

HARBI 90-200

**BY ORDER OF THE COMMANDER 482 FIGHTER WING (AFRC)
HOMESTEAD AIR RESERVE BASE INSTRUCTION 90-200**

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Command Policy

USE OF THE HOMESTEAD CONFERENCE/TRAINING CENTER

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COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

1. General. The objective of this instruction is to ensure effective use of the Heritage Hall Conference and Training Center. The center will normally be used for unclassified as well as classified conferences/briefings with high ranking attendees of O-6 or higher. The majority of the attendees will be in temporary duty (TDY) status to Homestead ARB. This center is not intended for weekly, monthly, or quarterly meetings or other routine gatherings of organizations assigned to Homestead ARB. A minimum of 20 attendees is required to utilize either section of the center.

2. Location, Funding and Purpose. Heritage Hall Conference and Training Center is located in building 404. The meeting location will be under the security control of a U.S. Government Agency or a U.S. contractor with an appropriate facility security clearance. Classified sessions shall be segregated from unclassified sessions whenever possible. Normal hours of operation are 7:30 to 1700, Monday through Friday. The building will be vacated by all personnel and locked, no later than (NLT) 1730 hours. The Heritage Hall Conference and Training Center is not manned on weekends. Requests to use the facility for other than normal business hours may be approved with the understanding that the requester provides funding for the overtime required to adequately man the facility. Arrangements for funding are processed using a Government Purchase Cards, by using AF Form 616, **Fund Cite Authorization (FCA)** that will be turned into the budget office and Military Interdepartmental Purchase Request (MIPR) for outside organizations to transfer funds from the user's organizational account to the 482d Fighter Wing NAF account. Name and phone numbers of personnel to assist with arrangements are provided by the conference center staff. Meetings will serve a specific U.S. Government purpose.

2.1. Main facility includes a 150 seat conference room, 104 seat dining room, foyer, lobby, audiovisual room, 38 seat conference room, 20 seat computer training room, staff offices, kitchen area, restrooms, and alcove with multiple telephones with DSN service, wireless connectivity/LAN use and associated equipment to provide conference amenities. Announcement of the classified meeting shall be unclassified and limited to a general description of topics expected to be presented, names of speakers, logistical information, and administrative and security instructions.

2.2. The 482 FW Commander has first priority for use of the Conference/Training Center. All Military units approved to use the facility will provide a MIPR or GPC card to pay a daily use fee of \$150.00 for any of these rooms used to include 482 FW units. These fees only applies to units that are approved to use the administrative and technical support to operate the center.

482 FW/CC, the 482d Services Squadron has priority use of the facility for training purposes on primary and alternative UTAs.

3. Responsibilities. The 482d Services Division (482 MSG/SV) operates Heritage Hall Conference and Training Center, and the conference center coordinator/protocol manager approves all scheduling. The 482d Services Unit Security Manager will serve as the security manager for all classified meetings, not exceeding their level of security clearance, held at the Heritage Hall Conference Center.

3.1. Each Organization:

3.1.1. Reserves the Heritage Hall Conference and Training Center by calling extension 7847, DSN 791-7847 or commercial 305-224-7847 a minimum of 90 days (when known) before the start of the conference. Information required includes name, telephone number, and organization of the primary and alternate OPR, title of the conference, dates of the conference, highest ranking attendee, meeting hours, security classification level, and total number of attendees. Other data pertinent to proper conference support may also be requested.

3.1.2. Complies with all existing procedures for hosting guests such as arrangements of quarters, transportation, messing, etc. (AFI 34-246, *Air Force Lodging Program*).

3.1.3. Is required to provide a Project Officer and a knowledgeable person to operate audio/visual equipment. This person must receive training by a staff member before operating any equipment.

3.1.4. Informs conference attendees that smoking is prohibited in the building; food and beverages other than water are not permitted in the conference rooms; parking location is on the west side of the building. Windows are to remain closed and locked at all times and there will be no alcoholic beverages on the premises at any time unless provided by the Falcon Nest Club.

3.1.5. Will be required to cater all food and beverages from the Falcons Nest Club with a minimum of the "option 1" package for each day the facility is used.

3.1.6. Ensures that all briefing materials are compatible with installed projection equipment.

3.1.7. Provides any additional equipment and resources required for the conference attendees and briefers.

3.1.8. Provides conference agenda, name of workers, and list of attendees. If this information is not provided in the time frame requested, it is the center coordinator's option to cancel his/her prior approval to use the center.

