

**BY ORDER OF THE COMMANDER
WRIGHT-PATTERSON AIR FORCE BASE
(AFMC)**



**AIR FORCE INSTRUCTION 10-1101
WRIGHT-PATTERSON AIR FORCE BASE
Supplement 1
16 OCTOBER 2003**

Operations

OPERATIONS SECURITY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 10-1101, 31 May 2001, is supplemented as follows:

This supplement implements AFI 10-1101, *Operations Security* (OPSEC), and AFMC Supplement 1 to AFI 10-1101. It provides guidance to accomplish OPSEC objectives for Wright-Patterson Air Force Base (WPAFB). This supplement applies to all WPAFB organizations including Headquarters Air Force Materiel Command (HQ AFMC), Aeronautical Systems Center (ASC), Air Force Research Laboratory (AFRL), Air Force Institute of Technology (AFIT) and all Air Force tenant organizations not having a servicing command/agency OPSEC office.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

2.2.1. All WPAFB unit/organization OPSEC Program Managers (PMs) will identify critical information (CI) within their units/organizations and forward their approved CI listings and program status reports by 1 August of each year to the 88 SFS/SFP OPSEC PM. ASC/CC will be notified semiannually on current CI status.

2.3.1. The unit/organization OPSEC PMs will determine whether a Multi-Discipline Counterintelligence (MDCI) Threat Assessment should be obtained through AFOSI, Detachment 101. Timing for counterintelligence studies or MDCI Threat Assessments usually coincides with initial program planning, when unit critical information or indicators change, and as part of routine mission/program planning. Requests for AFIWC Threat Assessments must be coordinated through HQ AFMC/SFXP.

2.6.2.1. All WPAFB unit/organization primary OPSEC Program Managers (PMs) will conduct an OPSEC vulnerability assessment in all areas where foreign nationals reside or visit prior to a foreign national entering the facility. These assessments will be sent to 88 SFS/SFP when completed and prior to the foreign national arriving within the facility.

3.2.1. All WPAFB unit/organization primary OPSEC Program Mangers (PMs) will conduct a unit-specific OPSEC training to include the OPSEC methodology to all newly assigned personnel upon in-processing and before individuals receive access to mission critical information. Refresher training will occur at least annually thereafter. OPSEC PMs should maximize the use of the 88 SFS/SFP web site located at <https://www.asc.wpafb.af.mil/sfs/sfa/opsec.htm>, for posters, briefings, and other products to enhance OPSEC awareness/education programs.

3.2.3. All WPAFB unit/organization OPSEC Program Managers (PMs) will provide OPSEC training for all assigned personnel within their organization. This training, at a minimum, must include the purpose of OPSEC, the role of OPSEC, the OPSEC process, the unit OPSEC program, and awareness of the foreign intelligence threat.

3.2.4. 88 SFS/SFP OPSEC PM will schedule and sponsor unit/organization OPSEC PM training to be conducted at WPAFB. All base organizations, to include all tenant units, will be invited and encouraged to attend these courses when necessary. This initiative will maximize local training opportunities while reducing OPSEC training costs. All OPSEC PMs must receive initial training within 90 days of assignment.

3.2.4.1. (Added) Unit/organization OPSEC PMs will maintain records of unit OPSEC initial and recurring training. Retain records until the next OPSEC Staff Assistance Visit is conducted by the 88 SFS/SFP OPSEC PM.

3.4. **Policy and Evaluation.** 88 SFS/SFP sets policy and provides guidance for the Installation OPSEC Program based on this supplement. The base OPSEC PM will visit all organization/unit OPSEC PMs to provide advice, assistance, and feedback to unit/organization OPSEC PMs.

3.6. **Reporting.** All WPAFB unit/organization OPSEC PMs will accomplish and submit an annual status report to the 88 SFS/SFP center OPSEC PM by 1 August annually. Use AFI 10-1101, attachment 6, for format. ASC/CC will be informed on a semiannual basis on current status of all organizations.

4.1.5. All WPAFB unit/organization OPSEC PMs will accomplish an annual OPSEC self-inspection. This self-inspection is conducted of their OPSEC Program and the organizations. The self-inspection will occur by 31 July annually. Results of this self-inspection will be filed in the OPSEC continuity file. Use AFI 10-1101, attachment 5, to develop a unit self-inspection checklist.

4.2. **OPSEC Program Managers (PMs).** The 88th Security Forces Squadron, Program Protection Branch (88 SFS/SFP) is the office of primary responsibility (OPR) for the OPSEC Program at WPAFB.

4.2.4. (Added) All WPAFB serviced organization directors, commanders or chiefs must designate, in writing, a primary and alternate OPSEC PM. Send appointment letters to the respective group OPSEC PM who will then forward the listing to 88 SFS/SFP. The following information must be included in the appointment letter: names, office symbols, complete mailing addresses, duty telephone numbers, and e-mail addresses. Update the appointment notification as changes occur and annually in the OPSEC program status report.

4.3.2. All WPAFB serviced organizations will have a written OPSEC Plan. Unit/organization OPSEC PMs will forward one copy of the approved OPSEC Plan, Annex or Operating Instruction to the 88 SFS/SFP OPSEC PM. The 88 SFS/SFP OPSEC PM will review these documents to ensure all OPSEC requirements are addressed. Use AFI 10-1101, attachment 7, for format. ASC/CC will be notified on current status of all OPSEC Plans.

Attachment 2

RESPONSIBILITIES AND AUTHORITIES

A2.1. Command Responsibilities. Commanders at every level will sign an OPSEC policy letter providing support to the OPSEC Program. Unit/organization OPSEC PMs will distribute the OPSEC policy letter throughout their respective organizations.

Attachment 4**UNIT OPSEC PM/POC DUTIES**

21. (Added) All unit/organization OPSEC PMs will conduct OPSEC reviews on all organizational/unit web pages by 1 August annually IAW AFI 10-1101, attachment 4, paragraph 5.
22. (Added) The primary OPSEC PMs will perform an OPSEC review to ensure no critical information is released to unauthorized personnel prior to all information being submitted to Public Affairs. This includes information in written form or information being briefed to the public.
23. (Added) All unit/organization primary OPSEC PMs will establish and maintain a comprehensive continuity file.
24. (Added) All unit/organization OPSEC PMs will establish an OPSEC working group to be used as a staff forum for addressing command and local OPSEC policies, programs, and objectives. This working group must convene at least semiannually. Working group minutes must be kept in the OPSEC continuity file.
25. (Added) All unit/organization primary OPSEC PMs will participate on the Installation OPSEC Working Group. This group will convene, at a minimum, semiannually.
26. (Added) All WPAFB serviced organization directors, commanders or chiefs must designate in writing a primary and alternate Military Deception (MD), formerly known as Tactical Deception, point of contact. This appointment letter will be sent to 88 SFS/SFP. The 88 SFS/SFP OPSEC PM is the MD focal point for WPAFB. The following information must be included in the appointment letter: names, office symbols, complete mailing addresses, duty telephone numbers, and e-mail addresses. Update the appointment notification as changes occur.

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