



“HOLDOVER”

“The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected.”

Security

INDUSTRIAL SECURITY PROGRAM MANAGEMENT

Supersedes AFI 31-601/MAFBS1, 12 Sep 95
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AFI 31-601, April 1996, is supplemented as follows. Supplemental information has been substantially revised and must be completely reviewed.

1.1.7. AETC installation commanders establish visitor groups for AETC activities that require contract support. On-base contractor cleared facilities are not authorized for AETC activities. In AETC, the Servicing Security Forces Organization (SSFO) is responsible for supervision and oversight of on-base visitor group contractors.

1.4. AETC organizations notify the SSFO when a contractor requires access to classified information during contract performance. The office developing the contract requirements coordinates with the SSFO to ensure security classification guidance is provided by use of a DD Form 254, **DoD Contract Security Classification Specification**. Other security requirements are incorporated into the statement of work (SOW) or performance work statement (PWS). On AETC bases, the SSFO reviews all DD Forms 254 before they are submitted to the procuring contracting officer (PCO).

1.6.2. All Air Force visitor groups, regardless of the level of access, receive an initial program review within 30 days after the contract start date. After the initial program review, visitor groups are checked as part of the sponsoring activity’s semiannual security self-inspection program. The SSFO is responsible for conducting program reviews annually.

1.6.5.1. Unit security managers ensure on-base visitor groups are included in the semiannual self-inspection program. The unit security manager provides the FAC, contractor security manager and the SSFO with a copy of the results of the semiannual self-inspections. The FAC ensures semiannual self-inspections are conducted on contractor visitor groups.

3.1.1. Contractors participate in the base level Security Awareness, Training and Education (SATE) Program.

3.1.5. The FAC and the SSFO determine the extent of visitor group security management responsibilities. The extent of those responsibilities is reflected in the Visitor Group Security Agreement (VGSA). The VGSA requires contractor visitor groups to implement DoD 5200.1-R and AFI 31-401. An on-base visitor group contractor security manager attends semiannual security manager meetings hosted by the SSFO. Forward announcements of semiannual security manager meetings to the FAC and contractor's security manager.

6.1.1. On-base visitor group contractors enter into a visitor group security agreement (VGSA) with the installation commander. The contractor, FAC and installation commander signs the VGSA. The installation commander may delegate signing of the VGSA to the SSFO through local supplements to this instruction.

6.3.2. The contracting office informs contractors to address visit request letters to the sponsoring unit or agency through the SSFO. Contractors performing duties normally being performed by military or DoD civilian personnel fit the category of on-base visitor group contractors.

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