3.1.9. Is responsible for assuring appropriate security measures are taken to assure all levels of classified material are briefed and protected in accordance with Air Force standards. This includes, but is not limited to, monitoring the admission of personnel to the facility during classified presentations, and assuring security is maintained by posting two individuals to guard doors.

3.1.10. When 482 FW/CC is involved in the conference, the OPR will provide the protocol office with the rank, name, organization, and base of attendees NLT five duty days prior to the scheduled visit.

3.1.11. For conferences with distinguished visitors (DVs) in attendance, the OPR notifies the protocol office of the rank, name and title of the DVs.

3.1.12. All conference attendees will be responsible for their own transportation. Transportation support from Homestead ARB does not exist.

3.2. The Heritage Hall Conference and Training Center Staff:

3.2.1. Maintains the approved conference schedule.

3.2.2. Notifies the OPR reserving the center, in writing of approval or disapproval for use of the center.

3.2.3. Operates and maintains the facility, including audiovisual equipment.

3.2.4. Procures supplies required for the daily operation of the facility.

3.2.5. Briefs OPR and staff on the use and operating procedures of the facility and equipment.

3.2.6. Provides option packages for catering of all food and beverages for conference attendees. Prepares special function contact and ensures the Falcon's Nest Club manager is aware of all conference requirements.

3.2.7. Club Staff: Provides all catering/cleanup requirements to support conference food and beverage needs.

4. Conference Center Security Procedures: The guidelines for classified meetings and conferences are referenced in AFI 31-401. If classified information will not be stored in the Heritage Hall Conference and Training Center, then no physical security procedures need to be implemented to the building. However, if classified is going to be stored in the conference room, then the room must meet the criteria of a secure room i.e., classified storage or removal and proper door locks. Activities hosting the meetings described will ensure appropriate security measures are taken to protect classified information discussed and provided to the attendees. These activities will develop a security plan addressing how the issues discussed in DOD 5200.1-R, paragraph 6-307, will be accomplished.

4.1. Classified Meetings and Conferences:

4.1.1. Approval Authority. Installation commanders or their designees assess the need to set up and approve secure conference facilities under their security control. Installation commanders can delegate this authority in writing to the ISPM. The following procedures must be accomplished when hosting classified meetings:

4.1.1.1. The OPR will decide the classification level of the conference, insuring that all attendees and conference managers have the proper security clearance whenever present during meetings.

4.1.1.2. Verify security clearances on attendees prior to any classified briefings or discussions.

4.1.1.3. Ensure doors to the discussion area are closed and post a guard at each door if sound attenuation and unauthorized entry is not adequate and cannot be controlled.

4.1.1.3.1. If microphones and wireless microphones are not needed during discussion, they will be turned off.

4.1.1.4. Ensure the briefing is kept to need-to-know for those in attendances.

- 4.1.1.5. Ensure classified is kept under constant surveillance. Use of classified cover sheets is required when material is removed from secure storage.
- 4.1.1.6. Return all classified material to secure storage when not under personal observation and control.
- 4.1.1.7. Note taking or electronic recording during classified sessions shall be permitted only when it is determined by the host that such action is necessary to fulfill the U.S. Government purpose for the meeting.
- 4.1.1.8. Classified waste must be destroyed using approved methods (burning, melting, pulping, pulverizing, and cross-cut shredding).
- 4.1.1.9. Ensure that classified documents, recordings, audiovisual material, notes, and other materials created, distributed, or used during the meeting are controlled, safeguarded and transported as required by this instruction and DOD 5200.1-R. *Information Security Program*.

5. Access.

5.1. Policy. Except as otherwise provided, no person may have access to classified information unless that person has been determined to be trustworthy and access is essential to the accomplishment of a lawful and authorized Government purpose. The final responsibility for determining whether an individual's official duties require possession of, or access to, any element or item of classified information, and whether the individual has been granted the appropriate security clearance by proper authority, rests with the individual who has authorized possession, knowledge, or control of the information and not on the prospective recipient. Access to the meeting or conference, or specific sessions thereof, at which classified information will be discussed or disseminated, will be limited to persons who possess an appropriate security clearance and need-to-know.

5.1.1. Access by persons outside the Executive Branch. Classified information may be made available to individuals or Agencies outside the Executive Branch provided that such information is necessary for performance of a function from which the government will derive a benefit or advantage, and that such release is not prohibited by the originating Department or Agency. Heads of DoD Components shall designate appropriate officials to determine, before the release of classified information, the propriety of such action in the interest of national security and assurance of the recipient's trustworthiness and need-to-know.

