

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE INSTRUCTION 16-1406

25 AUGUST 2015

Incorporating Change 1, 30 JANUARY 2017

**EGLIN AIR FORCE BASE
Supplement**

7 JULY 2017

Operations Support

**AIR FORCE INDUSTRIAL SECURITY
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available at www.e-Publishing.af.mil for downloading or ordering on the e-Publishing website

RELEASABILITY: There are no releasability restrictions on this publication

OPR: SAF/AAZ

Certified by: SAF/AAZ
(Mr. David Lowy)

Supersedes: AFI31-601, June 29, 2005

Pages: 30

(EGLINAFB)

OPR: 96 TW/IP

Certified by: 96 TW/IP
(Mr. Chris Simpson)

Supersedes: AFI31-601 EGLINAFBSUP,
13 November 2012

Pages: 2

This publication implements the industrial security portion of the Security Enterprise defined in Air Force Policy Directive (AFPD) 16-14, *Security Enterprise Governance*. It provides guidance for implementing the National Industrial Security Program and is applicable to AF personnel, the Air National Guard, the Air Force Reserve, and DoD contractors performing under the terms of a properly executed contract and associated visitor group security agreement as determined appropriate by the servicing installation commander. This may include access to Controlled Unclassified Information (CUI), and technical information as defined in DFARS clause 252.204-7012, *Safeguarding of Unclassified Controlled Technical Information*. Use this instruction with DoD 5220.22-R, *Industrial Security Regulation*, DoD 5220.22-M, *National Industrial Security Program: Procedures for Government Activities Relating to Foreign Ownership, Control, or Influence (FOCI): Volume 3*, and DoD 5200.01-M V1-4, *DoD Information Security Program* and if necessary, DoD 5220.22-M, *National Industrial Security Program Operating Manual*

(*NISPOM*). Ensure records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of IAW the Air Force Records Disposition Schedule (RDS) 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 AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented by MAJCOM but drafts must be reviewed by this publication's OPR prior to publishing. (T-1) The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement.

(**EGLINAFB**) This supplement applies to all activities assigned to Eglin AFB and associate organizations participating in the Industrial Security Program. This supplement is applicable to Air Force Reserve and combatant commands where the Air Force is the executive agent. This publication does not apply to the Air National Guard. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 IMTs 847 from the field through the appropriate functional chain of command. Waivers for any part of the publication are not granted. See AFI 16-1406, Attachment 1, for a glossary of references and supporting information.

SUMMARY OF CHANGES

This interim change to portions of AFI 16-1406, *Air Force Industrial Security Program* provides direction for processing all National Interest Determinations (NIDs of Collateral, Sensitive Compartmented Information (SCI), and Special Access Programs (SAP). Reference AFI 16-1406 NID Handbook for guidance in submitting NIDs.

(**EGLINAFB**) 1.6.3. 96 TW/CC has elected to retain security cognizance of contractors at cleared facilities on Eglin AFB, FL.

Chapter 1— PROGRAM OVERVIEW AND ROLES AND RESPONSIBILITIES	5
1.1. AF Security Enterprise.....	5
1.2. Information Protection.....	5
1.3. Information Protection Oversight.....	5
1.4. Information Protection Managers.....	5
1.5. Information Protection Implementation.....	6
1.6. Industrial Security.....	6

1.7. Other Roles and Responsibilities..... 7

Chapter 2— INDUSTRIAL SECURITY IMPLEMENTATION **8**

2.1. Security Program Executives (SPE) 8
2.2. MAJCOM/DRU Director, Information Protection 8
2.3. MAJCOM/DRU Industrial Security Specialist..... 8
2.4. Installation Commanders. 9
2.5. (Wing) Chief, Information Protection..... 10
2.6. (Wing) Industrial Security Specialist..... 10
2.7. Contracting Officer Actions..... 12
2.8. System, Program, Project Managers, Commanders/Directors..... 12

Chapter 3— THE DD FORM 254 **13**

3.1. The DD Form 254 communicates security requirements needed 13
3.2. Completing the DD Form 254. 13
3.3. Distribution of DD Form 254. 14

Chapter 4— VISITOR GROUPS AND AGREEMENTS **15**

4.1. General..... 15
4.2. Development of the VGSA..... 15

Chapter 5— REPORTING REQUIREMENTS **17**

5.1. Clearances..... 17
5.2. Requesting a FCL. 17
5.3. Reporting Adverse Information and Suspicious Contacts 17
5.4. Reporting Security Violations..... 18
5.5. Reporting Espionage, Sabotage, and Subversive Activities. 18
5.6. Invalidation of FCL. 19
5.7. A company may encounter growth or..... 19

Chapter 6— OVERSIGHT REVIEWS **21**

6.1. Conducting Security Reviews (SRs) at Cleared Facilities: (..... 21
6.2. Self-Inspections and Self-assessments for Visitor Groups. 22
6.2. (EGLINAFB) 22

6.3.	Security Discipline Assessment/Inspection Reciprocity.....	22
6.4.	The program office, requiring AF activity or CO will.....	22
6.4.	(EGLINAFB)	22
6.5.	(ADDED-EGLINAFB) Security managers shall maintain contractor folder information (reference paragraph 6.	22
Chapter 7— VISITS AND MEETINGS		23
7.1.	Installation Visitors.....	23
7.2.	Contractor Visits to AF Installations.	23
7.3.	AF Visits to Contractor Facilities.	23
Chapter 8— SPECIAL REQUIREMENTS		24
8.1.	Special Access Program.....	24
8.2.	Sensitive Compartmented Information.....	24
8.3.	Other Access Considerations	24
8.4.	NATO	24
8.5.	Controlled Unclassified Information (CUI):.....	24
Chapter 9— INTERNATIONAL SECURITY REQUIREMENTS		26
9.1.	Categorizing Contractor Operations Overseas.....	26
9.2.	Disclosure of Information to Foreign Visitors/Interests.	26
9.2.	(EGLINAFB)	26
9.3.	Documentary Disclosure of Information to a Foreign Entity.	26
9.4.	Foreign Visits.....	26
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		27

Chapter 1

PROGRAM OVERVIEW AND ROLES AND RESPONSIBILITIES

1.1. AF Security Enterprise. AFPD 16-14 defines the Air Force Security Enterprise as the organizations, infrastructure, and measures (policies, processes, procedures, and products) in place to safeguard AF personnel, information, operations, resources, technologies, facilities, and assets against harm, loss, or hostile acts and influences. Information Protection is a subset of the Air Force Security Enterprise. Air Force Industrial Security is a core discipline within Information Protection.

1.2. Information Protection. Information Protection is a subset of the Air Force Security Enterprise. Information Protection consists of three core security disciplines (Personnel, Industrial, and Information Security) which support insider threat detection and mitigation efforts and are used to:

1.2.1. Determine military, civilian, and contractor personnel eligibility to access classified information (Personnel Security).

1.2.2. Ensure the protection of classified and CUI information released or disclosed to industry in connection with classified contracts (Industrial Security).

1.2.3. Protect classified information and CUI that, if subject to unauthorized disclosure, could reasonably be expected to cause damage to national security (Information Security).

