

AIR FORCE SAFETY CENTER

HQ AFSEC

WELCOME GUIDE



for more information:
www.safety.af.mil

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COMMANDER'S WELCOME



DEPARTMENT OF THE AIR FORCE HEADQUARTERS AIR FORCE SAFETY CENTER KIRTLAND AIR FORCE BASE NEW MEXICO 87117

To the Newest Member of the Air Force Safety Center,

Welcome! We're glad to have you join the Team! Your experience, functional expertise, and professionalism are in demand and we look forward to you sharing those skills to make our Safety Enterprise stronger. Your time in our organization will challenge you, and I expect you to leverage your talents in helping protect our Airmen and Guardians. Your drive and determination will be key to our success during your tenure in AFSEC.



At AFSEC, you can expect to work in an environment of professionalism and respect where excellence is the standard. We balance mission focus with taking care of our people. We emphasize working as a team, Air Force and Space Force core values, and operational focus. We encourage you to innovate, iterate, and improve. But most importantly, we want you to understand why we do what we do. Our mission is to safeguard Airmen and Guardians, while protecting resources to enable mission success. Our work directly impacts Airmen and Guardians every, single day. The work you will do matters.

I look forward to working with and getting to know each of you. Again, welcome to the AFSEC family!

A handwritten signature in black ink, reading "Sean M. Choquette".

SEAN M. CHOQUETTE
Major General, USAF
Commander

DEPARTMENT OF THE AIR FORCE
OFFICE OF THE CHIEF OF SAFETY
WASHINGTON, DC 20330



21 September 2023

MEMORANDUM FOR AF/SE PERSONNEL

FROM: AF/SE

SUBJECT: Initial Guidance and Intent

1. As the DAF's safety experts, you protect and preserve combat power for the USAF, USSF, and Combatant Commands every day. I am honored to join your formation, and this memo outlines my initial Commander's Intent. It is designed to provide an initial vector on our mission and culture while augmenting all existing directives and command orders.
2. All Airmen and Guardians will understand, internalize, and implement the guidance found in AF! 1-1, *Air Force Standards*, and AFDP 1-1, *Mission Command*. Collectively, we will empower leaders with the authority to lead their teams and provide the requisite mentorship, resources, and training to succeed. Provide *mission, intent, and guidance* to your teams then expect *analysis, decision, action, and appropriate follow-up* with the chain of command.
3. As professional Airmen and Guardians, we should focus our members and teams on four key *areas--discipline, decisions, development, and climate*:
 - a. **Discipline** - Good order and discipline is the bedrock of mission success. Your action (or inaction) sets the standard every day. Be fair, consistent, and always act in the best interest of our mission and our team.
 - b. **Decisions** - Take initiative and make them. Understand the AFSEC mission, USAF/USSF core missions, HHQ guidance, and our National Defense Strategy. They should drive all that we do...move out smartly with these as your North Star. I empower every member of this organization to act within your authorities, and I will support your decisions. Winning requires innovation; improvement, and informed risk taking...press.
 - c. **Development** - Leader development is a professional imperative. Not only will we seek feedback and developmental opportunities for ourselves, but we will also mentor and provide regular feedback to our Airmen and Guardians and ensure they get developmental education opportunities. As professional warriors, we must train the next generation of ready, resilient AF/SF leaders.
 - d. **Climate** - Successful leaders and teams promote initiative, selflessness, adherence to standards, loyalty, and respect for all. Customs and courtesies, professional work environments, and physical fitness levels are visible indicators of unit culture. Create a climate that facilitates respect, inclusion, and excellence as the standard in all we do.



4. Our initial focus areas include:

a. **Risk Management in Agile Combat Operations.** The AF transition to Air Task Forces (ATF), AFFORGEN force presentation, Agile Combat Employment (ACE), and execution with Multi-Capable Ainnen (MCA) must embrace Operational Risk Management (ORM) at all levels. We will integrate with HAF and MAJCOM staffs to inject ORM tenets and procedures into developing operational guidance. *ORM is critical to successful mission command in ACO.*

b. **Operationalizing Safety Across the Force.** Safety and ORM tenets enable our Ainnen and Guardians to preserve combat power and ensure operational readiness. Outside safety channels, most do not read our 91-series DAFis. We must inject safety into every mission area and key operational guidance documents.

c. **Optimizing Technology, Data, and Analytical Tools.** Computing power, data collection, and AI algorithms are transforming warfare and the speed at which we fight. As a safety enterprise, we must embrace technology and use it to build tools to better identify, assess, and mitigate risks across the force.

d. **Improving Space and Nuclear Safety and Surety.** Space and nuclear operations are growth areas in both our Air and Space Forces. Our plans, policy, and direct engagement must keep pace with USSF growth and the surge of improved nuclear systems (B-21, Sentinel, LRSO, etc.).

5. These areas are not all-inclusive, and our entire leadership team will work with you to develop and publish our Mission, Vision, Lines of Effort, and Priorities later this year to guide the AF Safety enterprise.