6. Safeguarding and Control Measures.

6.1. Components shall have a system of control measures that ensure that access to classified information is limited to authorized persons. The control measures shall be appropriate to the environment in which the access occurs and the nature and volume of the information. The system shall include technical, physical, and personnel control measures. Administrative control measures which may include records of internal distribution, access, generation, inventory, reproduction, and disposition shall be required when technical, physical and personnel control measures are insufficient to deter and detect access by unauthorized persons.

6.1.1. Working Papers. Working papers are documents and material accumulated or created in the preparation of finished documents and material. Working papers containing classified information shall be:

6.1.2. Dated when created;

- 6.1.3. Markings. Mark with the highest classification of any information contained therein.
- 6.1.4. Protect in accordance with the assigned classification.
- 6.1.5. Conspicuously marked "Working Paper" on the first page of the document in letters larger than the text.
- 6.1.6. Destroyed when no longer needed; and
- 6.1.7. Accounted for, controlled, and marked in the manner prescribed for a finished document of the same classification when retained more than 180 days from date of origin or released by the originator outside the activity.

7. Safeguarding Classified Information.

7.1. General Policy. Everyone who has been granted access to classified information is responsible for providing protection to information and material in their possession or control that contains such information. Classified information must be protected at all times either by storage in an approved device or facility or having it under the personal observation and control of an authorized individual. Everyone who works with classified information is personally responsible for taking proper precautions to ensure that unauthorized persons do not gain access to it.

7.2. Care During Working Hours. Classified material removed from storage shall be kept under constant surveillance of authorized persons. Classified document cover sheets (Standard Forms 703, 704 and 705) will be placed on classified documents not in secure storage.

7.2.1. Preliminary drafts, carbon sheets, plates, stencils, stenographic notes, worksheets, typewriter and printer ribbons, floppy disks, and other items containing classified information shall be either destroyed immediately after they have served their purpose or protected as required for the level of classified information they contain.

7.2.2. Procedures must ensure that classified documents, recordings, audiovisual material, notes, and other materials created, distributed, or used during the meeting are controlled, safeguarded, and transported as required by other provisions of this instruction. Note taking or electronic recording during classified sessions shall be permitted only when it is determined that such action is necessary to fulfill the U.S. Government purpose for the meeting.

7.2.3. Top Secret information shall be stored by the OPR at the Command Post or the 93d Fighter Squadron (93 FS) vault, which is GSA-approved and subject to continuous protection by cleared duty personnel. Secret information shall be stored either in the same manner as prescribed for Top Secret information, or in a GSA-approved security container/safe located in the Heritage Hall Conference Center. Confidential information shall be stored in the same manner as prescribed for Secret information.

8. Telephone Conversations. Classified information shall be discussed in telephone conversations only over secure communications circuits approved for transmission of information at the specific level of classification. When discussing classified information on the telephone, the ability of others in the area to overhear what is being said must be considered.

8.1. If a classified secure telephone is required, contact the base COMSEC Manager at extension 7045/6999.

9. Storage Containers/Safes:

9.1. GSA-Approved Safes used to store classified information will be inspected by the 482d FW Locksmith, from 482 MSG/CE every 5-years for proper operation on AFTO Form 36, **Maintenance Record Card** in accordance with TO 00-20F-2. All classified materials to include classified computer removable hard drives must be stored in the GSA-approved safes whenever meetings are completed or whenever personnel are not in the room.

10. End-of-Day Security Checks. Heads of activities that process or store classified information shall establish a system of security checks at the close of each working day to ensure that the area is secure. Standard Form 701, **Activity Security Checklist, Attachment 1**, shall be used to record such checks. An integral part of the security check system shall be the securing of the room and security containers used for the storage of classified material; Standard Form 702, **Security Container Check Sheet, Attachment 2** shall be used to record such actions. In addition, Standard Forms 701 and 702 shall be annotated to reflect after-hours, weekend, and holiday activity.

11. Emergency Planning:

11.1. Plans shall be developed for the protection, removal, or destruction of classified material in case of fire, natural disaster, civil disturbance, terrorist activities, or enemy action, to minimize the risk of its compromise. The level of detail and amount of testing and rehearsal of these plans should be determined by an assessment of the risk of hostile action, natural disaster, or terrorist activity that might place the information in jeopardy.

11.2. Planning for the emergency protection (including emergency destruction under no-notice conditions) of classified material shall be developed in accordance with the 482 MSG/SVS Unit Security Operating Instruction.

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Commander