1.3. Information Protection Oversight. These key positions direct, administer, and oversee management, functioning and effectiveness of the Information Protection Program.

1.3.1. The Senior Agency Official (SAF/AA) is the Secretary of the Air Force appointed authority responsible for the oversight of Information Protection.

1.3.2. The Security Program Executive (SPE) is appointed by the MAJCOM/DRU Commander in accordance with AFPD 16-14 and is responsible oversight of Information Protection for their MAJCOM/DRU.

1.3.3. Wing Commanders provide oversight of Information Protection by ensuring security controls, safeguards, and countermeasures are established through application of risk management principles, as appropriate, for their wings. (T-1) This may be delegated to the Wing/CV.

1.4. Information Protection Managers. These key positions develop guidance as necessary, and serve as principal advisors to the personnel identified in paragraph 1.3.

1.4.1. Director of Security, Special Program Oversight and Information Protection (SAF/AAZ) is responsible to the Senior Agency Official and addresses the equities within the functional portfolio related to Information Protection.

1.4.2. MAJCOM/DRU Director, Information Protection is responsible to the SPE and for integrating Information Protection into MAJCOM/DRU operations and provides oversight and direction to the security specialists and other personnel assigned to the MAJCOM/DRU Information Protection Directorate.

1.4.3. Chief, Information Protection is responsible for executing Information Protection on behalf of the Wing Commander and provides oversight and direction to commanders and directors at all levels and their security managers, and security specialists and other personnel assigned to the DRU/Wing Information Protection Office. (T-1)

1.4.4. Commanders and Directors ensure military and civilian personnel are properly cleared for access to classified information and CUI, integrate contractors into their existing security programs, and protect classified information and CUI under their authority to support Information Protection. (T-1)

1.5. Information Protection Implementation. The key security professionals below are responsible for implementing Information Protection core security disciplines (information, industrial, and personnel security):

1.5.1. Security Specialists are Office of Personnel Management (OPM) occupational series 0080, Security Administration, and are responsible for effecting Information Protection core security disciplines (Information, Personnel, Industrial Security) for a MAJCOM/DRU, or Wing.

1.5.2. Security Managers are principal advisors to commanders and directors. They implement the core security disciplines under the guidance and direction of the DRU/Wing Chief, Information Protection or one of the security specialists assigned to the Information Protection Office.

1.5.3. Military or civil service personnel assigned to the Information Protection Directorate or Office must meet the rank/grade requirements listed in DoD 5200.01-M, Volume 1, Enclosure 2, and complete training equivalent to information security specialists as prescribed in AFI 16-1404. (T-1)

1.6. Industrial Security . This core security discipline of Information Protection is designed to identify and protect classified national security information within DoD when that information is entrusted to industry. In most cases for the AF, “industry” consists of contractors that have been validated by DSS to have access to classified material. This AFI is used in conjunction with AFI 16-1404, Air Force *Information Security Program*. Within the AF industrial security program:

1.6.1. Identify in classified contracts using the DoD Contract Security Classification Specification (referred to as DD Form 254) procedures for protection of classified information/sensitive resources.

1.6.2. Categorize on-site contractors as Visitor Groups and integrate contractors into the organization’s information security program in accordance with this AFI and AFI 16-1404.

1.6.3. When the installation commander has elected to retain security cognizance of contractors as a cleared facility, the commander will conduct security reviews in accordance with the NISPOM. (T-1) **NOTE:** Categorize DoD contractor operations supporting the AF overseas as visitor groups.

1.6.4. Defense Security Service (DSS) makes risk management determinations for the AF relating to contractor Foreign Ownership, Control, or Influence (FOCI) to include supporting the Air Force National Interest Determination (NID) process when needed.

1.6.5. The Contracting Officer (CO) award or modify contracts. Only the CO can enter into, administer or terminate a contract. If the Security Assistance Policy Coordinating Office

(SAPCO) and/or Special Security Officer require any modifications to a contract they must coordinate their request with the Contracting Officer. This does not negate the requirement to coordinate DD Forms 254 with the IP office as identified in **Chapter 3**. Once awarded or modified, the Contracting Officer, with assistance from the Program Manager notifies the Security Manager and the servicing IP Office when a contract requires performance on a Government installation and 1) access to classified information, and/or 2) IT Level I/II access is required, and/or 3) when a security clearance is required to perform unclassified services in a facility requiring a security clearance for unescorted access, as soon as possible, recommended not to exceed 30 days of award or modification.

1.7. Other Roles and Responsibilities. Is a key stakeholder contributing to an effective AF industrial security posture identified in AFI 16-1404.

1.7.1. The Deputy Assistant Secretary (Contracting), Assistant Secretary (Acquisition), (SAF/AQC) is responsible for formulating and interpreting Air Force contracting policy and issuing Air Force supplemental guidance to the Federal Acquisition Regulation (FAR).

1.7.2. Original Classification Authorities are responsible for conducting damage assessments in accordance with DODM 5200.01 Vol. 3, Encl. 6 and AFI 16-1404. (T-1)

Chapter 2

INDUSTRIAL SECURITY IMPLEMENTATION

2.1. Security Program Executives (SPE) . In addition to duties found in AFI 16-1404, provide oversight of industrial security program activities within their area of responsibility.

2.1.1. Approve program waivers and exceptions to policy and submit them to SAF/AA, when necessary.

2.1.2. Assess reports concerning espionage, sabotage, subversive activities, deliberate compromises of classified information, and leaks of classified information to the media involving cleared facilities or visitor groups and determine appropriate risk based countermeasures. AFOSI is the investigating agency concerning these reports or any other similar actions. Copies of the final reports will be submitted to SAF/AAZ.

2.2. MAJCOM/DRU Director, Information Protection . In addition to AFI 16-1404 responsibilities for Information Security, ensures Industrial Security Program implementation and provides oversight of subordinate Wings or organizations within their area of operations.

2.2.1. Assess program waivers and exceptions to policy and validate their accuracy prior to submission to the SPE for approval.

2.2.2. Provide the SPE risked-based countermeasure strategies concerning reported espionage, sabotage, subversive activities, deliberate compromises of classified information, and leaks of classified information to the media involving cleared facilities and visitor groups located on or serviced by the command.

2.2.3. Develop industrial security data calls or responses when requested.

2.2.4. Ensure industrial security supplements and self-assessment checklists are coordinated with SAF/AAZ prior to publication and submission to the Management Internal Control Tool (MICT) database.

2.2.5. Notify SAF/AAZ of unsatisfactory Security Reviews of cleared facilities.

2.2.6. Report security violations and infraction metrics to SAF/AAZ when requested.

2.3. MAJCOM/DRU Industrial Security Specialist. Works closely with the MAJCOM/DRU Information Security Specialist to deliver a robust Industrial Security Program for the command.

2.3.1. Research program standards to validate program waivers and exceptions.

2.3.2. Participate in the development of risk based countermeasure strategies for reports concerning espionage, sabotage, subversive activities, deliberate compromises of classified information, and leaks of classified information to the media involving cleared facilities or visitor groups and determine appropriate risk based countermeasures.