6. Exceptional organizations are agile, adaptive, and mission-focused. They are driven by a culture of professionalism, constant improvement, and excellence as a standard. They communicate priorities clearly, collaborate openly, and enable every member to contribute. If you feel that our organization is not living up to these standards, address it with the chain of command. We are accountable to you.

7. My request is simple: Embrace our core values. work diligently every day with a clear focus on our mission and take care of yourselves and one another. Safety is an operational imperative, and our job is to preserve and protect our forces to fight and win!

SEAN M. CHOQUETTE
Major General, USAF
Commander

MISSION AND VISION

Watch our AFSEC Mission video:

<https://www.youtube.com/watch?v=BI DFvLiVb7g> or <https://www.safety.af.mil/About-Us/>

Mission:

Increase Combat Power through Risk Management, Training, and Analysis



Vision:

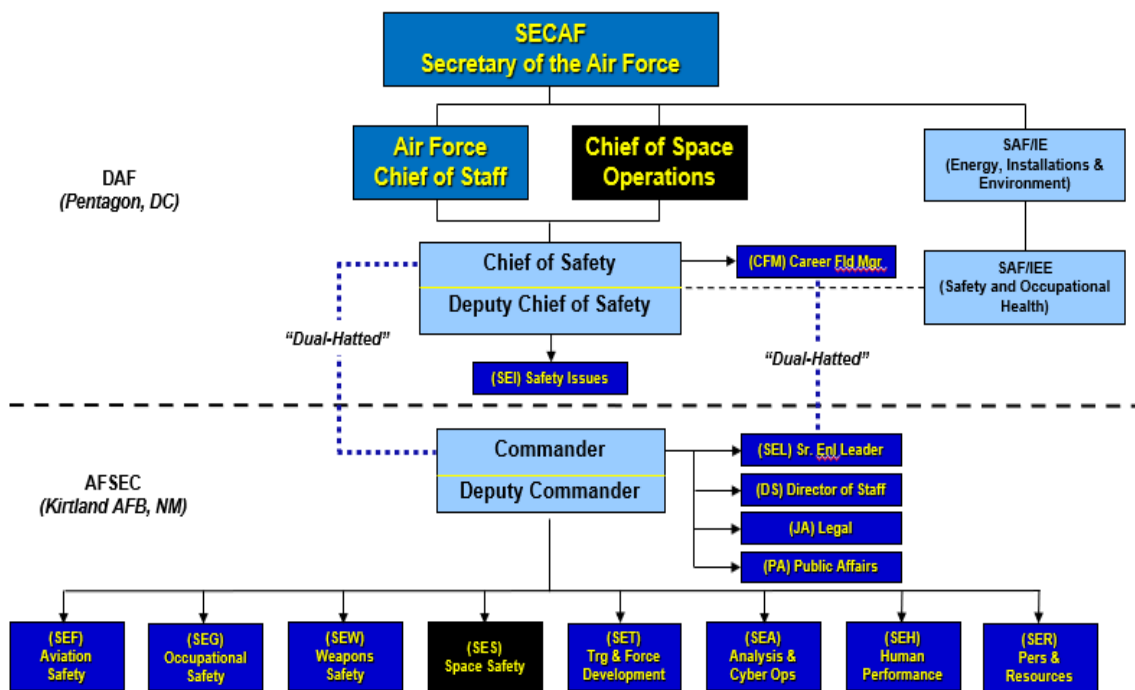
An Operational Force Maximizing Readiness in Any Environment



AIR FORCE SAFETY CENTER (AFSEC) ORGANIZATIONAL STRUCTURE

On December 31, 1971, the Air Force Inspection and Safety Center was activated, replacing the 1002nd Inspector General Group. The center was then divided into the Air Force Inspection Agency and the Air Force Safety Agency in August 1991. Reorganization of the air staff in 1992 created the Air Force Chief of Safety position, reporting directly to the Air Force Chief of Staff. The Chief of Safety became dual-hatted as the commander of the Air Force Safety Agency. In July 1993, the agency moved to Kirtland AFB due to the closure of Norton AFB.

The AFSEC Commander, dual-hatted as the Air Force Chief of Safety, reports directly to the Chief of Staff of the Air Force and is responsible for providing oversight to Air Force Safety programs, AFSEC programs, personnel, manpower, budget, contract administration, knowledge operations, facilities, and resources at large. AFSEC offices are located in two geographical locations, the Pentagon in Washington, D.C. and Kirtland AFB in Albuquerque, New Mexico. Our organization is comprised of active-duty members, contractors and federal civilians. We are a dynamic and complex organization covering both the Air Force and Space Force.





The Air Force Safety Management System (AFSMS) utilizes the four pillars and the AFSMS framework to structure the AF mishap prevention program. Activities associated with each pillar set policy, identify and mitigate hazards and risk, and reduce the occurrence and cost of injuries, illnesses, fatalities and property damage. For detailed information on the AFSMS please familiarize yourself with Department of the Air Force Instruction (DAFI) 91-202, *The U.S. Air Force Mishap Prevention Program*.





AFSEC DIVISION AND BRANCH INFORMATION

Detailed information on each Division can be found at www.safety.af.mil. Below is a synopsis of the key roles each Division oversees within the safety enterprise.

