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Operations

AFRS OPERATIONS SECURITY (OPSEC)

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Certified by: HQ AFRS/R SX
(Col Matthew L. Hughbanks)

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This instruction establishes responsibilities and procedures for effective OPSEC program for Air Force Recruiting Service (AFRS) and implements Air Force Instruction (AFI) 10-701, *Operations Security*, 8 June 2011. It applies to all AFRS personnel. This publication does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Maintain records created as a result of processes prescribed in this publication in accordance with (IAW) AFI 33-322, *Records Management Program*, and disposed of IAW the *Air Force Records Disposition Schedule (RDS)* located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route through the appropriate functional chain of command. See Attachment 1 for a glossary of references and supporting information.

Section A—General Requirements and Responsibilities

1. Introduction.

1.1. The AFRS OPSEC program goals are information superiority and optimal mission effectiveness. The purpose of OPSEC is to reduce the vulnerability of Air Force missions by eliminating or reducing successful adversary collection and exploitation of critical information. OPSEC applies to all activities that prepare, sustain, or employ forces during all phases of operations.

1.2. All AFRS personnel must fully incorporate an OPSEC mindset into their daily activities. Consider not only sensitivity/classification level of data and documents, but also

the potential impacts of releasing sensitive, unclassified information. Ensure the recipient has a valid need to know and use only appropriate channels to disseminate the information. The continued commitment to good OPSEC procedures and full support of the OPSEC program are fundamental to AFRS mission success.

2. Commander Responsibilities.

2.1. The commander will:

2.1.1. Provide oversight and direction to the AFRS OPSEC program and designate the Signature Management Officer (SMO) for AFRS. An appointment letter will be maintained in the electronic continuity folder and a copy forwarded to HQ AETC/A3O.

2.1.2. Provide guidance to the SMO on program requirements and objectives.

2.2. Group and squadron commanders will:

2.2.1. Appoint an OPSEC Coordinator to maintain the AFRS OPSEC program at the unit level. An appointment letter will be maintained in the electronic continuity folder on the units' SharePoint site and a copy forwarded to HQ AFRS/RXSLA.

2.2.2. Provide oversight and direction to their unit's support to the AFRS OPSEC program.

3. OPSEC Signature Management Officer (SMO) Responsibilities.

3.1. The SMO will:

3.1.1. Establish and maintain OPSEC electronic continuity folders on the HQ AFRS/RXSL SharePoint site.

3.1.2. Establish, train, and chair the AFRS OPSEC Working Group (OWG) with representatives from RSO, RSM, RSI, PA and other subject matter experts as needed.

3.1.3. Conduct annual, or as needed, self-assessments on the OPSEC program.

3.1.4. Compile the AFRS annual OPSEC report and forward to HQ AETC/A3OS by 15 September of each year.

3.1.5. Ensure all personnel receive initial and annual unit-specific OPSEC training and maintain documentation of personnel trained for both initial and annual training.

3.1.6. Ensure initial and annual OPSEC reviews are conducted on AFRS's web pages.

3.1.7. Ensure OPSEC awareness visual aids and flyers with contact information are available for posting at AFRS facilities down to squadron headquarters.

3.1.8. Ensure all OPSEC coordinators and OWG members receive OPSE 1301, OPSEC Fundamentals training, at a minimum.

4. OPSEC Coordinator Responsibilities.

4.1. The unit OPSEC Coordinator will:

4.1.1. NLT 90 days after being appointed to this position, complete OPSE 1301 at link <https://ricky.rs.af.mil/training/OPSEC/>.

4.1.2. Establish and maintain an organization OPSEC continuity folder on the unit SharePoint site. An example is located on the HQ AFRS/RSXL SharePoint at the below link:

<https://randolph.eis.aetc.af.mil/afrs/AFRSHQ/rsx/RSXL/Shared%20Documents/Forms/AllItems.aspx>.

4.1.3. Advise their respective commanders on OPSEC matters.

4.1.4. Submit recommendations for changes to OPSEC program to respective commanders.

4.1.5. Ensure all unit personnel receive initial and annual OPSEC training and maintain documentation of this training on the unit SharePoint site.

4.1.6. Post OPSEC posters/aids in headquarters' facilities.

4.1.7. Ensure OPSEC representatives and phone numbers are posted in headquarters' facilities.

4.1.8. Conduct annual OPSEC self-assessments on their program. Ensure the annual self-assessment reports are signed by the commander to show involvement in their OPSEC program and posted in the continuity folder on the unit's SharePoint site.

4.1.9. Ensure a copy of the AFRS Critical Information List (CIL) is made available to members of the organization and should be briefed annually.