2.3.3. Collect data to support industrial security data calls when requested.

2.3.4. Write and develop industrial security supplements and self-assessment checklists.

2.3.5. Notify the Director, Information Protection of unsatisfactory security reviews of cleared facilities.

2.3.6. Track unsatisfactory security reviews of cleared facilities until deficiencies are corrected or administrative action is taken on the Facility Security Clearance (FCL).

2.3.7. Collect, analyze and maintain metrics for security violations and infractions.

2.3.8. Process contractor reported security violations to SAF/AAZ. Upon receipt from SAF/AAZ, these are distributed to the appropriate Wing Information Protection Office.

2.3.8.1. Process copies of replies to DSS to SAF/AAZ.

2.3.9. Submit all Collateral, Sensitive Compartmented Information (SCI) and Special Access Programs (SAP) NIDs in accordance with AFHB 16-1406.

2.3.9.1. Refer Special Access Program (SAP) NID questions/submissions to MAJCOM SAP Management Office.

2.3.9.1. **(DELETE)**

2.4. Installation Commanders. In addition to responsibilities found in AFI 16-1404 for Wing Commanders and when the Installation Commander has elected to retain security cognizance for cleared facilities on an Air Force installation, the host –installation cybersecurity office (formerly information assurance) shall assist the servicing IP office by providing oversight in the contractor’s system/networks that process/store Government information to ensure those system/networks are properly accredited and all DoD/AF information technology cybersecurity requirements are met.

2.4.1. Submit program waivers and exceptions to policy to the SPE through Information Protection channels. (T-1)

2.4.2. Provide reports concerning espionage, sabotage, subversive activities, deliberate compromises of classified information, and leaks of classified information to the media involving cleared facilities or visitor groups to the SPE, and determine risk based countermeasures to be enacted. (T-1)

2.4.3. Grant contractors (prime contractors and subcontractors) access to the installation IAW AFM 33-113, 33-113, *Installation Perimeter Access Control*.

2.4.4. Designate classified contractor operations as cleared facilities, visitor groups or intermittent visitors. Cleared facilities and visitor groups or intermittent visitors shall be identified as a specific performance location and security oversight on the DD Form 254. (T-1)

2.4.4. **(EGLINAFB)** 96 TW/IP is delegated authority to designate classified contractor operations as intermittent visitors, integrated visitor groups, or National Industrial Security Program Operating Manual (NISPOM) visitor groups.

2.4.5. Enter into security agreements with contractors (prime contractors and subcontractors) performing collateral duties, by signing Visitor Group Security Agreements (VGSA).” (T-1) For subcontractors see * 4.2.2. This may be delegated to the Chief, Information Protection. (T-1)

2.4.5.1. **(Added-EGLINAFB)** 96 TW/IP is delegated authority to sign Visitor Group Security Agreements.

2.5. (Wing) Chief, Information Protection . In addition to responsibilities found in AFI 16-1404, this position should establish rapport with program or project managers and commanders/directors (hereinafter referred to as program/project managers) to ensure effective management of the industrial security program. When the Installation Commander has elected to retain security cognizance of industrial security activities ensure the following:

2.5.1. Analyze and submit program waiver and exception packages through Information Protection channels to appropriate approval authority. (T-1)

2.5.2. Brief the Installation Commander on reports concerning espionage, sabotage, subversive activities, deliberate compromises of classified information, and leaks of classified information to the media involving cleared facilities, visitor groups, or intermittent visitors and recommends appropriate risk based countermeasures. (T-1)

2.5.3. Make recommendations to the Installation Commander on restricting access to classified information when security reviews result in an unsatisfactory rating. (T-1)

2.5.3.1. If the cleared facility fails to take corrective actions, provide support information with recommendations (e.g., removal of facility clearance level). (T-1)

2.5.3.2. Notify the MAJCOM/DRU Director, Information Protection of facility rating. (T-1)

2.5.4. Develop staff packages to designate contractor operations as cleared facilities, visitor groups or intermittent visitors. This designation is determined by the visitor's relationship and interface with the AF activity and/or installation. (T-1)

2.5.5. Review VGSA and submit package to Installation Commander for signature unless this signature authority is delegated to the Chief of Information Protection. (T-1)

2.5.5. **(EGLINAFB)** 96 TW/IP is delegated authority to sign Visitor Group Security Agreements.

2.5.6. Serve as the authority to perform industrial security program oversight for contractor operations and coordinate with DSS when unique or special operational circumstances warrant. (T-1)

2.5.7. Coordinate with the MAJCOM/DRU Director, Information Protection, local contracting officer, and Home Office Facility (HOF) Facility Security Office (FSO) when assigning an unsatisfactory review rating for a cleared facility. (T-0)

2.5.8. Forward a copy of the security review and survey reports and other applicable documentation, pertaining to a "cleared facility" per DOD 5220.22-M, DOD 5220.22-R, and this instruction, as required to DSS. Forward a copy to the MAJCOM/DRU and SAF/AAZ through Information Protection channels when requested. (T-0)

2.5.9. Administer, and ensure a copy of the returned response is provided by program/project managers to SAF/AAZ through Information Protection channels concerning DSS reported contractor security violations.

2.5.10. Submit all (Collateral, SCI and SAP) NIDs in accordance with AFHB 16-1406.

2.6. (Wing) Industrial Security Specialist . Provide guidance to program/project managers (see para 2.5) to ensure security procedures (e.g., SCI, physical, OPSEC, SAP, etc.) are followed

throughout the contracting process. Assist in determining the relationship and interface between the contractor and the Air Force to designate contractor activities as visitor group, cleared facility, or intermittent visitor. Work closely with the Wing Information Security Specialist to deliver a robust Industrial Security Program.

2.6.1. When the Installation Commander has elected to retain security cognizance of contractor cleared facilities:

2.6.1.1. Review and prepare program waivers and exceptions to policy and develop staff packages for the commander. (T-1)

2.6.1.2. Analyze reports concerning espionage, sabotage, subversive activities, deliberate compromises of classified information, and leaks of classified information to the media involving cleared facilities, visitor groups, or intermittent visitors and develop possible courses of action to mitigate risks. (T-1)

2.6.1.3. The servicing host-installation cybersecurity (formerly information assurance) official should accompany the industrial security specialist to review the contractor's system/networks that process classified or controlled unclassified information for compliance. Conduct industrial security reviews of cleared facilities in accordance with NISPOM. Collaborate with FSO to determine or monitor any necessary corrective actions.

2.6.1.4. Staff correspondence for unsatisfactory ratings of security reviews. (T-1)

2.6.2. Establish a process, if necessary, with the servicing CO to ensure Information Protection Office (IP) is notified 30 days prior to work performance start date, when contract performance is on the IP's installation and access to classified information is required. (T-1)

2.6.3. Participate in development of Visitor Group Security Agreements in accordance with [Chapter 4](#), incorporating visitor groups into the serviced unit information security program. (T-1)

2.6.4. Review DD Form 254. Refer to [Chapter 3](#) for specific guidance. (T-1)

2.6.5. Track, maintain, and analyze contractor visitor group security violations and infraction metrics, report through Information Protection channels to SAF/AAZ upon request. Categorize these occurrences with the terms found in AFI 16-1404.

