.*** Industrial Security office will randomly inspect secure areas with entry/exit control measures using the AEDC 921 to record the inspections.

3.10. **AEDC 922, *Physical Penetration Test Log.*** Industrial Security office will randomly inspect facilities with secure areas using the AEDC 922 to record the inspections and results.

3.11. AEDCVA 16-01, *Authorized for Destruction of Classified Information.*

3.11.1. Any shredder used for the destruction of classified must be approved by the IP office. Prior to operation and must meet National Security Agency (NSA) classified destruction standards.

3.11.2. Once approved, AEDC and AEDCVA 16-01 will be posted on the equipment.

3.12. **AEDCVA 16-30, *Proprietary Information Cover Page.*** AEDCVA 16-30 shall be used on all information containing propriety information, notifying users of the dissemination restrictions.

3.13. **AEDCVA 16-10, *Do Not Use This Machine for Classified Reproduction.*** All equipment NOT authorized for the reproduction of classified must have AEDCVA 16-10 posted on or near said equipment.

3.14. **AEDCVA 16-02, *Not Authorized for Destruction of Classified Information.*** All office shredders must have AEDCVA 16-02 affixed to the device to indicate they are nor authorized for classified destruction.

3.15. **AEDCVA 16-31, *Controlled Unclassified Area.*** Custodians will ensure appropriate signage is posted in Controlled Unclassified Areas using AEDCVA 16-31, notifying users of the presence of controlled unclassified information (CUI).

3.16. **AEDCVA 16-33, *Activated Restricted Area.*** Custodians will ensure appropriate signage is posted in Controlled Unclassified Areas using AEDCVA 16-33, notifying users of the area restrictions.

3.17. **AEDCVA 16-34, *Photographic Devices Prohibited Within This Facility.*** Custodians will ensure appropriate signage is posted in Sensitive Areas using AEDCVA 16-34, notifying users of the prohibition of photographic Devices.

3.18. **AEDCVA 16-35, *Photographic Devices Prohibited Beyond This Point***. Custodians will ensure appropriate signage is posted in Sensitive Areas using AEDCVA 16-35, notifying users of the prohibition of photographic Devices.

3.19. **AEDCVA 16-37, *Modified Closed Area***. Custodians will ensure appropriate signage is posted in Modified Controlled Areas (16T only) using AEDCVA 16-37 notifying users of the area restrictions.

3.20. **AEDCVA 16-09, *Reproduction of Classified Material***.

3.20.1. USMs will detail procedures for reproducing classified material to include the location, make, and model of approved equipment.

3.20.2. AEDCVA 16-09 shall be posted on all copiers, facsimiles, microfiche machines or other machines capable of and approved for reproducing classified material.

GRANT A. MIZELL, Colonel, USAF
Commander

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

DoDM 5200.01V1_AFMAN16-1404V1, *Information Security Program: Overview, Classification and Declassification*, 05 April 2022

DoDM 5200.01V2_AFMAN16-1404V2, *Information Security Program: Marking of Classified Information*, 06 January 2021

DoDM 5200.01V3_DAFMAN16-1404V3, *Information Security Program: Protection of Classified Information*, 11 April 2022

DoDM 5200.02-AFMAN16-1405, *Personnel Security Program Management*, 31 July 2018

AFI16-1404_AFMCSUP, *Air Force Materiel Command Information Security Program*, 16 February 2016

AEDCVA 16-01, *Authorized for Destruction of Classified Information*, 17 January 2025

AEDCVA 16-02, *Not Authorized for Destruction of Classified Information*, 17 January 2025

AEDCVA 16-09, *Reproduction of Classified Material*, 17 January 2025

AEDCVA 16-10, *Do Not Use This Machine for Classified Reproduction*, 17 January 2025

AEDCVA 16-30, *Proprietary Information Cover Page*, 17 January 2025

AEDCVA 16-31, *Controlled Unclassified Area*, 17 January 2025

AEDCVA 16-33, *Activated Restricted Area*, 17 January 2025

AEDCVA 16-34, *Photographic Devices Prohibited Within This Facility*, 17 January 2025

AEDCVA 16-35, *Photographic Devices Prohibited Beyond This Point*, 17 January 2025

AEDCVA 16-37, *Modified Closed Area*, 17 January 2025

Prescribed Forms

AEDC Form 908, *Classified Destruction Equipment Certification*

AEDC Form 909, *Record of Secure Room*

AEDC Form 910, *Secure Room Requirements Worksheet/Pre-Certification Survey*

AEDC Form 915, *Classified Document Inventory*

AEDC Form 916, *Visitor Register Log*

AEDC Form 917, *Classified Reproduction Log*

AEDC Form 918, *Unclassified PED Pass*

AEDC Form 919, *Data Extraction Log*

AEDC Form 921, *Classified Introduction/Removal Inspection Log*

AEDC Form 922, *Physical Penetration Test Log*

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations & Acronyms

AAFB—Arnold Air Force Base

AEDC—Arnold Engineering Development Complex

AFI—Air Force Instruction

AFRIMS—Air Force Records Information Management System

CUI—Controlled Unclassified Information

DAF—Department of the Air Force

DoDM—Department of Defense Manual

FSO—Facility Security Officer

FSS—Facility Support Services

GSU—Geographically Separated Unit

IPO—Information Protection Officer

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

NSA—National Security Agency

OPR—Office of Primary Responsibility

POC—Point of Contact

RDS—Records Disposition Schedule

TSD—Test Support Division

USM—Unit Security Manager

VG—Visitor Group

Office Symbols

AEDC/IP—Information Protection