5. Training.

5.1. Unit-specific training.

5.1.1. AFRS unit-specific OPSEC training will be developed by the AFRS OWG and saved on the HQ AFRS/RSXL SharePoint for use by the OPSEC coordinators.

5.1.2. The OPSEC coordinators will document initial and annual unit-specific training and save in their continuity folder on the unit SharePoint site.

5.2. OPSEC Coordinator and OWG members training.

5.2.1. All OPSEC Coordinators and OWG members will complete OPSE 1301, OPSEC Fundamentals, NLT 90 days after being appointed to the position. The training can be found at link <https://ricky.rs.af.mil/training/OPSEC/>.

5.3. Signature Management Officer training.

5.3.1. Signature Management Officers will accomplish OPSE 1301, OPSEC Fundamentals and the Air Force Signature Management Course or OPSE-1500 and OPSE 2500 within 90 days of being appointed to the position. Other OPSEC-related courses are available that might assist in managing the AFRS OPSEC program.

JOHN P. HORNER, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-701, *Operations Security (OPSEC)*, 08 Jun 2011

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ANG—Air National Guard

CIL—Critical Information List

DOD—Department of Defense

HHQ—Higher Headquarters

OPR—Office of Primary Responsibility

OPSEC—Operations Security

PA—Public Affairs

RSI—Recruiting Service Information Division

RSM—Recruiting Service Marketing Division

RSO—Recruiting Service Operations Division

SAV—Staff Assistance Visit

SM—Signature management

SMO—Signature Management Office

Terms

Critical Information List—Those areas, activities, functions, or other matters that a facility/organization considers most important to protect from adversaries.

Operations Security (OPSEC)—OPSEC is a process of identifying, analyzing and controlling critical information indicating friendly actions associated with military operations and other activities to: Identify those actions that can be observed by adversary intelligence systems; Determine what specific indications could be collected, analyzed and interpreted to derive critical information in time to be useful to adversaries; Select and execute measures that eliminate or reduce to an acceptable level the vulnerabilities of friendly actions to adversary exploitation.

OPSEC Coordinator—Acts as an interface to direct and manage all relevant OPSEC matters below the wing-level and reports to the SMO or OPSEC PM.

Signature Management Officer/Noncommissioned Officer (SMO/SMNCO)—Focal point for all SM related matters at the wing or installation level. Ensures tactical level OPSEC and

MILDEC requirements are in compliance as directed and reviews wing or installation level plans to ensure OPSEC and MILDEC are appropriately considered to actively defend or exploit operational profiles resident at a given military installation.

Working Group—Designated body representing a broad range of line and staff activities within an organization that provides advice and support to leadership and all elements of the organization. (This can be an OPSEC, SM, threat, or public affairs working group that addresses OPSEC concerns)

Attachment 2**OPSEC CONTINUITY FOLDER**

A2.1. An OPSEC Continuity Folder is essential to good OPSEC program management and will contain essential information the OPSEC program coordinators need to manage their programs. It also allows IG inspectors or HQ personnel conducting staff assistance visits to quickly assess the scope of a unit's OPSEC program and assists OPSEC program managers/coordinators in improving their OPSEC program management skills.

Tab A Administrative Information

1. OPSEC Coordinator Appointment Letter
2. Formal OPSEC Training Certificates
3. OPSEC Contact Rosters

Tab B Directives/Guidance

1. AFRSI 10-XXX
2. Commander's CIL

Tab C Self-Assessment/Staff Assistance Visits

1. Self-Assessments (last two assessments)
2. Staff Assistance Visit Results
3. OPSEC Surveys
4. Inspection Results

Tab D OPSEC Working Group Minutes**Tab E Training and Miscellaneous Information**

1. Initial/Annual OPSEC Training (located on HQ AFRS/RSSL SharePoint)
2. Initial/Annual OPSEC Training documentation
3. Training and Educational Information

ATTACHMENT 3

OPSEC COORDINATOR APPOINTMENT LETTER

MEMORANDUM FOR (OPSEC Coordinator office symbol)

FROM: 3XX RCS/CC

SUBJECT: Appointment of Operations Security (OPSEC) Coordinator

- 1. IAW AFRSI 10-XXX, the commander will appoint in writing an OPSEC Coordinator to maintain the OPSEC program.
- 2. The following individual is appointed as the OPSEC Coordinator for the (unit):

<u>NAME/GRADE</u>	<u>PHONE</u>	<u>OFFICE/SYM</u>	<u>CLEARANCE</u>
XXXXXX XXXXX	Office #		Secret

- 3. This memorandum supersedes all previous correspondence, same subject.

XXXXX X. XXXXX, Rank, USAF
Commander, Unit

cc: HQ AFRS/RXLA
Individual Appointee