2.6.6. Report adverse information and suspicious contact, security violations, and espionage, sabotage, and subversive activities in accordance with [Chapter 5](#) of this AFI. (T-0)

2.6.7. Provide industrial security training for security managers as applicable.

2.6.8. Provide industrial security review data and derivative classification decisions for inclusion in Senior Agency Self-Inspection and Agency Security Classification Management Program Data reports for visitor groups. (T-0)

2.6.9. Administer the DSS contractor reported security violations process and ensure a copy of the returned response is provided by program/project managers to SAF/AAZ. (T-0)

2.6.10. Submit all (Collateral, SCI and SAP) NIDs in accordance with AFHB 16-1406.

2.6.11. Work closely with the host-installation cybersecurity office (formerly information assurance). The host-installation cybersecurity office will provide oversight to any approved

contractor system/networks that process classified or controlled unclassified information to ensure those system/networks are properly accredited/authorized and all DoD/AF information technology cyber-security requirements are met. (T-0)

2.7. Contracting Officer Actions. In addition to requirements in this AFI, DoD 5220.22 Volume 3, *National Industrial Security Program: Procedures for Government Activities Relating to Foreign Ownership, Control or Influence (FOCI)* and DTM 15-002, *Policy Guidance for the Processing of National Interest Determinations in Connection with FOCI*. *Submit NIDs in accordance with AFHB 16-1406.

2.7.1. Notify the servicing Wing Information Protection Office:

2.7.1.1. Ensure contractor compliance IAW AFFARS Security Clause 5352.204-9000, Notification of Government Security Activity and Visitor Group Security Agreements, at Gov't and OCONUS place performance locations identified in the DD Form 254.

2.7.1.2. Submit all (Collateral, SCI and SAP) NIDs in accordance with AFHB 16-1406.

2.7.2. Ensure DD form 254 is distributed in accordance with **Chapter 3** of this AFI.(T-1)

2.7.3. Sign Block 16 of the DD Form 254 as the certifying official. (T-0)

2.7.4. Contact the GCA's servicing IP office for assistance immediately before obtaining mailing addresses and contact information for the individual IP offices at each contract performance location.

2.8. System, Program, Project Managers, Commanders/Directors. These positions are referred to as program/project managers in this AFI. These positions are key to identification of specific types of information required by the contractor and security classification guidance by completing the DD Form 254. Program/project managers also play a critical role in identifying companies with access to proscribed information. Submit all (Collateral, SCI and SAP) NIDs in accordance with AFHB 16-1406. In addition, program/project managers assist with the development of the VGSA, providing responses to security violations to DSS (and the Wing Information Protection office), and identifying and reporting changes that may affect a contracted company FCL.

2.8.1. A DD Form 254 will be included with the Request for Bid, Request for Proposal, and Request for Information to clarify security requirements for the final contract award. When access to classified information is required during the acquisition process, a DD Form 254 shall be completed in the same manner as a DD Form 254 for awarding a contract (Ref **Chapter 3**).

2.8.2. Notify the servicing Wing Information Protection office 30 days prior to contractor work beginning (i.e., work or classified information access; a contract with a DD Form 254) and assist with development of the VGSA. (T-1)

2.8.3. Process DSS reported security violation responses received from the servicing Wing Information Protection office to DSS and provide a copy to the wing. (T-0)

2.8.4. Changes that could affect the FCL include but are not limited to: indicators of FOCI, federal investigation resulting in FCL termination, termination of FCL by owners request, etc. (T-0)

Chapter 3

THE DD FORM 254

3.1. The DD Form 254 communicates security requirements needed in performance of a classified contract. For Request for Bid, Request for Proposal, and Request for Information see DFARS 204.403 and PGI 204.403 which includes responsibilities of Contracting Officers to clarify security requirements. When access to classified information is required prior to award of a contract, the DD Form 254 shall be completed in the same manner as a DD Form 254 at contract award. Program/project managers must complete the DD Form 254 for prime contracts. (T-1) The certifying official will sign the form in block 16. (T-0) The Defense Security Service website may be referenced for detailed guidance. The DD Form 254 can be located on the NISP Contract Classification System (NCCS) accessible on Wide Area Workflow (WAWF) at <https://wawf.eb.mil>.

3.1.1. Ensure servicing Wing Information Protection office reviews and coordinates by annotating Block 13 with office symbol, date and initials of reviewer (T-0).

3.1.2. Submit DD Form 254 to the servicing contracting office for certification. (T-0)

3.1.2.1. Ensure contracts:

3.1.2.1.1. Incorporate language and appropriate contract clauses for protection of critical information identified in the Operations Security program IAW AFI 10-701, **Chapter 8**. (T-0)

3.1.2.1.2. Incorporate language and appropriate contracts clauses for the protection to classified information. (T-0)

3.1.2.1.3. Incorporate language and appropriate contract clauses for protection of unclassified controlled technical information IAW DFARS Subpart 204.73. (T-0)

3.2. Completing the DD Form 254. Complete all blocks on the DD Form 254. (T-0) The following blocks require special attention:

3.2.1. Block 3 This Specification Is: verify the intended specification for the DD 254. (T-0)

3.2.1.1. Original date refers to the release date of the DD Form 254. This date will not change and will be annotated on subsequent revisions of the DD Form 254. (T-0)

3.2.1.2. Revised DD Form 254s are issued when there is a change to classification guidance or security requirements of the contract.

3.2.1.3. “Final” DD Form 254 is only used to authorize additional retention of classified materials beyond the terms of the contract.

3.2.2. If blocks 10a, b, c, e(1), f, or TS access is required, verify in ISFD that the company doesn’t require a NID. If the company does require a NID for access to proscribe information, verify a NID has been completed in the ISFD or ensure the GCA submits a NID in accordance with AFHB 16-1406.

3.2.2.1. **(DELETED)**

3.2.2.2. **(DELETED)**

3.2.3. Block 12 Public Release: Ensure “Through” block is marked and the following statement is included: Information requiring AF or DoD–level review will be forwarded by the entry-level public affairs office through the MAJCOM/DRU Public Affairs Office to the Secretary of the Air Force, Office of Public Affairs, Security and Review Division (SAF/PAX), 1690 Air Force Pentagon, Washington DC 20330-1690. (T-0)

3.2.4. Block 13 Security Guidance:

3.2.4.1. Be specific on security guidance.

3.2.4.2. Use this area to show coordination of security officials by annotating contact information and initials. (T-1)

3.2.4.3. **(DELETED)**

3.2.4.4. The responsible Contracting Officer Representative or Program Manager will identify (by title, functional OPR, and approval date, to include letter changes), the specific security classification guidance or guides (SCG) applicable to the contract in block 13 of the DD Form 254. (T-1) If SCG’s title is classified, the Program Manager is responsible for notifying the contractor. An addendum sheet may be added to list guides when insufficient space is not provided in Block 13.

3.2.5. Block 16 Certification, is signed by the contracting office. (T-0)

3.2.6. Block 17 Required Distribution. If work is to be conducted at multiple locations or MAJCOMS, ensure the DD Form 254 is distributed to the stakeholders.

3.2.7. **(DELETE)**

3.2.8. Submit all (Collateral, SCI and SAP) NIDs in accordance with AFHB 16-1406.

3.3. Distribution of DD Form 254. The CO will maintain a copy of the DD Form 254. (T-1)
Distribution is made to:

3.3.1. Wing Information Protection Office for collateral information when contractor performance is on an AF installation.