■ **JA – Office of the Staff Judge Advocate**

- Provides legal advice and general counsel on all aspects of the Air and Space Forces mishap prevention programs and safety investigations. The office ensures proper controls are maintained on safety reports and privileged information. It also provides effective coordination on legal and safety issues with the DoD, other federal agencies and international safety programs. The office maintains the Air Force Safety Center Records Library, ensuring efficient and timely retrieval of safety investigation reports for review and analysis. In addition, it responds to requests for safety information under the Freedom of Information Act, Congressional requests, and other functional requests.
 - Sections – Senior Staff Judge Advocate (SJA), Assistant SJA & Freedom of Information Act (FOIA) Manager & Specialist
 - JA Mailbox - HQAFSECJA@us.af.mil
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■ **PA – Public Affairs**

- Supports the chief of safety's communication program by providing service members and the general public timely and accurate information to raise awareness and improve understanding of the Air Force Safety Center mission and its role in mishap prevention, and to promote mishap prevention DAF-wide. The division manages the center's public website and social media programs; generates news releases, infographics, photos and video products for distribution throughout the Air and Space Forces; and engages with the news media to ensure the accurate reporting of safety programs and mishap prevention efforts.
 - PA E-mail - afsec.pa@us.af.mil
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■ **SEA – Analysis and Cyberspace Operations**

- Leverages Information Technology to support the AF/SE Mission. SEA delivers accurate and trusted information, data analyses, and tools to enhance and expedite decision making for the AF and DoD Safety & Operational community. A key responsibility of SEA is to develop and sustain a unique Safety Reporting System called Air Force Safety Automated System (AFSAS) that collects and maintains safety related data, used by the AF, USN, USMC and 4th Estate to investigate mishaps and mitigate hazards for all safety disciplines. The Analytical Cell, which is led by SEA and works priorities set by the Analytical Cell's Configuration Control Board (CCB), establishes consistent analytical initiatives that help drive proactive measures to identify factors that positively affect the AF/SE mission.
 - Branches – Computer Operations & Programming (SEAC), Analysis & Requirements (SEAR) and Data Analytics (SEAA/includes Epidemiologist)
 - Analytics E-mail - afsec.seaa.workflow@us.af.mil
-



■ SEF – Aviation Safety

- Preserves warfighting capability by establishing DAF aviation safety policy, promoting mishap prevention programs for all aviation assets and through the establishment of proactive safety programs. It oversees the aviation mishap investigation process, the collection and accuracy of flight safety data and the disposition of risk-mitigating actions. It provides proactive and reactive engineering and operational analyses of flight safety issues. Additionally, the division directs the Aircraft Information Program, the Hazardous Air Traffic Report Program, the Bird Aircraft Strike Hazard Program and the Mishap Analysis and Animation Facility.
 - Branches – Engineering & Technical Services Branch (SEFE), Operations (SEFO), Remotely Piloted Aircraft (SEFQ), Bird/Wildlife Aircraft Strike Hazard (BASH) (SEFW), and Aviation Safety (SEFF/Safety Investigators)
 - SEFF E-mail - AFSC.SEFF@us.af.mil
-

■ SEG – Occupational Safety

- Manages the DAF occupational safety program, including operational, industrial, occupational, sports and recreation, and traffic safety. This division has oversight responsibility for the safety risk management program and epidemiology efforts for the DAF mishap prevention program. It oversees integration of safety inspections, assessments and evaluation policy in conjunction with the DAF inspector general. The division manages Air and Space Forces safety standards and interprets Department of Labor and industry standards for implementation throughout the DAF. The division conducts evaluations of service-wide occupational safety mishap investigations and provides advice to investigators in the field through their parent major and field commands. It develops and oversees occupational safety policy, programs and procedures to provide a safe work environment and enhance the safety of Airmen and Guardians while off duty to help maintain combat capability and readiness.
 - Branches – Risk Management (RM), Standards & Policy (SEGS), Reports/Analysis/Investigations (SEGR), Traffic Safety & Outreach (SEGT), and Operations/Evaluations/Training (SEGO)
 - SEG E-mail - AFSCSEG@us.af.mil
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■ SEH – Human Performance

- Supports the DAF safety mission to safeguard Airmen/Guardians, protect resources and enable mission success by addressing the human contributions in Air and Space Force mishaps. The division includes experts knowledgeable in human performance from the aspects of medicine, physiology, psychology, and flight operations in air and space. These experts help investigators examine how human behavior contributes to mishap risks and causes. They analyze mishap data and target performance areas to proactively improve mission capabilities. The division administers the Air Force Combined Mishap Reduction System (AFCMRS) surveys and can provide commanders with an on-site Organizational Safety Assessment. The Human Performance Division is home to Air Force Safety Fellowship training programs for physiologists and psychologists that prepare medical professionals with unique skills supporting aviation safety.
- Sections – Education, Investigations and AFCMRS
- SEH E-mail - AFSEC.HP.Workflow@us.af.mil



