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Operations

OPERATIONS SECURITY (OPSEC)



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures and responsibilities to provide Operations Security (OPSEC) training to 917 WG personnel and to accomplish the intent of Air Force Instruction 10-1101, *Operations Security (OPSEC) Instructions*, as supplemented by AFRC and ACC. This instruction is applicable to all 917 WG units at Barksdale AFB LA. The objective of the 917 WG OPSEC program is to achieve and maintain a high level of security for wing and higher headquarters operations.

1. Responsibilities:

1.1. The 917th Wing Commander will:

1.1.1. Appoint a Wing OPSEC Program Manager.

1.2. The Wing OPSEC Program Manager will:

1.2.1. Ensure wing level OPSEC requirements are in compliance as directed by AFI 10-1101 and AFRC and ACC supplements.

1.2.2. Acts as the focal point for OPSEC and provides guidance and assistance to wing units.

1.2.3. Reviews wing operations plans to ensure a statement of OPSEC considerations and appropriate essential elements of friendly information (EEFIs) are included.

1.2.4. Submits OPSEC reports to higher headquarters as directed.

1.3. Unit commanders will:

1.3.1. Appoint an OPSEC monitor and alternate to administer the unit's OPSEC program and to provide OPSEC training to newly assigned reserve personnel who have not received it during the monthly "newcomers" briefing. The appointment will be done by letter, signed by the squadron commander.

- 1.3.2. Forward a copy of the unit's letter of appointment to the wing OPSEC program manager.
- 1.3.3. Develop a list of EEFI's specifically tailored to the unit mission. For some organizations, it may be necessary to develop EEFI's for each work center. Other organizations may be able to develop one EEFI list that is applicable to all unit work centers.
- 1.3.4. Ensure newly assigned unit OPSEC Monitors are briefed by the wing OPSEC Program Manager.

1.4. Unit OPSEC Monitors will:

- 1.4.1. Contact the Wing OPSEC Program Managers upon being appointed to schedule an initial briefing.
- 1.4.2. Maintain current copies of this instruction and AFI 10-1101 and applicable supplements, and become knowledgeable on the content of the publications.
- 1.4.3. Review the EEFI list developed by your unit commander and propose any needed changes.
- 1.4.4. Ensure the unit's EEFI list is available to be read by all unit personnel.
- 1.4.5. Train the alternate OPSEC Monitor on all aspects of the unit OPSEC program. The alternate must be able to effectively manage the entire program when the primary monitor is absent.
- 1.4.6. Ensure all reserve and civilian personnel assigned to the unit receive OPSEC training within 90 days after reporting.
- 1.4.7. Ensure all OPSEC training is documented. OPSEC training for reserve personnel will be documented on an all-purpose form or recorded in an automated system. OPSEC training for civilian personnel will be documented on AF Form 971, **Supervisor's Employee Brief**.

2. Procedures:

- 2.1. Training will be accomplished IAW AFI 36-2201, *Developing, Managing and Conducting Training*.
- 2.2. All reserve personnel will receive initial OPSEC training at the monthly "newcomers" briefing. Civilians will receive initial OPSEC training as part of their initial supervisor's briefing.

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Commander