

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 10-1101
AIR EDUCATION AND TRAINING COMMAND
Supplement 1
7 APRIL 2003**

Operations

OPERATIONS SECURITY (OPSEC)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: HQ AETC/DOYI (Capt Roy Fuller)

Certified by: HQ AETC/DOY
(Lt Col Michael Hughes)

Supersedes AFI 10-1101/AETC Sup 1,
4 November 1994

Pages: 2
Distribution: F

AFI 10-1101, 31 May 2001, is supplemented as follows:

This supplement applies to members of AETC and Air Force Reserve Command (AFRC) units. It does not apply to the Air National Guard. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

Submit suggested improvements to this supplement on AF Form 847, **Recommendation for Change of Publication**, through command channels to HQ AETC/DOYI, 1 F Street, Suite 2, Randolph AFB TX 78150-4325. Units may supplement this supplement and will forward one copy to HQ AETC/DOYI after publication.

Request waivers to this supplement from HQ AETC/DOY. The AFRC/DO is waiver authority for this supplement at AETC-gained units. Forward copies of AFRC-approved waivers to HQ AETC/DOY. The operations group commander of the unit generating the supplement will handle waivers to supplemental guidance.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

It emphasizes the minimum unit-specific training (paragraph **3.2.3.**), prescribes the accomplishment of an annual self-inspection (paragraph **4.1.5.**), and indicates where the base OPSEC program manager (PM) must reside and where to submit assessment requests for validation.

3.2.3. Unit-specific OPSEC training is the responsibility of the unit OPSEC manager. At a minimum, unit-specific training will include initial training for newly arrived personnel and annual refresher training for base personnel.

4.1.5. AETC bases will accomplish an annual self-inspection of their OPSEC program in accordance with Attachment 5 of the basic AFI. Bases will submit their self-inspection as part of their annual OPSEC report, using the report format in Attachment 6 of the basic AFI. The annual OPSEC report will be submitted to the HQ AETC OPSEC PM (HQ AETC/DOYI) by mid-December of each year.

4.2. **OPSEC Program Managers (PMs).** AETC wing commanders and numbered Air Force (NAF) commanders will designate an OPSEC PM from their plans or operations element. Commanders will send HQ AETC/DOYI the name, functional address symbol, and telephone number of the appointed individual at least annually (as part of the unit's annual report) or upon a change of appointment.

4.6.3. OPSEC PMs will submit requests for Air Force Information Warfare Center OPSEC assessments to HQ AETC/DOYI by 1 October of each year for consideration. Requests will include a justification, the requested date of the assessment, and the trusted agent's name.

4.7. (Added) **Form Adopted.** AF Form 847.

A2.4. The HQ AETC OPSEC PM is HQ AETC/DOYI, 1 F Street Suite 2, Randolph AFB TX 78150-4325.

A2.10. AETC will provide introductory OPSEC training to new military members entering through Basic Military Training (BMT), Air Force Reserve Officer Training Corps (AFROTC), and Officer Training School (OTS).

WILLIAM M. FRASER III, Brigadier General, USAF
Director of Operations