

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**



LUKE AFB INSTRUCTION 10-701

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Operations

OPERATIONS SECURITY (OPSEC) PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Maj Paul D. Kirmis)
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This instruction establishes the Operations Security (OPSEC) Program for Luke AFB. It assists OPSEC representatives in performing their duties and responsibilities, and applies to all active duty and civilian personnel assigned to Luke Air Force Base (LAFB). This instruction does not apply to Air Force Reserve units and their members assigned to LAFB. This instruction is **UNCLASSIFIED**. Submit an AF Form 847, Recommendation for Change of Publication to the OPR to recommend changes to this publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule located at https://afrims.amc.af.mil/rds_series.cfm.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Program Objectives: The primary purpose of the USAF OPSEC program is to deny Critical Information (CI) to our adversaries. It also strives to promote understanding and awareness of the benefits of OPSEC among all Air Force members. The 56th Fighter Wing OPSEC program is designed to:

1.1. Support the commander in achieving the primary goal of a successful and effective mission.

1.2. Ensure that OPSEC is considered in the planning, execution and post-operation phases of all plans and exercises.

1.3. Prevent the disclosure of information containing intelligence indicators that can be used to degrade operational effectiveness.

1.4. Prevent potential intelligence information, which is not classified, from becoming available to unauthorized persons.

1.5. Develop good security habits which will ensure that we protect information that could be of value to hostile intelligence.

1.6. Afford maximum protection to all classified matters.

1.7. Ensure all 56 FW personnel receive awareness training in OPSEC and the CI's. See Attachment 1.

1.8. Ensure OPSEC is stressed before, during, and after all applicable contingencies.

2. Program Administration: The 56 FW Chief of Plans is designated as the 56 FW OPSEC Program Manager. The 56 FW Plans Office (XP) is designated as the 56 FW Office of Primary Responsibility (OPR) for OPSEC.

2.1. Group Commanders, Squadron Commanders, and associate unit commanders are responsible for the appropriate use of the OPSEC concept and must ensure OPSEC guidance is developed as early as possible in the planning and coordination process.

2.1.1. Appointment of Group OPSEC Coordinators: Group Commanders will appoint a primary and alternate OPSEC coordinator who is thoroughly familiar with the group's operations. In order to ensure that OPSEC is considered as early as possible in the planning and coordination process, the primary should be the Group Plans Representative, or from the same office. A memorandum of appointment will be forwarded to 56 FW/XP within 10 days of appointment using the format in Attachment 2 of this instruction. Group OPSEC Coordinators will be trained by the OPSEC Program Manager within 30 days of receiving an appointment memorandum. The appointment memorandum and training date will be maintained by the OPSEC Program Manager and Group OPSEC Coordinator.

3. Wing OPSEC Manager Responsibilities:

3.1. Ensure OPSEC consideration in planning, execution and post-operations phases of all plans and exercises.

3.2. Act as the focal point for OPSEC, provide guidance and assistance to Group OPSEC Coordinators.

3.3. Ensure all personnel receive a base OPSEC briefing within 90 days of in-processing the wing.

- 3.4. Maintain OPSEC training and reference material for use by base personnel.
- 3.5. Prepare and submit to HQ AETC an annual OPSEC Status Report according to AFI 10-701, Operations Security (OPSEC) Instruction, as supplemented by HQ AETC. See Attachment 3.
- 3.6. Train Group OPSEC Coordinators within 30 days of receiving appointment memorandums.
- 3.7. Review the 56 FW OPSEC Brochure and CIs annually and update as required.
- 3.8. Review ORI and Quality Assurance reports from other units for enhancement of the 56 FW OPSEC Program.
- 3.9. Ensure sensitive operations susceptible to exploitation are reviewed.
- 3.10. Informally review Group OPSEC training programs, deficiencies, and direct corrective measures.
- 3.11. Develop and maintain an OPSEC program continuity book.
- 3.12. Ensure OPSEC is stressed during applicable contingencies through OPSEC Battle Staff Directives (BSDs).

4. Group OPSEC Coordinators Responsibilities:

- 4.1. Work directly with the 56 FW OPSEC Manager in implementing the OPSEC Program.
- 4.2. Act as the focal point for all information the 56 FW OPSEC Manager disseminates.
- 4.3. Act as the focal point for OPSEC for all subordinate organizations within your respective Group.
- 4.4. Ensure that OPSEC is considered in the planning, execution and post-operations phases of all plans and exercises. It is strongly recommend by HHQ AF and Luke OPSEC PM that the Group OPSEC Coordinator is also the Primary or Alternate Group Plans Rep.
- 4.5. Ensure all personnel receive a unit specific OPSEC briefing within 90 days of initial assignment.
- 4.6. Annually prepare and forward to 56 FW/XP an OPSEC Status Report according to AFI 10-701, Operations Security (OPSEC) Instruction. See Attachment 3.
- 4.7. Maintain OPSEC training and reference material for use by all Group personnel.
- 4.8. Develop and maintain an OPSEC program continuity book to include mandatory items in Attachment 4.

