

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



**DEPARTMENT OF DEFENSE MANUAL
(DoDM) 5200.01, VOLUME 3**

**AIR FORCE GLOBAL STRIKE COMMAND
Supplement**

**ELLSWORTH AIR FORCE BASE
Supplement**

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Security

**INFORMATION SECURITY
PROGRAM MANAGEMENT**

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DoDM5200.01V3_DAFMAN16-1404V3_AFGSCSUP_24 January 2023, Air Force Information Security Program, is supplemented as follows: This supplement applies to all organizations assigned or attached to the 28th Bomb Wing (28 BW). It prescribes and explains how to manage and protect unclassified controlled information and classified information. This publication may not be supplemented at any level. Refer recommended changes and questions about this publication to the 28 BW/Information Protection (IP), 2740 Eaker Drive, Suite 116, Ellsworth Air Force Base (EAFB) SD 57706 using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, and T-3") number following the compliance statement. See DAFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction 33-322, Records Management and Information Governance Program, and disposed of in accordance with the Air Force Records Disposition Schedule located

in the Air Force Records Information Management System. 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 Air Force. Contact supporting records assistants as required.

SUMMARY OF CHANGES

This publication has been substantially revised and needs to be completely reviewed. The changes in this revision identify guidance for managing, storing and accessing and Transmission and Transportation of Classified Information and provide Unit Security Assistance (USAs) instructions for information protection training of all assigned personnel.

1. a. (Added) Commanders or equivalent will appoint a minimum of two personnel as USAs to administer the unit's Information Security Program with a minimum rank of E-6/GS-9 as the primary USAs and minimum rank of E-4/SrA as alternate USAs.

2. (Added) Visitors' security clearance will be verified via Defense Information Security Systems (DISS) or successor system before accessing any classified materials. 9b. (Added) All personnel will safeguard classified information during emergency situations and military operations by placing all classified in the nearest approved security container / area and follow emergency orders / evacuation procedures. Individuals having custodial responsibility for classified material are responsible for the implementation of emergency protection procedures.

9. b.1. (Added) Upon termination of the emergency, the custodians or security assistant will conduct inventories and prepare compromise reports or destruction reports, if necessary.

12. a.(3).(a). (Added) Initial/annual courier training will be tracked by the USAs.

12. c.2. (Added) The 28 BW Command Post is established for temporary storage of in-transit classified material.

17. b . (Added) Units will perform their "clean out" day in conjunction with their self-inspection.

18. a. (Added) Unit Commanders will authorize by letter, the utilization of shredders (indicating models and serial numbers) for the destruction of classified in the organization and post a copy near the authorized shredders. Each unit is responsible for the destruction of their own classified material to include mailing contents to a destruction facility. ALL unauthorized shredders will be clearly marked "Not For Classified Destruction".

E3.(b)(5). (Added) 28 BW Commander delegates the approval/recertify of open storage rooms/open discussion areas to the Chief Information Protection (CIP).

E4.1. c. (Added) All units will have personnel appointed and trained as classified couriers. If not Unit commanders and Unit Deployment Managers (UDMs) will be appointed in writing as authorized to hand carry classified material as a minimum.

E5.1.e. (Added) USAs must complete **online training** within 30 days and prior to attending local Information Protection Office (IPO) training within 60 days of being appointed. Contact the 28 BW/IP for local and additional training requirements.

E5.3. (Added) The USAs will utilize the 28 BW/IP training materials. The initial Information Security Training must be annotated via a sign-in sheet and subjects will be owned/serviced in DISS upon USAs "Granting Access"/indoctrination within DISS. Annual Information Security Training throughout a member's assignment is required; a record (i.e., copy of sent mass e-mail) showing the USA conducts continuous training canvassing all military, civilian and integrated visitor group personnel assigned to the unit. Training records will be maintained by the USAs and will be made available for review during Information Protection Program Compliance Inspections (IPCI).

E5.11. (Added) Unit IP self-inspections (Information, Personnel and Industrial Security) will be conducted by someone appointed by the Commander, other than the USA. The unit self-inspection will be completed using the Wing IPO checklists six months after the unit's Annual IPCI. Upon completion of the self-inspection, the unit Commander or representative will endorse the inspection report. Units with integrated visitor groups will have the lead contractor representative review and print name and sign the inspection report acknowledging the results. The USAs will retain the original report and checklist on file and one copy will be forwarded to the 28 BW/IP no later than the 15th day of the following month.

E6.d.(1)(1). Added. All potential security incidents must be reported to the 28 BW IPO Monday-Friday and a tracking number will be assigned. The BW CIP has final determination for the establishment of a security incident.

E5.10(l). (Added) USAs and/or Wing Inspection Team leads for the respective Unit will document and track the status of all Management Internal Control Tool (MICT) findings from self-inspections and annual IPCIs in MICT and into the Inspector General Evaluation Management System (IGEMS).

E7.1. (Added) All USAs **MUST** utilize Enterprise Security Official EMD/PWFD Tool for processing request on the use of government or personal portable electronic devices (PEDs) (e.g., cellphones, fitness trackers, MP3 players, smart watches, wireless two-way devices, etc.), medical devices (i.e., hearing aids, breast pumps, etc.) and devices that have photographic or audio recording capabilities in areas where classified information is discussed or processed. The website address is: <https://usaf.dps.mil/sites/AFGSC-HQ/hq/ip/Development/SitePages/EMD-PWFD-Form-Submission-Page.aspx?ga=1> . If the website is discontinued or off-line for more than 30 days, manually submit request thru 28 CS Information Assurance in turn to AFGSC Information Protection Office.

DEREK C. OAKLEY, Colonel, USAF
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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

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

DD 5200.01 V3, *Information Security Program: Protection of Classified Information*, 24 Feb 2012

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations

28BW—28th Bomb Wing

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

CIP—Chief, Information Protection

DISS—Defense Information Security System

DoDM—Department of Defense Manual

EAFB—Ellsworth Air Force Base

IAW—In accordance with

IGEM—Inspector General Evaluation Management System

IP—Information Protection

IPCI—Information Protection Compliance Inspection

IPO—Information Protection Office

MICT—Management Internal Control Tool

PEDs—Portable Electronic Devices

RDS—Record Disposition Schedule

UDMs—Unit Deployment Managers

USA—Unit Security Assistant