

**BY ORDER OF THE COMMANDER
GOODFELLOW AIR FORCE BASE**

**GOODFELLOW AIR FORCE BASE
INSTRUCTION 16-1404,**

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**INFORMATION SECURITY PROGRAM
PROTECTION OF CLASSIFIED
INFORMATION**

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include specific requirements for contractor visits working on classified projects, clarifications for marking equipment in mixed environments, visitor group delegation, and the annual security clean-out day letter requirements.

2.1. **(Added)** Classified working areas must be kept as clean and as free of clutter as possible. The working environment must lend itself to working on classified or unclassified material without co-mingling the two by accident. A cluttered environment is considered a practice dangerous to security (PDS).

2.2. Personnel with access to classified information/material is personally responsible to protect the material by having it under their personal observation and control or by having it stored in an authorized safe or open storage area.

2.7.3. **(Added)** Visit requests will be sent to the unit hosting the visit via the squadrons/units Security Management Office (SMO) in the Defense Information System for Security (DISS) for all civilian, military, and contractor personnel. Verify the individual has the appropriate security clearance eligibility, need-to-know, and has nondisclosure agreement (NDA) on file. **(T-0)** Validate need-to-know for contractors thru the Department of Defense Form 254 (DD 254) *Department of Defense Contract Security Classification Specification*, contract or Facility Security Officer (FSO). **(T-0)** Contact the Foreign Disclosure Officer (FDO) for foreign nationals. Visit authorization letters will not be used to pass security clearance information unless DISS is not available but must be validated using DISS.

2.7.4. **(Added)** Classified contractor visits must be transmitted through DISS, accompanied by a DD Form 254 listing Goodfellow Air Force Base as a contract performance location.

2.7.5. **(Added)** The Chief of Information Protection (17 TRW/IP) is delegated the responsibility to designate contractors as "Visitor Groups" in accordance with DoDM5220.22V2_AFMAN16-1406V2, paragraph 2.8.

2.9. **(Added)** Ensure a Standard Form 701 (SF 701), *Activity Security Checklist*, and SF 702, *Security Container Check Sheet*, are used to conduct end-of-day security checks for areas that process or store classified material. Use SF 702 to show every security container/open storage area door opening and closing action. This check will be accomplished every workday. Checks do not need to be accomplished on weekends or holidays unless the area is accessed. Accomplish an inspection on the security container at the end of the duty day and document the inspection on the SF 702. When the container has not been opened, the end-of-day inspection will still be accomplished and documented by annotating in the opened by/closed by column "not opened," with the appropriate initials and time. Place the SF 702 near the security container or open storage area door. Prior to signing the SF 701, inspect the area for any classified material left outside of the secured container. Validate the SF 702 was signed off and attempt to open the security container to ensure the security container is locked. Security assistants and/or security container custodian will provide training to personnel conducting end-of-day checks including when things go wrong/incident procedures. **(T-0)** Keep the SF 701 and SF 702 for 1 month plus current month unless there has been a security incident. In case of an incident, the SF 701 and SF 702 will be maintained long enough to complete the investigation.

2.10.3. **(Added)** Each security container/open storage area will have procedures for the protection, removal, or destruction of classified material posted near the security container (post near the exit door for an open storage area) for quick/easy access. **(T-1)**

2.10.4. **(Added)** These plans will be coordinated through 17 SFS and the fire department prior to being finalized. Coordination will be maintained with the plans. Each unit will conduct an annual exercise to test the effectiveness of the plans. Note deficiencies identified in the after actions report for resolution. **(T-1)**

2.10.4.1. **(Added)** Goodfellow AFB is in an area where strong winds or flooding may displace security containers. They will be permanently marked (ineligible ink, etching, etc) in such a way as to be able to facilitate the recovery to the rightful owners in case of a severe incident. Security container recovery will be part of the annual exercise conducted by the unit. Stickers are not authorized on safes. **(T-1)**

2.14. **(Added)** Ensure all information technology (IT) items that retain data in a mixed working environment are conspicuously marked with the highest level of classification contained in/on or destroyed by that item using the SF series classification stickers. Ensure classification labels, to include unclassified markings, are easily seen. Binders, folders, and notebooks within a safe or open storage area must be marked with the highest classification to include unclassified markings on the top and bottom of the front and back covers and on the spines of binders. Please note, monitors do not need classification stickers. **(T-1)**

2.14.6. **(Added)** The GOODFELLOWAFBVA 16-1, *Classified Work in Progress*, form will be posted on the exterior of a locked door when classified material is being processed to alleviate any accidental security incidents. **(T-2)**

2.14.7. **(Added)** Unclassified markings are not required in areas where classified information is not processed or stored. **(T-2)**