▪ **SEI – Air Force Safety Issues (Located at the Pentagon)**

- AF/SEI acts as an executive staff, responsible for the formation and review of issues, policy, and plans in all safety and nuclear surety areas (aviation, occupational, human factors, conventional and nuclear weapons/explosives safety, space, and risk management). AF/SEI reviews all departmental plans and policies to ensure integration of safety, hazard identification and operational risk management principles. AF/SEI executes plans, establishes management systems, and works with SAF/AAR throughout the Strategic Planning, Programming, and Execution cycle to ensure approved programming activities are accomplished to implement DAF safety and nuclear surety policies. The Deputy Chief of Safety also serves as the Division Chief for AF/SEI.
 - Branches – Chiefs of Aviation, Occupational, Weapons and Human Factors & Operational Safety Issues
 - Workflow E-mail - AF.SE.Workflow@us.af.mil
-

▪ **SER – Personnel and Resources Division**

- Responsible for complex managerial services for the center including all personnel, manpower, program management, security, knowledge operations, IT/Cyber management, facilities management as well as planning, programming, budget and execution. The division provides support to the DAF Chief of Safety and the entire Air Force Safety Center. It is the backbone for mission and infrastructure support to ensure continuity and efficiency across the enterprise.
 - Sections – Budget Operations, Acquisition Manager, Military Personnel Program, Security Specialist, and Financial Manager
 - IT/Cyber Workflow E-mail - AFSEC.IT.Support@us.af.mil
-

▪ **SES – Space safety**

- Provides prevention and mitigation policies, programs, guidance, and oversight to the space enterprise. The mission encompasses all aspects of space mission areas including acquisition, pre-launch/launch/fly back/orbital/reentry operations, and ground-based space support systems. SES executes Space Safety missions on behalf of the DoD such as the POTUS's Interagency Nuclear Safety Review Board responsibilities with the DOE, DoS, DoT, EPA, NASA, and NRC as well as Quad-agency Mishap Working Group with the FAA, NASA, and NTSB.
 - Sections – Innovation & Development, Engineering and Operations
 - SES E-mail - AFSEC.SES@us.af.mil
-

▪ **SET – Training and Force Development**

- Serves as the foundation of excellence in ensuring the continuous professional development of all personnel assigned to safety staff(s) and/or supporting safety throughout the Air and Space Forces. The program develops, teaches, and manages the requisite safety education and training to enhance safety knowledge, skills and abilities that enhance aerospace power by eliminating mishaps through proactive



hazard identification and risk management. The education and training encompass all safety disciplines: aviation, occupational, weapons, space and missiles; ensuring mission-ready capabilities are preserved for the Air and Space Forces and is delivered to approximately 1800 students through 10 professional courses in 65 sessions, ranging from three days to seven weeks. The program ensures current and future mishap prevention requirements and opportunities are addressed by providing interactive education and training through on-site classroom course offerings, web-based course offerings and distance-learning courses. The division chief also serves as the safety civilian career field manager, establishing policy and serving as the day-to-day advocate for issues and concerns.

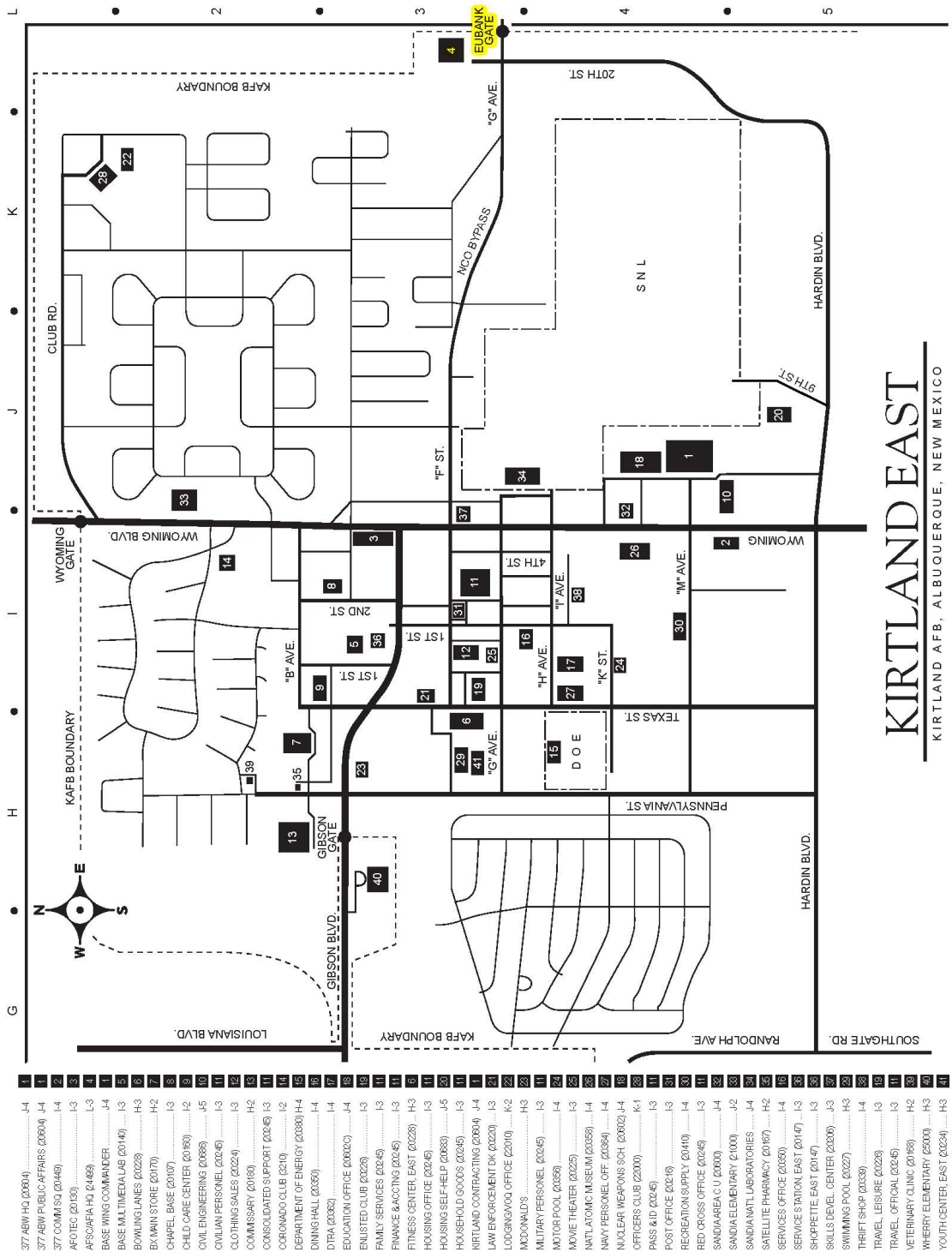
- Branches – Training Management (SETM), Distance Learning (SETD), Training Quality (SETQ) and Training Instruction (SETI)
 - SET E-mail - AFSEC.SET@us.af.mil
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▪ **SEW – Weapons Safety**

