

**BY ORDER OF THE  
COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY  
INSTRUCTION 33-304**

**1 MARCH 2001**

**Communications and Information**

**DEFENSE MESSAGE SYSTEM (DMS) MANAGEMENT**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: AFIT/SCBI (MSgt Thomas)

Certified By: AFIT/SC (LtC Robert F. Mills)

Pages: 3

Distribution: F;X

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This instruction establishes the structure, policies, and procedures for the organization and operation of the Air Force Institute of Technology (AFIT) Defense Message System (DMS). This Operating Instruction documents the procedures for handling, controlling, storing, transporting, and protecting the FORTEZZA Card and Personal Identification Number (PIN), as well as conducting an annual inventory, identifying training requirements, card re-key, access restriction, emergency procedures, reporting reportable events, user departures, and the transfer of responsibilities to another FORTEZZA Responsible Officer (FRO).

**1. References: *Air Force Systems Security Instruction (AFSSI) 3034***

**2. General.** AFIT/CC or a designated Approval Official (AO) appoints the Primary and Alternate(s) FORTEZZA Responsible Officer (FRO) as outlined in AFSSI 3034 para 2. Primary or Alternate AFIT FROs will determine the Institute's needs and request required FORTEZZA cards using X509 Certificate Request Forms. The Base COMSEC manager will issue FORTEZZA cards to the FRO. Organizational cards will be issued to the Primary or Alternate School/Directorate FRO using a FORTEZZA user advisory statement and receipt (AFSSI 3034 Attachment 4). The original copy of this receipt will be retained by the FRO. Duties of the AFIT FRO are outlined in AFSSI 3034 Para 5.

**3. Handling, Controlling, Storing, and Protecting the (individual) FORTEZZA Card.**

3.1. All individual FORTEZZA Cards will be issued as outlined in AFSSI 3034, paragraph 25 and receipted using the FORTEZZA User Advisory Statement and Receipt (attachment 4, AFSSI 3034). The original receipt will be hand carried back to the Base COMSEC office. Both the end user and the unit FRO should maintain copies.

3.2. Users are responsible for proper safekeeping and are to immediately report the loss, destruction, theft, or tampering of the card to the AFIT FRO. The FORTEZZA card (used to protect sensitive information) is unclassified both when locked by a PIN (i.e., when not in use) and when unlocked (i.e., when in use).

3.3. Protect FORTEZZA cards in a manner similar to a credit card or high value item to limit the possibility of loss, unauthorized use, substitution, tampering, or breakage. FORTEZZA cards and PINs should never be stored in the same location. A PIN should be memorized and PIN letters destroyed. When not in use, the FORTEZZA cards will be removed from the computer and stored in an area not accessible by unauthorized users (i.e., locked in a desk drawer or cabinet).

#### **4. Handling, Controlling, Storing, and Protecting the (organizational) FORTEZZA Card.**

4.1. FRO must track the name, rank, and SSN of primary individuals to whom organizational cards are issued as outlined in AFSSI 3034 Para. 23.

4.2. FORTEZZA cards and PINs will never be stored in the same location. Organizational card PINs will be kept in a secure location by the AFIT FRO. FROs should only keep and secure FORTEZZA cards issued to them. When not in use, the FORTEZZA card will be removed from the computer and stored in a secure location (i.e., locked in a desk drawer or cabinet).

#### **5. Emergency Procedures.**

5.1. For fire, natural disaster, bomb threats, and covert threat (if card is not locked up) remove the FORTEZZA card from the unsecured area and secure it or keep it in the possession of an authorized user.

5.2. If time does not permit removal, the individual cardholder must immediately report to the AFIT FRO for proper security actions.

**6. Training** – All holders of FORTEZZA cards will have formal training conducted by the FRO and documented on attachment 3 “FORTEZZA USER TRAINING” to AFSSI 3034.

#### **7. Fortezza Card Responsible Office (FRO) Responsibilities.**

7.1. Transfer of responsibilities to another FRO. The outgoing AFIT FRO and incoming AFIT FRO will visit the Certification Authority Workstation (CAW) operator located in Bldg 271 and change names on the issue log to reflect who is actually responsible for the cards issued to their organization.

7.2. Inventory. The AFIT FRO will conduct an annual inventory in November of each year, not to exceed 365 days since the last annual inventory, or when a new AFIT FRO is appointed. Failure to complete this required inventory will result in cards being added to a -Compromised Key List and cards will be revoked.

7.3. Card Re-key. When required, the AFIT FRO will take the FORTEZZA cards to the certification authority (CA) to accomplish this task IAW AFSSI 3034 Para 40.

GEORGE K. HARITOS, Colonel, USAF  
Commandant  
Air Force Institute of Technology