

GOV-10: Institution maintains Operations Security Program to protect personnel, resources, and the mission.					As of: 2012 WORKING COPY			
Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				CoE	School/College	TR NCOA	RC	
Criterion 10a: Institution has a documented Operations Security (OPSEC) Program	10a: Institution's OPSEC program reflects Higher Headquarters' (HHQ) OPSEC guidance, meets minimum requirements of AR 530-1, the TRADOC OPSEC Plan, and is approved by the institution's commander or commandant.	AR 530-1. TRADOC OPSEC Plan.	The Institution's approved OPSEC Program.					"Met with Comment" if institution has a documented program but signed by other than commander or commandant
	<u>JAW AR 530-1 para 2.3a.(3), An OPSEC Plan or SOP is required down to BN level.</u> <u>JAW AR 530-1, para 2-3.c.(2), smaller force structures not commensurate with their designation may be incorporated into their higher command. (This must be formally documented in the Plan, SOP, or a MOA)</u>			X	X	X	X	<u>Must have an approved plan or SOP.</u> <i>Commanders may formally adopt their HHQs Plan if it adequately covers their unit's specific mission and critical information.</i>
Criterion 10b: An OPSEC Officer for the institution is designated with written orders from the commander or commandant.	10b: Review OPSEC officer's appointment and verify appointed by the commander or commandant.	AR 530-1. TRADOC OPSEC plan.	OPSEC officer appointment orders.					"Met with Comment" if appointed by other than commander or commandant". <i>For RC units, smaller units may be covered by higher if formally documented.</i>
	<u>JAW AR 530-1 para 2.3a.(1), An OPSEC Officer, is required down to BN level.</u> <u>JAW AR 530-1, para 2-3.c.(2), smaller force structures not commensurate with their designation may be incorporated into their higher command. (This must be formally documented in the Plan, SOP, or a MOA)</u>			X	X	X	X	

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<p>Criterion 10c: The institution's essential elements of friendly information (EEFI):</p> <p>Reflect HHQ' EEFI; are approved by the institution's commander or commandant at least annually; and are disseminated to the institution's personnel.</p>	<p>10c(1): Review institution's EEFI and verifies that it reflects HHQ's EEFI and is widely disseminated-</p> <p>10c(2): Verify EEFI is approved by the institution's commander or commandant and reviewed at least annually.</p> <p>10c(3): Review and discuss OPSEC policy and procedures with a variety of assigned and/or attached personnel (mix of grades, both military and civilian staff) to validate personnel's knowledge of the institution's EEFI, their awareness of OPSEC critical information that they process in the course of their duties, their understanding of the collection threat against their institution, and their understanding that sharing TTPs and other sensitive information will likely be used by the adversary against the Army. (Focus Group: OPSEC Policy and Procedures).</p>	AR 530-1. TRADOC OPSEC plan.	Institution's approved EEFI.	X	X	X	X	<p>"Met with Comment" if EEFIs are approved by other than commander or commandant.</p> <p>"Met with Comment" if EEFIs are approved annually by other than commander or commandant.</p>
<p>Criteria 10d: Initial and annual OPSEC training for the institution's assigned personnel are documented.</p> <p>OPSEC training program for the institution is documented in the institution's annual training guidance.</p>	<p>10d(1): Interview the institution's designated OPSEC officer, and review the institution's OPSEC Program to determine if all assigned personnel receive required OPSEC training. Verify 100% of assigned Military, DoD civilian, and contractors receive initial and annual OPSEC training.</p> <p>10d(2): Interview the institution's designated OPSEC officer and review the institution's annual training guidance. Verify that OPSEC is included in training guidance.</p>	AR 530-1. TRADOC OPSEC Plan.	Alpha roster, training documents and/or other means of documentation. Institution's annual training guidance.	X	X	X	X	<p>Verify 100% of assigned Military, DoD civilian, and contractors receive initial and annual OPSEC training.</p>
<p>Criteria 10e: OPSEC officers are Level II trained and documented.</p>	<p>10e: Review the institutions OPSEC Officers' training records for OPSEC Level II certification documentation.</p>	AR 530-1. TRADOC OPSEC Plan.	OPSEC Officer Level II certification documents.	X	X	X	X	<p>"Met with Comment" if officer is not Level II trained, but unit has a plan in place to get officer trained. For RC units, smaller units may be covered by higher if formally documented.</p>