- Establishes and defines DAF nuclear surety and safety policy for the development and operational use of all nuclear, conventional and directed energy (DE) weapons systems. The division oversees the DAF Nuclear Weapons Surety Program, delegated from the secretary of the Air Force and chief of staff of the Air Force. The division provides nuclear, conventional and DE weapons systems safety design certification, Hazard of Electromagnetic Radiation to Ordnance certification, DAF explosives safety standards, explosive siting reviews, weapons safety consultation and Federal Department of Agriculture waivers for DE systems. The division ensures application of corrective actions and mishap inclusion to the AFSAS for weapon-related mishaps. The division also performs radiation safety oversight, explosives hazard classifications, mishap prevention programs, mishap investigation, and staff assistance in its areas of responsibility.
- Sections – Nuclear Weapons System Surety, Weapons Mishap Prevention, Explosives Safety Risk Management and Weapons System Safety & Design Certification

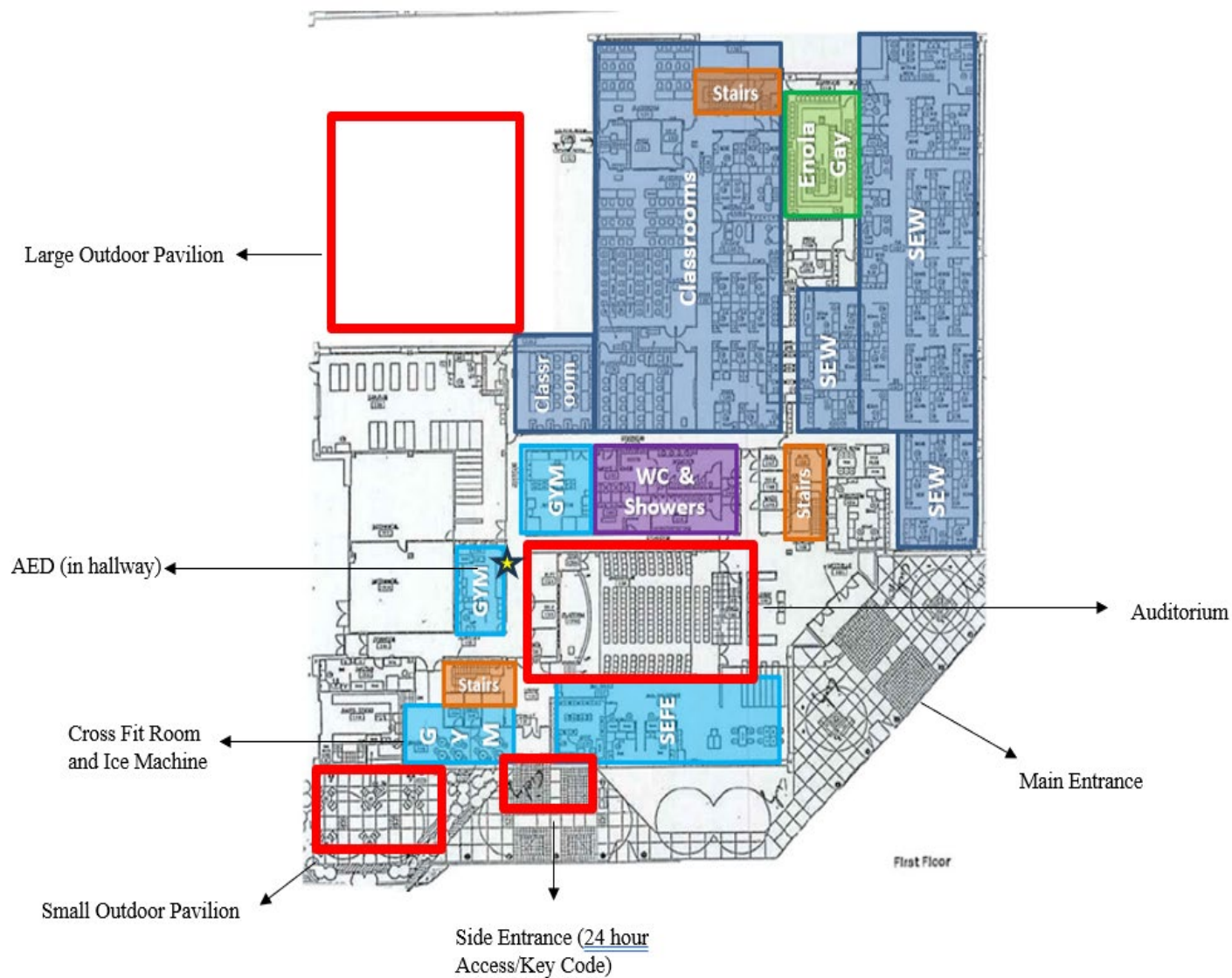


Kirtland Air Force Base Map





AFSEC 1st and 2nd Floor Plans





QUICK LINKS

- **AFSEC Website** – Detailed information on each Division to include contact information, current safety highlights and metrics for most of the programs.
<https://www.safety.af.mil/>
- **AFSEC Home SharePoint** –
<https://usaf.dps.mil/teams/HQ-AFSEC/SitePages/Home.aspx>
- **AFSAS Account Request** -
<https://afsas.safety.af.mil>
- **Help Desk** - For AFSEC Military Personnel Issues and GPC Supply or Training purchase requests - Submit SER Customer Service Requests using the below link.
<https://usaf.dps.mil/teams/HQ-AFSEC/helpdesk/default.aspx>
- **Customer Service** - Questions about your performance report, government travel card or any other human resource related issues, please visit the below SharePoint.
<https://usaf.dps.mil/teams/HQ-AFSEC/ser/Lists/SER%20Customer%20Service%20Requests/Default.aspx?viewpath=%2Fteams%2FHQ%2DAFSEC%2Fser%2FLists%2FSER%20Customer%20Service%20Requests%2FDefault%2Easpx&sortField=Status&isAscending=false&viewid=4d979cfd%2Dc2ea%2D428a%2Da36f%2Ddecbed3a354d9>
- **Facility Manager** - The facility manager's SharePoint page contains information on building floorplans, facility parking, fire evacuation, place work orders, warehouse storage procedures and on-going projects. Active shooter rules of engagement, evacuation floor plans and safety information are available for reference.
