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**Operations**

**WING OPERATIONS SECURITY (OPSEC)  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction is new and is designed to provide guidance for the operation of the 62nd Airlift Wing (62 AW) Operations Security (OPSEC) program in accordance with Air Force Instruction 10-1101, Operations Security (OPSEC) Instructions. This instruction provides the necessary guidelines for implementing the OPSEC concept and maintain unit-level OPSEC programs.

**1. References.** AFD 10-11, *Operations Security*, 31 May 2001; AFI 10-1101, *Operations Security (OPSEC)*, 31 May 2001; AFI 10-1101-AMC1, *Operations Security (OPSEC) Instructions*; AMCP 10-1101, *Operations Security (OPSEC) Program Manager's Guide*, 11 Sep 1996.

**2. Description.**

2.1. Defensive Counterinformation operations (DCI) are those actions protecting Air Force information and information systems from exploitation by adversaries. The Air Force employs DCI to ensure its ability to conduct operations that are increasingly information dependent. DCI interweaves many related capabilities to meet this objective. OPSEC is one of these capabilities together with information assurance, counter deception, counterintelligence, counter psychological operations, and electronic protection.

2.2. OPSEC is the process of denying our adversaries information about our capabilities and intention by identifying, controlling, and protecting indicators associated with planning and conducting military operations. OPSEC's goal is to promote threat awareness and personal responsibility for the protection of critical wing information. Everyone should be aware of critical information through training and guard against innocent disclosure at social gatherings or public places. OPSEC is not a collection of specific rules and instructions. Rather, it is a methodology applicable to any operational activity.

2.3. The Freedom of Information Act (FOIA) program runs parallel to the wing's OPSEC program. A request for information which falls under the FOIA must be handled with care to balance the public's

legal right to information against the need to protect privacy and/or security. Any FOIA request should be coordinated through the unit's FOIA monitor and 62 AW/SCBR.

### 3. Responsibilities:

3.1. Wing OPSEC Program Manager (PM)(62 AW/XPO) will:

3.1.1. Provide functional control of the wing OPSEC program.

3.1.2. Advise commanders and other primary decision makers on OPSEC matters. Assess the OPSEC impact and risk to mission effectiveness of identified vulnerabilities in planned and ongoing operations.

3.1.3. Ensure OPSEC protection measures are incorporated into every aspect of planning and ensure that existing plans are reviewed periodically for OPSEC adequacy.

3.1.4. Coordinate OPSEC surveys, as required to establish OPSEC effectiveness during unit exercises and training activities.

3.1.4.1. Review the final reports of OPSEC surveys and recommend corrective actions to the commander.

3.1.4.2. Monitor the progress of corrective actions to ensure their effectiveness.

3.1.5. Review wing and unit plans and operations to determine those operations susceptible to exploitation.

3.1.6. Review the wing and unit OPSEC training program for completeness and effectiveness.

3.1.7. Interface with 62 AW Military Deception Officer and Public Affairs Officer on all relevant issues.

3.1.8. Assist operations planners in identifying operational requirements for security and guidelines for the release of information.

3.1.9. Ensure mission critical information is identified and controlled. Determine guidelines for controlling mission critical information and sensitive activities.

3.1.10. Conduct annual Staff Assistance Visit (SAV) on each group/unit OPSEC program monitor.

3.1.11. Submit annual OPSEC report to AMC, NLT 10 Oct.

3.1.12. Chair the 62 AW OPSEC working group.

3.1.13. Publish an agenda for OPSEC working group meetings and provide copies of the minutes to each unit PM.

3.1.14. Maintain a current OPSEC working group roster.

3.1.15. Provide technical expertise and administrative support to the OPSEC working group.

3.1.16. Maintain a continuity book containing:

3.1.16.1. Unit OPSEC PM appointment letters, current OPSEC report and Critical Information List (CIL).

3.1.16.2. 62 AW OPSEC roster.

3.1.16.3. This operating instruction.

3.1.16.4. Self-inspection checklists.

3.1.16.5. AFPD 10-11, AFI 10-1101 and AMC Sup 1, AMCP 10-1101.

3.1.17. Provide initial OPSEC training to first term airmen upon their assignment to McChord. This training will be conducted at the First Term Airmen Center (FTAC) IAW a schedule provided by FTAC.

3.2. Group and squadron commanders will:

3.2.1. Appoint a primary and alternate unit OPSEC PM and forward appointment letters to 62 AW/XPO.

3.2.1.1. For continuity, unit OPSEC PMs should be appointed for a minimum of one (1) year.

3.2.2. Individuals must be knowledgeable of the organization's structure and operations and be in a position to ensure OPSEC training is accomplished within the unit.

3.2.3. Ensure mission critical information is identified, controlled, protected, and disposed of properly.

3.3. Unit OPSEC Program Managers will:

3.3.1. Act as their unit commander's focal point for OPSEC issues.

3.3.2. Ensure OPSEC annexes to plans are briefed to unit commanders, as appropriate.

3.3.3. Attend OPSEC working group meetings, as required.

3.3.4. Evaluate the effectiveness of OPSEC during exercises and real-world activities. Revise and improve plans/checklists as necessary.

3.3.5. Accomplish self-inspection semi-annually.

3.3.6. Submit annual OPSEC report to 62 AW/XPO, NLT 5 Oct (close out date of 30 Sep).

3.3.7. Maintain a continuity book containing:

3.3.7.1. Unit OPSEC PM appointment letters, current OPSEC report and current CIL.

3.3.7.2. This operating instruction.

3.3.7.3. Self-inspection checklists.

3.3.7.4. AFPD 10-11, AFI 10-1101 and AMC Sup 1, AMCP 10-1101.

3.3.8. Maintain a good working relationship with the unit security, COMPUSEC, COMSEC, Military Deception, and plans monitors.

3.3.9. Conduct the following training:

3.3.9.1. Initial OPSEC training within 90 days of arrival for all personnel who PCS/PCA into unit.

3.3.9.2. Annual OPSEC refresher training for all unit personnel.

ROBERT R. ALLARDICE, Colonel, USAF  
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