4.9. Ensure OPSEC BSD's are down channeled and all Group personnel are briefed.

4.10. Develop and maintain a Group OPSEC CI's list.

5. Adopted Form:

AF Form 847, Recommendation for Change of Publication

NOEL T. JONES
Brigadier General, USAF
Commander

4 Attachments:

1. 56 FW Critical Information (CIs)
2. OPSEC Coordinator Appointment Memorandum Format
3. Annual OPSEC Status Report Format
4. Minimum Requirements for Group Continuity Books

Attachment 1

56 FW CRITICAL INFORMATION (CIs)

- A1.1. Details of emergency action messages.
- A1.2. Association or correlation of exercise plans with real world contingency plans.
- A1.3. Circumstances under which a specific Operation Plan (OPLAN) will be executed.
- A1.4. The fact that a specific OPLAN is about to be or has just been executed.
- A1.5. Inability of any 56 FW units to meet a contingency assignment because of decreased capability in functions such as logistics, communications, personnel, aircraft, munitions, or augmentation.
- A1.6. Locations, vulnerabilities, and control procedures of war readiness material.
- A1.7. References which indicate correlation of exercise or simulated order of battle, including types and capabilities of weapons systems, with real world situations.
- A1.8. Personnel and material augmentation requirements for other than exercise purposes.
- A1.9. Development of tactics for operations in a high threat environment.
- A1.10. Association of details with classified project nicknames or code words.
- A1.11. Lists of maps or target materials supporting real world plans and for exercises when the materials reveal details of the real world plans.
- A1.12. Inability of a US or Allied system to cope with a hostile threat system.
- A1.13. Logistics support for a classified operation or activity.
- A1.14. Serious vulnerabilities or limitations surfaced during exercise activities which reflect a decreased capability to meet a real world contingency in the area of:
 - A1.14.1. Logistics support.
 - A1.14.2. Command and control functions.
 - A1.14.3. Communications.
 - A1.14.4. Defensive capability.
 - A1.14.5. Offensive capability.

A1.14.6. Augmentation forces.

A1.15. Requests for current weather information which can reveal the route and destination of classified or sensitive flights.

A1.16. Effects and results of real world meaconing, interference, jamming, and intrusion (MIJI).

A1.17. Operational radio and radar frequencies.

A1.18. Specific operational status and capabilities of radar and communications equipment and test program.

A1.19. Proposed base closures.

A1.20. Proposed base assignment of aircraft.

A1.21. Proposed deployments.

A1.22. Aircraft groundings when a significant decrease in mission is indicated.

A1.23. Specific details of vulnerability of any US operational or support facility to terrorist exploitation.

A1.24. Friendly and Hostile intelligence information.

A1.25. Personnel qualifications, security clearances, and current job descriptions.

A1.26. Characteristics and performance of friendly aircraft and aircrews, including tactics.

A1.27. Limitations affecting weapons systems.

A1.28. Limitations resulting from hostile actions.

A1.29. Destinations and unit designators to logistical shipments.

A1.30. In general, any disclosure of significant information of intelligence value which the tactical commands should be made aware of.

Attachment 2

OPSEC COORDINATOR APPOINTMENT MEMORANDUM FORMAT

DEPARTMENT OF THE AIR FORCE
XXXXX XXXX XXXX (AETC)
LUKE AIR FORCE BASE

(Date)

MEMORANDUM FOR 56 FW/XP

FROM: (Office Symbol)

SUBJECT: Group OPSEC Coordinator Appointment

1. The following individuals are appointed OPSEC Coordinator for this organization:

Primary:

Rank/Grade:

Name:

Office Symbol/Duty Phone:

Clearance (minimum SECRET):

Alternate:

Rank/Grade:

Name:

Office Symbol/Duty Phone:

Clearance (minimum SECRET):

2. This memo supersedes all previous memorandums of appointment to this position.

(Signature of Commander)
Commander, XXX Group

NOTE: This memo must be re-accomplished each time a change in OPSEC coordinator occurs

Attachment 3**ANNUAL OPSEC STATUS REPORT FORMAT**

MEMORANDUM FOR 56 FW/XP

FROM: GROUP (NAME AND NUMBER)

SUBJECT: Annual OPSEC Report

1. The annual OPSEC report is submitted IAW LAFBI 10-701.
2. Status Report:
 - a. OPSEC Program Manager
Primary: Name & Rank
Alternate: Name & Rank
 - b. Unit and Office Symbol
 - c. Telephone Numbers:
Secure
Clear
Fax
 - d. Training and education provided by Group.
 - e. Effectiveness of support from Program Manager.
 - f. An indication of where support is needed.
 - g. Suggestions for program improvements.

Note: Reports can be forwarded to 56 FW/XP via fax at Ext 6-7776

Signature of Commander
Commander, XXX Group

Attachment 4

MINIMUM REQUIREMENTS FOR GROUP CONTINUITY BOOKS

A4.1. The following items will be maintained in all OPSEC continuity books:

A4.1.1. AFI 10-701

A4.1.2. LAFBI 10-701

A4.1.3. Memorandums of appointment:

- Will include Wing program manager, group coordinator and all squadrons POC's (as applicable).

A4.1.4. Annual Status Report

A4.1.5. Maintain Critical Information (CI's) lists for:

- Wing
- Group
- Squadron

A4.1.6. OPSEC Brochure.

A4.1.7. Training material.

A4.1.8. Training handouts.

A4.1.9. Miscellaneous.