<https://usaf.dps.mil/sites/afia/afprograms/FacilityManager?e=1%3Aac8b621db29a4240b33942b63a56debd>
- **HQ AFSEC IT Support** - Send all required IT in-processing forms, questions, requests (laptop, headsets, etc.) and concerns to the IT Support workflow. This ensures all staff are able to attend to your needs in a timely manner.
AFSEC.IT.Support@us.af.mil
- **AFSEC/JA** - Prior to sharing any mishap related data, check with your supervisor as well as the JA office to ensure adherence to current policy and guidance.
HQAfSECJA@us.af.mil
- **USAF Portal** - Allows one to quickly find authoritative, relevant data and information, applications and collaboration tools to help you do your job and live your life in the USAF.
www.my.af.mil
- **Base Gate Hours** - <https://www.kirtland.af.mil/>



APPS AND SOCIAL MEDIA

- “USAF Connect” - an application managed and owned by the AF. Information about any and all AF installations and their particular resources can be found by downloading the app via your Appstore. **A Safety section is available, containing all publications and references associated with the safety program, to include safety apps.** Access phone numbers, electronic publication (e-pubs), safety resources (training, ASAP, publications, news, etc.), AF news, medical information, notifications, and more.
- Air Force Safety social media platforms:
 - www.facebook.com/AFSafetyCenter
 - twitter.com/AFSAFETY
 - youtube.com/user/AirForceSafetyCenter
 - www.linkedin.com/company/air-force-safety-center/mycompany/



PERKS

Facility Hours - The AFSEC facility is open from 5 a.m. – 7 p.m. Entrance to the facility during off hours can be gained by key code access. Please request key code from you supervisor. The key code is not for sharing with other non-AFSEC employees.

Fitness - AFSEC has a fully functional cardio room, weight room and a cross fit room for all employees. Contact your supervisor to the weight room key code. There is a full locker room with showers for both male and females. Civilian employees are authorized fitness time during work hours (3 hours per week). Please touch base with your supervisor for more information.

Ice Machine – An ice machine can be found within the cross fit room on the first floor of the facility.