3.3.2. When SAP is involved, coordinate the DD Form 254 in accordance with AFI 16-701, Management, Administration and Oversight of Special Access Programs. Keep DD Forms 254 unclassified whenever possible. (T-0)

3.3.3. AF/A2 for SCI. Keep DD Forms 254 unclassified whenever possible. (T-0)

3.3.4. DSS Headquarters, if DSS is relieved of security oversight responsibility. (T-0)

Chapter 4

VISITOR GROUPS AND AGREEMENTS

4.1. General. Installation commanders categorize contractors operating on the installation as cleared facility, visitor groups, or intermittent visitors. (T-0) Cleared facilities are discussed in **Chapter 5**. Contractor operations performing less than 90 days qualify as intermittent visitors. Intermittent visitors may operate under the security requirements of the NISPOM or the installation security program. Generally, contractor operations in excess of 90 days are designated visitor groups. Visitor Group limits and actions while on the installation are codified in Visitor Group Security Agreements.

4.2. Development of the VGSA . The industrial security specialist will ensure VGSA:

4.2.1. Incorporates the visitor group into the AF Information Security Program. (T-1)

4.2.2. A separate or independent VGSA is developed for subcontractors when prime and subcontractors are not working at the same AF installation. If at the same location, a separate VGSA is not required; however, at a minimum, the subcontractor signs the prime contractor's VGSA. (T-0)

4.2.2. **(EGLINAFB)** 96 TW/IP will establish separate Visitor Group Security Agreements (Integrated and NISPOM) for prime and subcontractors.

4.2.3. Prohibits Visitor Groups from establishing their own Information Technology (IT) systems/networks (Local Area Networks [LAN], Wide Area Network [WAN], Cellular phone/USB Modem as WAN, Wi-Fi as WAN, etc.) without the direct permission of governing communications and responsible information systems office. If permission is granted, the Government office approving the contractor system/network is responsible for providing oversight to the contractor's system/network to ensure the system/network is properly accredited/authorized and all DoD/AF information technology requirements are met. (T-0)

4.2.4. Require contractor employees who need access to government IT are determined to be trustworthy by the completion of a favorable personnel security investigation commensurate with assigned duties and by a designated government official prior to IT access being granted. (T-0) This is accomplished through the system authorization access request, DD Form 2875, process. Reference AFI 31-501 (or applicable revisions) for background investigation requirements.

4.2.5. Use existing AF security program related plans (Operations Security, Program Protection, Information Technology, etc.), procedures, operating instructions, and educational/training materials that meet the intent of and satisfy NISPOM requirements. Coordinate with other security discipline OPRs, when applicable, and incorporate authority for their usage in the VGSA or other appropriate contracting documents. (T-0)

4.2.6. Is coordinated with the security discipline OPRs (T-1)

4.2.7. Allows responsible security discipline OPR to accompany the industrial security specialist or CSO representative during security reviews or when requested. (T-0)

4.2.8. Subcontractors submit independent Visit Requests to the serviced organization via JPAS on their employees. (T-1)

Chapter 5

REPORTING REQUIREMENTS

5.1. Clearances. There are two types of clearances within the industrial security program. A Facility Security Clearance (FCL) is an administrative determination by Defense Security Service (DSS) that a company is eligible for access to classified information. The other clearance is Personnel Security Clearance (PCL). A PCL is an administrative determination that a contractor is eligible for access to classified information. The FCL can be affected if adverse information results in the removal of a PCL, or change introducing FOCI indicators of those identified as key management personnel.

5.2. Requesting a FCL. Most companies bidding on a classified contract have an FCL. However, a company may be awarded a contract and not be in possession of an FCL. Should this occur, the contracting office initiate a request for an FCL. (T-0) A sample FCL request letter can be obtained from the Defense Security Service (DSS) website, Industrial Security page.

5.2.1. A company's FCL can be verified through the Industrial Security Facilities Database (ISFD) maintained by DSS. ISFD can verify the company's safeguarding capability, address, CAGE code, and if the company requires a NID for access to proscribed information.

5.2.1.1. To gain access to the ISFD complete the ISFD System Access Request form located on the DSS website, Information Systems ISFD web page.

5.2.1.2. It is U.S. policy to support foreign investment in the United States consistent with the protection of the national security. Foreign Ownership, Control, or Influence (FOCI) is a set of processes which may facilitate foreign investment in the US. These processes become necessary to make a determination by DSS that access to national defense information by companies impacted by FOCI is considered. SAP NID questions/submissions will be reported to the MAJCOM SAP Management Office. Submit all (Collateral, SCI and SAP) NIDs in accordance with AFHB 16-1406.

5.2.1.3. REVISED from 5.2.2.1. Program/project manager, contracting office, becoming aware of the sale of a contract or a company subject to FOCI must report this information to the servicing Wing Information Protection Office. (T-1)

5.2.1.4. REVISED from 5.2.2.2. Information Protection offices will relay this information to SAF/AAZ through IP channels. (T-1)

5.2.2.1. Program/project manager, contracting office, becoming aware of the sale of a contract or a company subject to FOCI must report this information to the servicing Wing Information Protection Office. (T-1)

5.2.2.2. Information Protection offices will relay this information to SAF/AAZ through IP channels. (T-1)

5.3. Reporting Adverse Information and Suspicious Contacts . Actions or behaviors which may cause question of an employees trustworthiness, reliability, or judgment concerning their access to classified information are considered Adverse Information. Personnel working with or near classified information are possible targets of persons our contry's adversaries or even those with a casual interest in national defense. Reporting suspicious contacts assist in safeguarding

critical defense information. Visitor Groups and cleared facilities report these occurrences to the Information Protection office. This reporting requirement will be specified in the VGSA. (T-0)

5.3.1. Identify the contractor employee(s) involved, include the company name (identify prime contractor, if a subcontractor), address, and CAGE Code, the contract number and delivery order, if applicable.

5.3.2. Cleared facilities report occurrences to the Wing Information Protection Office. (T-1)

5.3.3. The Wing Information Protection Office will:

5.3.3.1. Notify other AF activities, e.g., contracting office, Air Force Office of Special Investigations (AFOSI), when appropriate. (T-1)

5.3.3.2. Report information to the visitor group's Home Office Facility (HOF) through the Contracting Officer. (T-1)

5.3.3.3. The servicing Wing Information Protection Office will retain a copy of any adverse information or suspicious contact reports in accordance with Air Force Records Management standards. (T-1)

5.3.3.4. HOF performs any subsequent or additional reporting required by the NISPOM.

5.4. Reporting Security Violations.

5.4.1. Reference AFI 16-1404 for inquiry/investigation/reporting requirements occurring on an installation. Identify the contractor employee(s) involved, include the company name (identify prime contractor, if a subcontractor), address, and CAGE Code, the contract number and delivery order, if applicable. Visitor groups will report violations through their unit to the Wing Information Protection Office. Cleared facilities report directly to the Wing Information Protection Office. The Wing Information Protection Office reports security violations to the HOF for cleared facilities. When contractors cause security incidents on AF installations, Wing Information Protection Office (IP) will notify the contractor's Facility Security Officer (FSO) and Contracting Officer. (T-1)

5.4.2. Program/project managers will respond to the DSS requirements and provide the Wing Information Protection Office a copy of the response. (T-0) Original Classification Authorities are responsible for conducting damage assessments. See DoDM 5200.01, Vol 3, Enclosure 6.