2.15.2.9. **(Added)** The unit commander/director will sign a Memorandum for Record (MFR) to authorize equipment, by serial number, to reproduce classified material. **(T-0)** The MFR will certify that the equipment is accredited and is authorized to process classified information. The letter will identify any features, parts, or functions of equipment used to process classified information that may retain all or part of the information. Identify any required security precautions, requirements, or clearing processes in the MFR. The MFR will be posted above the reproduction equipment along with the completed GOODFELLOWAFBVA 16-2, *Authorized for Reproduction of Classified Material*, visual aid and the SF 700 series classification sticker. **(T-2)**

2.15.2.10. **(Added)** The GOODFELLOWAFBVA 16-3, *STOP Classified Reproduction is not Authorized*, form will only be used in mixed environments above machines not authorized for the reproduction of classified material. The SF 710, unclassified sticker will also be visible. **(T-2)**

2.16. **(Added)** Personnel planning classified briefings/meetings will coordinate place/date/time with the unit security assistant for availability to ensure security requirements are met. Commanders will ensure all unit personnel are aware and in compliance with this requirement.

2.16.2. **(Added)** Security assistants will provide over-sight of classified meetings and discussions conducted by their assigned personnel. If the unit security assistant cannot over-see the security duties related to the classified briefing, the commander will appoint an official, in writing, to ensure security requirements are met. **(T-1)** Security assistants will provide a copy of the Classified

Meeting/Briefing/Conference checklist to the cleared member hosting the meeting and will verify attendee eligibility for access to classified in DISS prior to the start of the classified meeting. **(T-2)**

2.16.2.10. **(Added)** Use the official Classified Meeting/Briefing/Conference Checklist for each classified meeting/conference. The completed checklist will be turned-in and kept by the unit security assistant as proof of completion in accordance with records management requirements. **(T-2)**

3.10.1.1. **(Added)** Ensure all the names of people who have knowledge of combinations to security containers, open storage rooms, and/or vaults are maintained on the SF 700. If needed, use an extension letter. **(T-1)** Building 530's SF 700 is exempted from this requirement.

3.10.3.1. **(Added)** Unit commanders that have collateral security containers or open storage areas will appoint, in writing, at least one security container custodian for each container maintaining classified material. The 17th Training Wing Information Protection Office (TRW/IP) will supply an appointment letter format, upon request. Once the appointment letter is signed, the Security Assistant (SA) will keep a copy in the SA handbook in MS Teams and email 17 TRW/IP to let them know of the update. **(T-2)**

3.10.3.2. **(Added)** Coordinate with 17 TRW/IP to ensure only General Services Administration (GSA) certified locksmiths perform maintenance on security containers authorized to maintain classified material. **(T-0)**

3.10.3.3. **(Added)** Use DoDM 5200.01V3_AFMAN16-1404V3 ***(Added)** (DAF) Appendix 2 to Enclosure 3: Security Container, Vault door and Secure Room Visual Inspection Checklist, Goodfellow AFB modified version, to perform a visual inspection on each security container and authorized open storage area. **(T-0)** Sign and date the inspection checklist. Once the inspection has been completed using the checklist, annotate the completion of the inspection on the next line on the Optional Form 89, *Maintenance record for Security Containers/Vault Doors*, (OF 89). Keep a copy of both, the visual inspection and OF 89, together in the security container or in an envelope taped to the secured portion of the exit door of an open storage area. **(T-2)** This inspection will be completed in conjunction with the annual clean out day conducted on the last working day of January. Once the inspection is complete, add a paragraph to the annual clean out day letter citing the completion of both forms and identify any issues noted during the inspection. Use the 17 TRW/IP version of the visual inspection which can be obtained from the 17 TRW/IP office.

3.10.3.4. **(Added)** Units with COMSEC material will follow COMSEC disposition requirements. **(T-2)**

3.11.2. **(Added)** When changing the combination, ensure the SF 700 parts 1 and 2 are updated. Replace the old versions immediately. Container custodians will coordinate with the classified material owners to ensure contents are reviewed and destroyed as needed during the base annual "clean-out day". **(T-0)** Certify, in an MFR, the clean out was accomplished by container number/open storage area location. Forward a copy to the security assistant. The security assistant is responsible for placing a copy of the letter in the Security Assistant Handbook on MS Teams Section 7. The security assistant will let 17 TRW/IP know the letter has been placed in the folder via email. **(T-2)**

3.17.2. **(1) (ADDED)** The last business day in January will be focused on disposing of unneeded classified material (clean-out day). Each security container or open storage area that maintains classified material will establish an MFR stating the material was reviewed and unneeded material

was destroyed in accordance with DoDM 5200.01 Vol 3, Enclosure 3. The security assistant is responsible for placing a copy of the letter in the Security Assistant Handbook on MS Teams Section 7. The security assistant will let 17 TRW/IP know the letter has been placed in the folder via email. (T-2)