Nursing Room – A nursing room is available for use as needed on the second floor of the facility. No reservations required to use the space.

On-base Living – Common Access Card (CAC) holders are authorized to live on the military installation if space is available. Active duty members and their families have priority. Please contact Hunt Military Housing office for more information, (505) 551-3855 or visit their website at www.kirtlandfamilyhousing.com.

Conference Rooms – Several conference rooms are available for use within the facilities 2nd floor. The Commander's and Col Will Tubbs conference rooms are fully equipped (laptops, speaker, TEAMS, and other equipment necessary for presentations). To reserve the space for the Commander's conference room, make your way to the front executive office and annotate your day and time of interest on the scheduling book located on the executive officer's desk. A scheduling book for the Col Will Tubbs conference room is located next to the conference room.



Commander's Conference Room



Colonel Will Tubbs Conference Room



Collaboration Spaces – There are two collaboration spaces located within the center, the Analysis and Cyberoperations Division (minimal audio/visual equipment) and the Burnham Memorial space next to the Col Will Tubbs Conference room (full audio/visual equipment). Both rooms can be reserved via a scheduling book located within or next to the spaces. See map for location, second floor.





AFSEC Acronyms and In-Processing Forms

<p>AF – Air Force</p> <p>AFCMRS - Air Force Combined Mishap Reduction System</p> <p>DAFI – Department of the Air Force Instruction</p> <p>AFSAS - AF Safety Automated System</p> <p>AFSEC - Air Force Safety Center</p> <p>AGCAS – Automated Ground Collision Avoidance System</p> <p>AIB - Accident Investigation Board</p> <p>ANG - Air National Guard</p> <p>AOR - Area of Responsibility</p> <p>ASAP – Airman Safety Applications Program</p> <p>ATC - Air Traffic Control</p> <p>BP - Board President</p> <p>CA - Convening Authority</p> <p>CAC – Common Access Card</p> <p>CDI - Commander Directed Investigation</p> <p>CFR - Code of Federal Regulation</p> <p>CONUS - Continental United States</p> <p>CSAF - Chief of Staff, U.S. Air Force</p> <p>CUI - Controlled Unclassified Information</p> <p>CD – Deputy Commander</p> <p>DAF - Department of the Air Force</p> <p>DNIF - Duties Not Including Flying</p> <p>DoD - Department of Defense</p> <p>FAA - Federal Aviation Administration</p> <p>NAF - Non-appropriated Fund</p> <p>NAF - Numbered Air Force</p> <p>FOD - Foreign Object Damage</p> <p>FOIA - Freedom of Information Act</p> <p>FOUO - For Official Use Only</p> <p>FY - Fiscal Year</p> <p>GAIB - Ground Accident Investigation Board</p> <p>GMV - Government Motor Vehicle</p> <p>HATR - Hazardous Air Traffic Report</p>	<p>HIPAA - Health Insurance Portability and Accountability Act</p> <p>HQ AF/SE - Air Force Chief of Safety</p> <p>ISB - Interim Safety Board</p> <p>JA - Judge Advocate</p> <p>MAJCOM - Major Command</p> <p>MFOQUA – Military Flight Operations Quality Assurance</p> <p>MOA - Memorandum of Agreement</p> <p>MOU - Memorandum of Understanding</p> <p>NATO - North Atlantic Treaty Organization</p> <p>NDA - Non-Disclosure Agreement</p> <p>NGB - National Guard Bureau</p> <p>NTSB - National Transportation Safety Board</p> <p>OPREP - Operational Report</p> <p>OSHA - Occupational Safety and Health Administration</p> <p>OUSD - Office of the Under SecDef</p> <p>PA - Privacy Act</p> <p>PM - Program Manager</p> <p>PSI - Privileged Safety Information</p> <p>RPA - Remotely Piloted Aircraft</p> <p>SE - Chief of Safety</p> <p>SEI – Safety Issues</p> <p>SecAF - Secretary of the Air Force</p> <p>SIB - Safety Investigation Board</p> <p>SIO - Single Investigation Officer</p> <p>SJA - Staff Judge Advocate</p> <p>SME – Subject Matter Expert</p> <p>SPO - Special Program Office</p> <p>TCTO - Time Compliance Technical Order</p> <p>TDY - Temporary Duty</p> <p>TO - Technical Order</p> <p>UAS - Unmanned Aerial System</p> <p>UAV - Unmanned Aerial Vehicle</p> <p>USC - United States Code</p>
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HQ AIR FORCE SAFETY CENTER