5.4.2.1. These are cases of external Security Violation processing. The AF receives notice of security violations occurring at an industry concerning information an AF program or project manager uses is at risk or has been compromised. Specific instructions are provided for each occurrence.

5.5. Reporting Espionage, Sabotage, and Subversive Activities. Suspicious activities may extend beyond the AF and endanger the defense industrial framework of our nation and its governing principles. When this occurs external government investigative agencies may need to be notified.

5.5.1. To expedite notifications, Visitor Groups and cleared facilities report these incidents directly to both the Wing Information Protection Office and AFOSI. The report should identify:

5.5.1.1. The Visitor Group or cleared facility.

5.5.1.2. All person(s) involved to include full name, date and place of birth, social security number, local address, present location, position within the company, and security clearance. Adhere to Personal Identity Information guidelines.

5.5.1.3. Any past or present participation in special access programs (SAPs).

5.5.1.4. Facts of the incident (who, what, when, where, why, and how).

5.5.1.5. Level of classified information involved and description (document, material, equipment, etc.).

5.5.1.6. Whether news media know about the incident and if so which one(s).

5.5.1.7. Culpable individuals, if known.

5.5.1.8. Changes in contractor procedures necessitated by the incident and any recommendations for change in the security program, which may prevent similar violations.

5.5.2. Protect and mark reports containing personal identifiable information or any other exemption under the Freedom of Information Act (FOIA) as For Official Use Only (FOUO) in accordance with DoD 5200.01, Volume 4. (T-0)

5.5.3. The Wing Information Protection Office will ensure that the MAJCOM/DRU is notified. Include the servicing Public Affairs for incidents of information released to the media. (T-1)

5.5.3.1. Include a copy of any reports. (T-1)

5.5.3.2. Describe of any plans or action to safeguard and any recommendations to suspend or revoke an individual's personnel security clearance (PCL). (T-1)

5.5.4. AFOSI notifies external investigative agencies as required.

5.6. Invalidation of FCL. Invalidation of FCL renders a contractor ineligible to bid on new classified contracts or receive new classified material. If a Visitor Group or cleared facility loses their FCL the Wing Information Protection Office:

5.6.1. Notify SAF/AAZ through Information Protection channels. (T-0)

5.6.2. Instruct the contractor to return the classified material in its possession, unless otherwise directed. (T-0)

5.7. A company may encounter growth or other situations which present foreign ownership, control, or influence (FOCI) indicators. While not exclusive to program/project managers, they are in a position to observe and learn of information and conditions that may surface FOCI and play a critical reporting role that may result in a NID. Submit all (Collateral, SCI and SAP) NIDs in accordance with AFHB 16-1406.

5.7.1. (DELETE)

5.7.1.1. (DELETE)

5.7.1.1.1. (DELETE)

5.7.1.1.2. Top Secret access is required in the performance of the contract or any of the contract's supporting documentation. (T-0)

5.7.1.2. Identify the FOCI condition(s). FOCI applies if the company is:

5.7.1.2.1. **(DELETE)**

5.7.1.2.2. **(DELETE)**

5.7.1.2.2.1. **(DELETE)**

5.7.1.2.3. **(DELETE)**

5.7.1.3. Notify the Servicing Information Protection Office or the appropriate Special Security Office (SSO) or MAJCOM SAP Management Office for further guidance on NIDs (Collateral, SCI and SAP) processing respectively. (T-0)

Chapter 6

OVERSIGHT REVIEWS

6.1. Conducting Security Reviews (SRs) at Cleared Facilities: (NOTE: As used in this publication the term “security review” is not synonymous with nor does it negate the “security and policy review” requirement of AFI 35-101, *Air Force Public Affairs Policies and Procedures.*)

6.1.1. The Wing Industrial Security Specialist will conduct annual security reviews of cleared facilities that perform classified work on AF installations when the Installation Commander retains oversight responsibilities. (T-1)

6.1.2. Scheduling Security Review. Provide contractor activity management 30 days advanced written notification. (T-0)

6.1.3. Industrial security specialist coordinates with other AF security discipline OPRs; Operations Security (OPSEC), Computer Security (COMPUSEC), and Communications Security (COMSEC), etc., to provide specialized expertise when necessary to complete a security review. The servicing host-installation Cyber-security (formerly information assurance) official will participate in security reviews of cleared facilities when the cleared facility has systems/networks that process classified or controlled unclassified information. (T-0) The security review is complete when all security requirements imposed under the terms of the contract have been evaluated.

6.1.4. Post-Security Review Requirements.

6.1.4.1. Send a letter/report to senior management officials of the cleared facility within 10 days of completing the security review. The letter will:

6.1.4.2. Confirm the assessment of the contractor security program as discussed during the exit interview. (T-0)

6.1.4.3. List any deficiencies requiring corrective action. (T-0)

6.1.4.4. , Request written confirmation be provided within 30 days of the deficiencies, remedy, and status of any open major discrepancy (condition which resulted in or could reasonably be expected to result in the loss or compromise of classified information). (T-0)

6.1.5. Unsatisfactory Security Review.

6.1.5.1. The industrial security specialist assigns a cleared facility an unsatisfactory security review rating:

6.1.5.1.1. If the cleared facility fails to satisfactorily perform contractual security responsibilities. (T-0)

6.1.5.1.2. When major failures in the contractor security program have resulted in or could reasonably be expected to result in loss or compromise of classified information. (T-0)

6.1.5.1.3. When the contractor is clearly responsible for the security problems cited during a security review. (T-0)

6.1.5.2. The industrial security specialist coordinates with the contracting officer when assigning an unsatisfactory security review rating for a cleared facility. (T-0)

6.1.5.3. The HOF for the cleared facility is ultimately responsible for meeting contract security requirements.

6.1.5.3.1. When assigning an unsatisfactory security review rating, the industrial security specialist notifies the HOF immediately through the contracting office and requests prompt and complete corrective action.

6.1.5.3.2. Industrial security specialists notify HOF if problems continue. (T-1)

6.2. Self-Inspections and Self-assessments for Visitor Groups. Wings and sponsoring AF activities will include contractor visitor groups within their self-inspection and self-assessment programs; see AFI 16-1404. (T-1)

6.2. (EGLINAFB) 96 TW/IP will conduct Industrial Security reviews on all established visitor groups. Integrated visitor groups will be included in the Information Security reviews. NISPOM visitor groups will be reviewed separately and scheduled by the Wing Industrial Security section (96 TW/IPIP). Units with established visitor groups will conduct semi-annual Industrial self-assessments six months after their scheduled security review.

6.3. Security Discipline Assessment/Inspection Reciprocity. The CO, industrial security specialist, and other Wing (or installation security discipline offices) of primary responsibility (OPRs) work together to resolve issues pertaining to reciprocity, as applicable to assessments, surveys, audits, security clearances, security reviews, etc.

