

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

AF INSTRUCTION 33-203

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

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Communications and Information

EMISSION SECURITY



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 33-203, 1 May 1998, is supplemented as follows: (A (|) indicates revision from the previous edition.)

2.2. Contact the Information Protection Branch (HQ AETC/SCTS) before opening a reportable security incident. Send a copy of each inquiry or investigation report to HQ AETC/SCTS, 61 Main Circle, Suite 2, Randolph AFB TX 78150-4545.

8. Classified processing equipment locations validated by a certified TEMPEST technical authority (CTTA) will be reviewed annually by the wing emission security (EMSEC) manager or designated representative. This review will be conducted during the wing-level Information Protection Assistance and Assessment Program visit of all units as required by AFI 33-230, *Information Protection Assistance and Assistance Program*. The review will ensure required EMSEC countermeasures are being effectively applied or implemented.

12.5.1. Personnel assigned to HQ AETC/SCTS will be designated as action officers for the AETC EMSEC program.

12.5.5. Flying Training Engineering Section (AETC CEF/CECF) and Training Wings Engineering Section (AETC CEF/CECT) will provide project design review submissions to HQ AETC/SCTS for coordination when the facility is identified to have classified processing areas.

12.6.1. HQ AETC/SCTS is the executive agency for EMSEC matters affecting AETC bases and AETC units on non-AETC bases.

12.6.6. HQ AETC/SCTS will validate all requests for formal EMSEC training on personnel assigned to AETC.

12.6.10. (Added) Attends required formal EMSEC training classes and workshops, periodical conferences, seminars, and symposiums to maintain currency in EMSEC policies.

12.7. Wing commanders will ensure an AETC EMSEC program is established.

12.7.1. 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.

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

12.8.6. Ensures at least one assigned individual maintains a currency in EMSEC policy and procedures. Names of the wing EMSEC managers will be provided to the MAJCOM information protection (IP) office. Notification will include name, grade, Air Force specialty code, office symbol, and duty phone number. Wing EMSEC managers will be designated by the communication squadron commander.

12.8.15. Reviews all wing-level requirement documents (e.g., AF Forms 3215, **C4 Systems Requirements Document**) where the processing of classified is indicated.

12.8.18. (Added) Prepares and submits an annual survey to all base units without a current requirement to process classified information. Survey will task non-participating units to identify current or future need to process classified information.

12.8.19. (Added) Develops a data base to include all classified processing users, locations, and types of equipment used to process classified information.

12.8.20. (Added) Develops and maintains a continuity folder to include all applicable information relative to EMSEC duties and responsibilities.

12.8.21. (Added) Trains all newly appointed unit EMSEC monitors (primary and alternates) within 30 days of receiving an appointment memorandum. Documents this training.

12.12.8. (Added) Establish an EMSEC monitor within each unit processing classified information. Provide the person's name, grade, unit, office symbol, duty phone, and security clearance eligibility to the wing IP office. The unit EMSEC monitor:

12.12.8.1. Is the focal point within the unit for all EMSEC matters.

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

12.12.8.3. Notifies the wing EMSEC manager of any change or reconfiguration to the current classified equipment or facility that would invalidate the initial emission security assessment.

12.12.8.4. Maintains a continuity folder to contain all items required for the performance of unit EMSEC monitor duties.

12.12.8.5. Ensure ground resistivity checks are conducted and documented on all grounding systems engineered and installed to meet EMSEC requirements.

THOMAS L. HICKERSON, Colonel, USAF
Deputy Director of Communications and Information