CIVILIAN IN-PROCESSING CHECKLIST



Name: _____

Date Arrived Station:	Office Symbol:	Duty Phone:
INPROCESSING ACTION		DATE INITIALS
CVE - Schedule meet and greet with the Vice Commander Suite 240 or call 846-2372		
SER - Unit Security Manager MSgt Jessica Lamb 853-3668, jessica.lamb.2@us.af.mil Initial security briefing, _____ DISS, _____ Accesses, _____ Derivative Training		
SER - Computer Support IT Team 846-0635 Member must complete voice mail request through the Share Point Help Desk.		
SER - ATAAPS & AF Form 3821 Ms. Christie Tarantino, 846-0589, christie.tarantino@us.af.mil		
SER - Email full SSAN (ENCRYPTED) prior to visiting the office. DTS and GTCC profiles will be updated. Ms. Jamie Emerson, 846-1516, jamie.emerson.3@us.af.mil Ms. Christie Tarantino, 846-0589, christie.tarantino@us.af.mil		
SER - Establish Performance Plan in MyBiz w/in 90 days; need CAC Mr. Phil Dobbins, 846-1276, philip.dobbins@us.af.mil		
SER - Update UMD Mr. Phil Dobbins, 846-1276, philip.dobbins@us.af.mil		
JA - Ethics Training/OGE Form 450, Financial Disclosure Report (as appropriate) Mr. Jose Gonzalez, 853-1052, jose.gonzalez.58@us.af.mil		
SEG - Unit Safety Representative TSgt Kenneth Hill, 505-846-9197, kenneth.hill.12@us.af.mil		
SEW - Emergency Management Briefing (BEPO complete) MSgt Lawrence Ouellette, 846-1467, lawrence.ouellette@us.af.mil		
SEW - OPSEC (Initial OPSEC Briefing) Ms. Samantha Alaniz, 846-0738, samantha.alaniz.2@us.af.mil Ms. Ivette Rojas, 846-1496, mirella.rojas.1@us.af.mil		
SETM - Unit Training Manager MSgt Brian Frank, 846-4093, brian.frank@us.af.mil		
Division *Supervisor Employee Brief *Request 971 from previous supervisor, Establish AF 971 File *Receive and sign DoD Telework Agreement, DD 2946 * Add to recall roster * Provide initial safety briefing * Provide memo to SER (IT Team) Permission to "O" Drive *(Supervisors only) Schedule for Supervisor Safety Training Course If training completed provide certificate to Training Manager		



AIR FORCE SAFETY CENTER

CONTRACTOR IN-PROCESSING CHECKLIST



Name: _____

Effective Date Assigned:	Office Symbol:	Duty Phone:
INPROCESSING ACTION		DATE
SER - Unit Security Manager MSgt Jessica Lamb 853-3668, jessica.lamb.2@us.af.mil Initial security briefing, <u> </u> DISS, <u> </u> Accesses, <u> </u> Derivative Training		INITIALS
SER - TASS Ms. Crystal Franco, 846-6125, crystal.franco.2@us.af.mil *Use the TASS Request Form on SharePoint. Must be loaded into the Contractor Verification System which talks to DEERS. This will make it possible to get a CAC. Form located under "Internal Guidance"		
SER - Computer Support IT Team 846-0635 *They will set up the required forms to sign (must know who current supervisor is and be current on IA training). *Member must complete voice mail request through the Share Point Help Desk.		
SEG - Unit Safety Briefing TSgt Kenneth Hill, 846-9197, kenneth.hill.12@us.af.mil		
SEW - Initial OPSEC Training briefing Ms. Samantha Alaniz, 846-0738, samantha.alaniz.2@us.af.mil/ Ms. Ivette Rojas, 846-1496, mirella.rojas.1@us.af.mil		
SEW - Emergency Management Briefing (BEPO Complete) MSgt Lawrence Ouellette, 846-1467 lawrence.ouellette@us.af.mil		
SETM - Unit Training Manager MSgt Brian Frank 846-4093, brian.frank@us.af.mil		
Division *Ensure member receives Selected Force/Event Driven Ancillary required training upon arrival *Records Management – Provide letter to SER/IT so they can give member permissions to "O" Drive *Initial safety briefing required by conducted by supervisor, sponsor or Division Chief		



IT/CYBER: NEW USER FORM

Supervisor/Sponsor:

1. In-Process thru Front Office first
2. Manage all required documentation and training for incoming User
3. Correctly complete all required documentation (DD2875, AF4433, AF4394)
4. Route forms if User is unable to access AFSEC folders/Mil Email
5. Route DD2875 to Security Manager for review and signature
6. Route to IT/Cyber Office after all actions are complete: AFSEC.IT.Support@us.af.mil

User:

1. Complete all required documentation provided by Supervisor/Sponsor
2. Provide a current digital - Cyber Awareness Challenge (ZZ133098) Certificate

Security Manager:

1. Review, sign and route back to Supervisor/Sponsor

IT/Cyber Office:

1. Conduct final review and sign DD2875.
2. Provision/PCS/PCA User account, add AFSEC File Share and Share Group access.
3. Issue (1) laptop w/ travel charger. Users with a AFSEC desk are issued: (1) laptop w/ travel charger / (1) docking station / (1) keyboard / (1) mouse and (2) monitors.

Position Title:	Official Duty Position:
Office Symbol:	DSN (Must be a working DSN):
New User's DoD ID (Back of CAC):	User's Status: Mil / CIV / CTR / RES / ANG / FN
Supervisor/Sponsor's DoD ID:	Supervisor/Sponsor's Status: Mil / CIV / CTR / RES / ANG / FN
Supervisor's required User-groups or mirrored permissions from an existing User:	