6.4. The program office, requiring AF activity or CO will notify the Wing industrial security specialist in writing within 30 days of when contract performance has been completed or terminated in order to schedule a close-out inspection. (T-0). Reference DoD 5220.22-R, * C4.3 for more information on close-out inspections."

6.4. (EGLINAFB) Security managers will conduct close-out inspections of Integrated Visitor Groups. 96 TW/IPIP will conduct close-out inspections for NISPOM Visitor Groups and Cleared Facilities.

6.5. (ADDED-EGLINAFB) Security managers shall maintain contractor folder information (reference paragraph 6. 5. of AFMC Supplement to AFI 16-1406) in the Electronic Security Manager Handbook, Industrial Security Tab located on the 96 TW/IP SharePoint.

Chapter 7

VISITS AND MEETINGS

7.1. Installation Visitors. The installation commander is the authority responsible for granting contractors access to the installation, regardless of which DoD agency, military service component, or activity awarded the contract.

7.2. Contractor Visits to AF Installations. DoD contractors located on or visiting AF installations in support of a classified contract must comply with DoD 5220.22-M, [Chapter 6](#), Section 1, visit requirements. (T-0).

7.2.1. Verify the information/accesses are authorized via the DD Form 254 on the contract for which the information is being released to fulfill the contract. (T-0)

7.2.2. In the case of a subcontractor, review the subcontract DD Form 254. The Joint Personnel Adjudication System (JPAS) is the system of record for confirming classified access eligibility for DoD employees and all contractor personnel. (T-0)

7.3. AF Visits to Contractor Facilities. AF personnel who require access to classified information while visiting commercial contractor facilities must comply with the visit request submission requirements of DoD 5200.01, V1-4 and AFI 16-1404, DoD 5220.22-M, and/or the contractor location to be visited. (T-0).

Chapter 8

SPECIAL REQUIREMENTS

8.1. Special Access Program. The AF assumes cognizance (instead of DSS for oversight responsibility) of Special Access Program contracts. Program Security Officers (PSO) coordinate with the appropriate contracting officer (CO) and program manager (PM) to validate DD Forms 254 contain language indicating DSS is “carved out” of program oversight and identifies AF Office of Special Investigations, Office of Special Projects (AFOSI/PJ) as having security and compliance inspection responsibility in accordance with the NISP and AF authorities (T-0). In these cases, a DD Form 254 may be completed only after endorsement by a PM and PSO. (T-0) COs may not delegate the authority to approve a SAP DD 254 (for specific SAP guidance also see DoD 5220.22M-Sup 1, NISPOM Supplement, NISP, AFPD 16-7 and AFI 16-701, *Management Administration Oversight of Special Access Programs*). Non-SAP classified material and CUI kept within a SAPF does not fall within the assessment (or self-assessment) purview of the industrial security specialist. Responsibility for such material rests with the applicable PSO (T-0).

8.2. Sensitive Compartmented Information. Program managers for SCI may relieve DSS and AF from security review and oversight responsibility for cleared facilities and/or visitor groups. This relief is normally limited to specific SCI information. Non-SCI classified material and CUI kept within a SCIF does not fall within the assessment purview of the Information Protection office. Responsibility for such material rests with the applicable SSO.

8.3. Other Access Considerations . The CO will engage program managers to validate a DD Form 254 requires access and adherence to other programs (e.g., Personnel Reliability Program (PRP), Restricted Data (RD), Critical Nuclear Weapons Design Information (CNWDI), Nuclear Command and Control Extremely Sensitive Information (NC2 ESI) and NATO. (T-0)

8.4. NATO . AF organizations will:

8.4.1. Ensure contracts requiring access to NATO classified materials is included on a DD Form 254 when applicable. (T-0) A NATO briefing will be completed prior to granting access to the Secure Internet Protocol Router Network (SIPRNet). Refer to AFI 16-1404 for granting personnel access to NATO information. (T-1)

8.4.1.1. Integrate their visitor group contractors into the servicing NATO control point security program. (T-0)

8.4.1.2. If NATO approved computer network or standalone system access is required, annotate the need on the DD Form 254. (T-0)

8.4.1.3. Ensure NATO access for employees are approved by the contractor company, to include providing initial briefings and debriefings. (T-0) This should be clearly stated in either the contract Statement of Work (SOW), DD Form 254, or VGSA.

8.4.1.4. Instructions and responsibilities for the protection of NATO material will be clearly stated in the DD Form 254 or VGSA. (T-0)

8.5. Controlled Unclassified Information (CUI):

8.5.1. Ensure local policies for awarding contracts and VGSA, include the requirement for security training and education in all contracts that require or will have access to classified or CUI. (T-0) See DoD 5200.1-M, Volume 4.

8.5.2. CUI will be marked in accordance with DoD 5200.01, Volume 4. (T-0)

8.5.3. NATO and material identified as foreign government information are not CUI.

Chapter 9

INTERNATIONAL SECURITY REQUIREMENTS

9.1. Categorizing Contractor Operations Overseas. DoD policy does not allow an FCL to be issued for contractors located outside the US, Puerto Rico, or a US possession or trust territory. Treat DoD contractor operations supporting the AF overseas as visitor groups.

9.2. Disclosure of Information to Foreign Visitors/Interests. Visits by foreigners to contractors performing on AF contracts (whether on or off base) which require access to classified or controlled unclassified information will be processed according to AFI 16-201, AF Foreign Disclosure and Technology Transfer Program. (T-1) Requests to disclose classified, controlled unclassified, and other types of information must be coordinated and approved by the servicing AF foreign disclosure office with the appropriate delegated disclosure authority. (T-1) Refer to AFI 16-201 for further information.

9.2. (EGLINAFB) 96 TW/IP manages and implements the Eglin AFB Foreign Disclosure Program. Direct all inquiries involving foreign national visits and disclosures to the Foreign Disclosure Office (96 TW/IPF).

9.3. Documentary Disclosure of Information to a Foreign Entity. Contractors performing on AF contracts will submit requests for disclosure of classified or controlled unclassified information to the contracting officer. (T-1) The contracting officer will validate the need for disclosure and forward the request for information to the servicing AF foreign disclosure office with appropriate delegated disclosure authority. (T-0) The servicing AF foreign disclosure office will process the request in accordance with AFI 16-201. (T-1)

9.4. Foreign Visits. All visit requests to Visitor Groups or a Cleared Facility submitted by or on behalf of a foreign government must be processed through the installation and/or MAJCOM or DRU foreign disclosure activity, at least 30 days in advance of the intended arrival date. (T-1)

PATRICIA J. ZARODKIEWICZ
Administrative Assistant

(EGLINAFB)

EVAN C. DERTIEN
Brigadier General, USAF
Commander, 96th Test Wing

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

AFI 33-360, *Publications and Forms Management*, 25 September 2014

AFPD 16-14, *Security Enterprise Governance*, July 24, 2014

DoD 5220.22-M, *National Industrial Security Program Operating Manual (NISPOM)*, February 28, 2006

DoD 5220.22-R, *Industrial Security Regulation*, December 4, 1985

DoDM 5220.22-V3, *National Industrial Security Program: Procedures for Government Activities Relating to Foreign Ownership, Control, or Influence (FOCI)*: 17 Apr 14