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Criteria 10f: Institution established an OPSEC Working Group and records minutes of meetings IAW TRADOC OPSEC Plan.	10f: Review the institution's OPSEC Working Group IAW the TRADOC OPSEC Plan.	TRADOC OPSEC Plan.	OPSEC Working group schedule and minutes.	X	X			Not applicable to RC or Non-TRADOC Units but highly encouraged
Criteria 10g: The institution's OPSEC program implements OPSEC-related requirements and measures based on AR 25-1, Army Information Management and AR 25-2, Information Technology to protect critical information.	10g: Review the institution's Operations Security Plan or SOP related measures that support AR 25-1 and AR 25-2, and the HHQ's OPSEC Plan to ensure personnel use secure procedures and equipment when safeguarding, transmitting, and disposing critical information.	TRADOC OPSEC Plan. AR 25-1. AR 25-2. Information Assurance Best Business Practices, https://informationassurance.us.army.mil/ .	Institution's approved Operations Security Program.	X	X	X	X	Personnel are using secure procedures and equipment when safeguarding, transmitting, and disposing critical information.
Criterion 10h: The institution's OPSEC Program implements OPSEC-related requirements and measures based on AR 360-1, The Army Public Affairs Program; and public-domain information policy and guidance. The institution conducts web content reviews to ensure critical and sensitive information is not posted.	10h(1): Review the institution's Operations Security related measures that support AR 530-1 and AR 360-1 10h(2): Review institution's command sponsored web sites to ensure critical and sensitive information is not posted. Review institution's web content review policy and procedures. 10h(3): Interview institution's web content review personnel. Verify that they are trained and conducting web content reviews.	AR -530-1. AR 25-1. AR 360-1. U.S. Army ALARACT 421/2011 - Army Operations Security (OPSEC) Training for External Official Presence sites (EOP) operators, 220403Z Nov 11, ALARACT-305/2008. DTM 09-026.	Institution's approved OPSEC Program. Institution's web content review policy and procedures. Proof that the institution employs trained personnel to perform web content reviews (Training	X	X	X	X	Must have a formal documented review procedure and/or policy. "Met with Comment" if review is conducted, but review personnel are untrained.

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The institution employs trained personnel to perform web content reviews.		DODI 5400.13. DA PAM 25-40. ALDODACT 11/06. TRADOC OPSEC Plan.	documentation).					
Criterion 10i: The institution's contracts include suitable OPSEC measures to protect classified or sensitive information.	10i: Review the institutions contracts. Verify that measures are in place to protect classified or sensitive information.	AR 530-1. TRADOC OPSEC Plan.	Documents to show that institution's contracts include suitable OPSEC measures to protect classified or sensitive information.	X	X	X		
Criterion 10j: The institution performs an annual OPSEC assessment of its staff and subordinates.	10j: Review the institution's OPSEC program. Verify that institution conducted an annual OPSEC assessment of its staff and subordinates and forward results to higher HQs.	TRADOC OPSEC plan.	Assessment documentation.	X	X			Not applicable to RC or Non-TRADOC Units, but highly recommended.
Criterion 10k: The institution prepares and submits an annual Operations Security report.	10k: Review institution's last annual OPSEC report. Verify that report was submitted to higher headquarters.	AR 530-1. TRADOC OPSEC plan.	Last Annual OPSEC Report.	X	X	X	X	

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Criterion 10l: The institution's combat development activities (concepts for doctrine, organizations, and materiel) include OPSEC measures.	10l: Review institution's combat development activities. Verify that OPSEC measures are included.	AR 530-1. TRADOC OPSEC plan, Annex D	Proof that the institution's combat development activities include OPSEC measures.	X	X			Not applicable to RC or Non-TRADOC Units.
Criterion 10m: The institution's TRADOC Capability Manager(s) ensure that acquisition managers are provided with operational considerations so that OPSEC is addressed through the lifecycle of acquisition programs.	10m: Interview the institution's TRADOC Capability Managers and review acquisition programs. Verify that OPSEC measures are addressed through the lifecycle of acquisition program.	AR 530-1. TRADOC OPSEC plan, Annex E	Proof that institution's TRADOC Capability Managers ensure that acquisition managers are provided with operational consideration so that OPSEC is addressed through the lifecycle of acquisition program.	X	X			Not applicable to RC or Non-TRADOC Units.