3.17.4. **(Added)** In addition to the clean-out, the security container custodian is responsible for completing a check to ensure the current shredder is still on the NSA/CSS listing <https://www.nsa.gov/Resources/Media-Destruction-Guidance/NSAEvaluated-Products-Lists>- EPLs/ as well as verifying the shredder is in good working condition. During this check, ensure the chad is a consistent size. This indicates the teeth of the machine are still operating as required and meets specifications. If not, notify your unit security assistant. Do not use the machine until the issue has been corrected. Identify issues on the Annual Security Container Clean-Out Day & Shredder Maintenance Inspection letter. An example format letter can be obtained from your security assistant or the 17 TRW/IP office. (T-2)

3.17.5. **(Added)** To prevent unauthorized disclosure of information on a hard drive or removable media before turn-in refer to Air Force System Security Instruction 5020 (AFSSI 5020), *Communications and Information Remanence Security*, for procedures in clearing, sanitizing media, and approved methods and tools available. (T-0)

3.18.1.1.1. **(Added)** The **GOODFELLOWAFBVA 16-4, *Authorized for Destruction of Classified Information Sticker*, will only be used on shredders that are authorized for the destruction of classified material in a mixed environment.** (T-2) The appropriate SF 700 series sticker will be used to identify the highest classification level of material authorized to be destroyed using the shredder. (T-1)

3.18.1.1.2. **(Added)** In areas where classified information is processed, ensure unclassified shredders are labeled with the GOODFELLOWAFBVA 16-5, *Authorized for Destruction of Unclassified Information Only*, sticker and an SF 710 to inform individuals the equipment is not authorized for destruction of classified material. (T-2)

3.18.1.1.3. **(Added)** A copy of the approved Evaluated Products List (EPL) highlighting the approved shredder will be taped to the inside of the authorized shredder door for inspection purposes. (T-2)

3.18.1.1.4. **(Added)** Perform and annotate an operational check of all unit owned classified shredders to ensure shredder is performing as required. Shredded material should be a consistent size meeting the 1 X 5 mm requirement or smaller. If larger pieces end up in the bin, the shredder may need maintenance or replacement. In either case, do not attempt to destroy classified material with the machine until the issue has been fixed. (T-0)

3.19.1.1. **(Added)** The 17th Training Group Commander (17 TRG/CC) and 17th Training Group Special Security Office (17 TRG/SSO) are responsible for the operations and control of the Goodfellow Air Force Base (GAFB) Central Destruction Facility. (T-2)

3.19.7.7.2. **(Added)** Cellular/personal communication services (PCS), radio frequency (RF), infrared (IR) wireless devices, or other devices such as cell phones and tablets, and devices that have photographic or audio recording capabilities are not authorized in any open storage classified areas or offices with a safe while it is open and/or classified material is in work. Unit security instructions will cover procedures to be used when unauthorized equipment enters into an area where classified information is discussed or processed. **(T-0)**

3.20.1.2.6. **(Added) Physical Security Standards.** When planning for new open storage rooms/areas, ensure the area meets the Sound Transmission Class (STC) 50 or better. **(T- 0)**

4.4.3.1. **(Added)** SECRET material and below may be sent via Federal Express (FEDEX) or United Parcel Service Express (UPS Express). **(T-0)** Commanders need to implement a process within their unit to ensure FEDEX and UPS Express packages are delivered to and accepted by authorized personnel with an appropriate clearance. Train all unit personnel on this requirement. Packages must be protected as classified material until the package is determined to be unclassified. **(T-0)** If the classification of the package has not been verified by the end of day, the material must be stored in a security container or an open storage classified area. **(T-0)**

4.4.4.1. **(Added)** SECRET material may be sent via registered mail thru the postal service. It is necessary to ensure all registered mail is protected as classified material until determined otherwise. **(T-0)** Do not leave this material unattended. **(T-0)** If the classification of the package has not been verified by the end of day, the material must be stored in a security container or an open storage classified area. **(T-0)**

4.4.4.2. **(Added)** Personnel authorized to pick-up or sign to accept official mail/FEDEX/UPS Express will be briefed on the proper handling requirements and end of day secure storage location by the unit security assistant prior to starting mail duties. **(T-2)** A locked desk drawer is not an authorized means of protecting classified material. **(T-0)** Training must be documented.

