



6 OCTOBER 2003

Communications and Information

EMISSION SECURITY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AETC/SCTS (Mr Larry Newbold)
Supersedes AFI 33-203/AETC Sup 1, 12 January 1999

Certified by: HQ AETC/SCT (Mr Thomas Maher)
Pages: 3/Distribution: F

AFI 33-203, 26 September 2002, is supplemented as follows:

This publication also applies to Air National Guard units and Air Force Reserve Command units located on AETC bases. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This publication is substantially revised and must be completely reviewed. This revision updates paragraph references and terminology, changes the requirement to prepare and submit annual requests to all base units (paragraph 2.11.20 [Added][AETC]), and adds the requirement to: include the EMSEC tracking number in the database (paragraph 2.11.21 [Added][AETC]), maintain continuity folders (paragraphs 2.11.22 and 2.16.3 [Added][AETC]), conduct annual reviews in person (paragraph 4.3.3), review countermeasures to ensure they are applied (paragraph 4.3.3), and ensure all classified processors have been identified during this in-person review.

2.8.1. Personnel assigned to the Cyber Security Branch (HQ AETC/SCTS) are designated as action officers for the AETC Emission Security (EMSEC) Program.

2.8.5. As applicable, the Flying Training Engineering Section (HQ AETC CEF/CECF) or the Training Wings Engineering Section (HQ AETC CEF/CECT) of the AETC Civil Engineer Flight will provide project design review submissions to HQ AETC/SCTS for coordination when the base or headquarters facility is identified as having classified processing areas.

2.9.1. HQ AETC/SCTS is the office of primary record for EMSEC matters affecting AETC bases as well as AETC units on non-AETC bases.

2.9.2. This training includes formal EMSEC training classes and workshops, conferences, seminars, and symposiums to maintain currency in EMSEC policies.

2.9.8. For AETC personnel, HQ AETC/SCTS will validate and send requests for formal training to HQ AETC/DPSE.

2.10.1. Where AETC is the host base, wing commanders will ensure an EMSEC program is established. **NOTE:** HQ AETC directorates and offices of special staff, as well as direct reporting units located on Randolph AFB, will participate in the host-base EMSEC program.

2.10.1.2. AETC units on non-AETC bases will participate in the host-base EMSEC program.

2.11.10. The wing information assurance (IA) office will ensure at least one assigned individual maintains a currency in EMSEC policy and procedures. The communications squadron commander will appoint a primary and an alternate wing EMSEC manager and send a copy of this appointment memorandum to HQ AETC/SCTS. The memorandum will include the name, grade, Air Force specialty code, office symbol, duty phone number, and security clearance of each individual.

2.11.18. Where the processing of classified is indicated, the wing IA office will review all wing-level requirement documents (for example, AF Forms 3215, **C4 Systems Requirements Document**).

2.11.20. (Added)(AETC) Prepares and submits an annual request to all base units, tasking them to identify their current or future need to process classified information.

2.11.21. (Added)(AETC) Develops a database (to include all classified processing users, locations, and types of equipment used to process classified data information) that is, referenced to the tracking numbers on the applicable AF Form 4170, **Emission Security Assessments/Emission Security Countermeasures Reviews**.

2.11.22. (Added)(AETC) Develops and maintains a continuity folder to include all information relating to EMSEC duties and responsibilities. Also maintains a folder on each unit that has EMSEC considerations.

2.11.23. (Added)(AETC) Trains each newly appointed unit EMSEC monitor (primary and alternate) within 30 days of receiving an appointment memorandum. Documents this training.

2.11.24. (Added)(AETC) Ensures each unit that processes classified information appoints an EMSEC monitor. See paragraphs 2.15 and 2.16 (Added)(AETC), this supplement, for further details.

2.13. See paragraphs 2.15 and 2.16 (Added)(AETC), this supplement, for unit commander and unit EMSEC monitor responsibilities, respectively.

2.15. (Added)(AETC) The unit commander will appoint a unit EMSEC monitor if the unit processes classified information. This monitor will be the focal point within the unit for all EMSEC matters. The unit commander will send an appointment memorandum to the wing IA office. The memorandum will contain the person's name, grade, unit, office symbol, duty phone, and security clearance eligibility.

2.16. (Added)(AETC) Each unit EMSEC monitor will:

2.16.1. (Added)(AETC) Provide the wing EMSEC manager a list of installed equipment (by building, room number, manufacturer, and model number) that processes classified information.

2.16.2. (Added)(AETC) Notify the wing EMSEC manager of any change or reconfiguration to the current classified equipment or facility configurations that would invalidate an emission security assessment.

2.16.3. (Added)(AETC) Maintain a continuity folder that contains all the items required to perform unit EMSEC monitor duties.

3.7. The wing IA office will contact HQ AETC/SCTS before opening a reportable security incident. If HQ AETC/SCTS determines it is, in fact, a valid security incident, the wing IA office will send a copy of the inquiry or investigation report to HQ AETC/SCTS, 61 Main Circle, Suite 2, Randolph AFB TX 78150-4545.

4.3.3. The basic assessment data at classified processing locations will be reviewed annually in person by the wing EMSEC manager or designated representative. This review will be conducted during the wing-level information protection assistance and assessment program's annual self-assessment of all units (in accordance with AFI 33-230, *Information Protection Assessment and Assistance Program*). This review will also ensure that required EMSEC countermeasures are effectively applied and all classified processors have been identified and assessed.

15.3.1. AF Form 3215, **C4 Systems Requirements Document**.

NOTE: The following are added to Attachment 1:

References

AFI 33-230, *Information Protection Assessment and Assistance Program*

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