DoDM 5200.01-V1, *DoD Information Security Program*, February 24, 2012

DoDM 5200.01-V2, *DoD Information Security Program*, February 24, 2012

DoDM 5200.01-V3, *DoD Information Security Program*, February 24, 2012

DoD Manual 5200.01-V4, *DoD Information Security Program*, February 24, 2012

United States Security Authority for NATO Affairs (USSAN) 1-07, April 5, 2007

DFARS clause 252.204-7012, *Safeguarding of Unclassified Controlled Technical Information*, December 16, 2014

AFMAN 33-363, *Management of Records*, March 1, 2008

AFI 31-401, *Information Security Program Management*, November 1, 2005

AFI 16-1404, *The Air Force Information Security Program*, 29 May 2015

AFI 35-101, *Air Force Public Affairs Policies and Procedures*, August 18, 2010

Subpart 204.404-70, *Defense Federal Acquisition Regulation Supplement (DFARS)*, August 17, 1998 as amended

DoD 5200.2-R, *Personnel Security Program*, December 6, 1986

Federal Acquisition Regulation Part 4, 4.1303, 52.204-9 *Personal Identity Verification of Contractor Personnel*, OMB Guidance M-05-24, August 5, 2005

AFI 33-115, *Air Force Information Technology (IT) Service Management*, September 16, 2014

The Joint Air Force - Army - Navy (JAFAN) 6/0, *Special Access Program Security Manual*, Revision 1, 29 May 2008

AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*, July 23, 2014

AFMAN 31-113, *Installation Perimeter Access Control*, 2 February 2015

Prescribed Forms**None**

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 254, Department of Defense Contract Security Classification Specification

Abbreviations and Acronyms

ACO—Administrative Contracting Officer

AFI—Air Force Instruction

AFOSI—Air Force Office of Special Investigations

AFPD—Air Force Policy Directive

AIS—Automated Information System

CO—Contracting Office

COMSEC—Communications Security (COMSEC)

CSO—Cognizant Security Office

CUI—Controlled Unclassified Information

DOD—Department of Defense

DOE—Department of Energy

DRU—Direct Reporting Unit

DSS—Defense Security Service

FAR—Federal Acquisition Regulation

FBI—Federal Bureau of Investigations

FCL—Facility Security Clearance

FOA—Field Operating Agency

FOCI—Foreign Ownership, Control, or Influence

HOF—Home Office Facility

IT—Information Technology

JPAS—Joint Personnel Adjudication System

ISS—Industrial Security Specialist

NID—National Interest Determination

NISPOM—National Industrial Security Program Operating Manual

OPR—Office of Primary Responsibility

OPSEC—Operations Security

PCL—Personnel Security Clearance

PCO—Procuring Contracting Officer

PSO—Program Security Officer

PM—Program Manager

SAF—Secretary of the Air Force

SAP—Special Access Program

SAV—Staff Assistance Visit

SCI—Sensitive Compartmented Information

SOO—Statement of Objectives

SOW—Statement of Work

VGSA—Visitor Group Security Agreement

Terms

Classified Contract—Any contract that requires or will require access to classified information by the contractor or the employees in the performance of the contract. A contract may be classified even though the contract document itself is not classified.

Cleared Facility—A non-government owned and operated industrial, educational, commercial, or other facility for which DoD has made an administrative determination (from a security viewpoint) that the entity is eligible for and requires access to classified information of a certain category (Confidential, Secret, or Top Secret).

Cognizant Security Agency (CSA)—Executive Branch Agencies authorized to establish an industrial security program to safeguard classified information under the jurisdiction of those agencies when disclosed or released to U.S. Industry. These agencies are DoD, DHS, DOE, CIA, and NRC.

Cognizant Security Office—The designated Department of Defense (DoD) agency responsible for industrial security program administration. The Secretary of Defense (SecDef) has designated the Defense Security Service (DSS) to perform this function. The DSS Director has further delegated this responsibility downward within the agency. DSS Regional Directors provide industrial security administration for contractor facilities located within their respective geographic area. One exception for which AF has responsibility is DoD contractors on AF installations designated as “visitor groups.”

Functional Office of Primary Responsibility (OPR)—Functional OPR examples are a SAF directorate, A-Staff, or squadron that manages a security discipline and its associated proscribed or collateral information/material/equipment. Examples are A/2 or local SSO office for SCI; SAF-CIO, A/6, or communications squadron for COMSEC; etc.

Industrial Security—the element of the security enterprise to ensure the safeguarding of classified information when in the possession of U.S. industrial organizations, educational institutions, and organizations or facilities used by contractors.

Industrial Security Specialist—This AF position administers the industrial security program most commonly located on a Wing staff at an installation. The industrial Security Specialist is responsible for overseeing contractor security programs and/or operations through an executed (signed by both parties) VGSA.

Installation—An installation is an area in which the AF holds a real property interest or real property over which the AF has jurisdiction by agreement with a state or foreign government or by right of occupation. The term installation also includes all off-base or detached installations under the jurisdiction of the commander of the primary installation.

Intermittent Visitor—A contractor or company, cleared per the National Industrial Security Program (NISP) or Industrial Security Regulation, that require “entry” to an AF installation for brief periods of time on a scheduled or on call basis to perform contractual duties. An intermittent visitor’s presence on an installation does not usually exceed 90 consecutive days.

Invalidation—A condition at a cleared facility caused by changed conditions or performance under which the facility may no longer be eligible for an FCL unless the facility promptly initiates appropriate corrective actions.

Major Discrepancy—A condition, which resulted in or could reasonably be expected to result in the loss or compromise of classified information.

National Industrial Security Program Operating Manual (NISPOM)—DoD 5220.22-M establishes the standard procedures and requirements for all government contractors, with regards to classified information.

National Interest Determination—a determination that contractor access to proscribed information is consistent with the national security interests of the United States.

Proscribed Information—Proscribed information is Top Secret (TS); Communications Security (COMSEC) material, excluding controlled cryptographic items when unkeyed and utilized with unclassified keys; Restricted Data (RD); Special Access Program (SAP); and sensitive compartmented information (SCI).

Reciprocity—A reciprocal condition, relationship, mutual or cooperative agreement, between two or more agencies, components, or departments agreeing to recognize and accept the efforts (e.g., requirements, procedures, actions, etc.) of the other in exchange for the same reparation.

Visitor Group—Any contractor operation, cleared per the NISP or Industrial Security Regulation that requires access to classified information (excluding a cleared facility). A contractor on an installation less than 90 days is categorized as an Intermittent Visitor and does not require a VGSA. The Installation Commander determines the categorization of the contractor operation based on the interaction with the serviced unit.

Visitor Group Security Agreement—The VGSA is installation and Wing specific and traces its existence to installation commander authority for allowing personnel to access a military installation; a documented and legally binding contractual agreement between an AF and a DoD contractor whereby the contractor commits to complying with, rendering, or performing specific security tasks or functions for compensation. The VGSA is different from, and in addition to the DD Form 441, **Department of Defense Security Agreement**, and DD Form 254, **DoD Contract Security Classification Specifications**, which are required.