4.5.8. **(Added)** CONFIDENTIAL material may be sent via certified U.S. mail thru the postal service. It is necessary to ensure all certified mail is protected as classified material until determined otherwise. **(T-0)** Do not leave this material unattended. **(T-0)** If the classification of the package has not been verified by the end of day, the material must be stored in a security container, or an open storage classified area. **(T-0)**

4.12.1. **(Added)** Classified material may only be hand-carried off base as a last resort. Notify the unit security assistant and 17 TRW/IP immediately to assist with details. **(T-1)**

4.12.3. **(Added)** Anyone authorized to hand-carry classified material on GAFB will either obtain courier training and a white badge with courier authorization by 17 TRG/SSO or carry a courier letter signed by the unit commander and have completed courier training through 17 TRW/IP. **(T-2)** Material will be properly packaged with a properly completed inventory of contents of the material in accordance with DoDM 5200.01 V3 Enclosure 4 [paragraph 10](#). **(T-0)**

5.4.3. **(Added)** Unit security assistants are responsible to ensure security container custodians are trained within 90 days of appointment. **(T-2)** The security container custodian training and collateral (secret-confidential) courier training CBTs are required for all security container custodians located at <https://www.milsuite.mil/university/17trwinformationprotection/>. Training certificates will be filed on the MS Teams security assistant handbook in Section 7.

5.4.3.3.1. **(Added)** National Atlantic Treaty Organization (NATO) awareness training is required by all personnel (military, civilian and contractors) with access to classified information as shown in DISS. The NATO CUSR can be digitally signed, must be saved on the MS Team site and tracked using the unit tracker in MS teams. NATO access is not granted to these members. Save the CUSRs until the individual leaves the unit.

5.4.3.3.2. **(Added)** Members requiring access to a SCIF requires NATO awareness training to be completed, a final security determination, and (NATO Secret) access granted in DISS. The NATO CUSR can be digitally signed, must be saved on the MS Team site and tracked using the unit tracker in MS teams. The form will be maintained until NATO access is no longer needed.

6.1. **(Added)** The 17 TRW/IP is responsible for security incidents involving collateral material. **(T-2)** The 17 TRG/SSO is responsible for incidents involving all SCI material and collateral material under their purview unless otherwise determined by the 17 TRG/SSO. **(T-2)** Notify the 17 TRG/SSO if an incident involves SCI or an individual that is read into SCI, regardless of the classification of information involved. **(T-2)**

6.6.4. **(Added)** 17 TRW/IP will brief the preliminary inquiry official on duties and responsibilities prior to the initiation of a security investigation. **(T-2)**

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

DoDM 5200.01V1 AFMAN 16-1404 V1, *Information Security Program: Overview, Classification and Declassification*, 5 Apr 2022

Related Products

DoDM 5200.01V3 AFMAN 16-1404 V3, *Information Security Program: Protection of Classified Information*, 11 Apr 2022

GOODFELLOWAFBVA16-1, *Classified Work in Progress* GOODFELLOWAFBVA16-2, *Authorized for Reproduction of Classified Material* GOODFELLOWAFBVA16-3, *STOP Classified Reproduction is not authorized* GOODFELLOWAFBVA16-3a, *STOP Classified Reproduction is not authorized Sticker*

GOODFELLOWAFBVA16-4, *Authorized for Destruction of Classified Information Stickers* GOODFELLOWAFBVA16-5, *Authorized for Destruction of Unclassified Information Only Stickers*

GOODFELLOWVA16-6b, USA Poster (2) GOODFELLOWVA16-6c, USA Poster (3) GOODFELLOWVA16-6d, USA Poster (4)

Adopted Forms

AF Form 1297, *Temporary Issue Receipt*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFSSI—Air Force System Security Instruction DISS - Defense Information System for Security
DoD - Department of Defense

CAF—Central Adjudication Facility ECC - Emergency Control Center EPL – Evaluated Products
List FDO – Foreign Disclosure Officer FEDEX – Federal Express

FSO—Facility Security Officer

GAFB—Goodfellow AFB

GAFBI—Goodfellow AFB Instruction

GSA—General Services Administration

IPME—Information Protection Management Evaluation

IR—Infrared

IT—Information Technology

MFR—Memorandum for Record

MICT—Management Internal Control Toolset

NDA—Nondisclosure Agreement

OF—Optional Form

OVI—Operational Visual Inspection PCS – Personal Communication Services RF – Radio Frequency

SA—Security Assistant

SCI—Sensitive Compartmented Information

SCIF—Sensitive Compartmented Information Facility

SF—Standard Form

STC—Sound Transmission Class

UPS Express—United Parcel Service Express

Office Symbols

17 SFS/ECC—17 Security Forces Emergency Control Center

17 TRG/CC—17 Training Group Commander

17 TRG/SSO—17 Training Group Special Security Office

17 TRW/CP—17 Training Wing Command Post

17 TRW/CD—17 Training Wing Deputy Commander

17 TRW/IP—17 Training Wing Information Protection Office