

SUBJECT: Unit OPSEC Assessment Checklist.

I. References (all should be on hand at unit):

- a. AR 530-1, Operations Security (OPSEC), 20 March 2007
- b. TRADOC Operations Security (OPSEC) Plan, 10 July 2006

II. Assessment Questions:

1. Has an OPSEC Officer been appointed on orders for the command?

REFERENCE: AR 530-1, para 2-3.a.(1) and 3-2.a.  
Goal: Appoint and certify OPSEC Officers.  
Performance Objective: Organizations appoint an OPSEC officer.

YES / NO / N/A

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are OPSEC Officers appointed on orders for subordinate units down to battalion level?

REFERENCE: AR 530-1, para 2-3.a.(1) and 3-2.a.  
Goal: Appoint and certify OPSEC Officers.  
Performance Objective: Organizations appoint an OPSEC officer.

YES / NO / N/A

Comment: \_\_\_\_\_  
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3. Is the OPSEC Officer assigned to the unit operations staff section?

REFERENCE: AR 530-1, para 1-8 and 3-2.a.

YES / NO / N/A

Comment: \_\_\_\_\_  
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4. Has the command OPSEC Officer received OPSEC training?

REFERENCE: AR 530-1, para 2-3.a.(2), 3-2.a.(4), and 4-2.

Goal: Appoint and certify OPSEC Officers.

Performance Objective: HQ, TRADOC Staff and TRADOC organizations ensure OPSEC Officers receive OPSEC Officer Certification Training.

YES / NO / N/A

Comment: \_\_\_\_\_  
\_\_\_\_\_  
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5. Has the Commander established an OPSEC program in writing?

REFERENCE: AR 530-1 para 2-3.a.(2) and 3-2.

Goal: Develop and implement OPSEC programs.

Performance Objective: HQ TRADOC, TRADOC organizations develop OPSEC Programs.

YES / NO / N/A

Comment: \_\_\_\_\_  
\_\_\_\_\_  
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6. Does the unit OPSEC program support the OPSEC program of higher headquarters?

REFERENCE: AR 530-1 para 2-3.a.

Goal: Disseminate and update Essential Elements of Friendly Information.

Performance Objective: HQ, TRADOC and TRADOC organizations review and update TRADOC and organizational EEFI annually.

YES / NO / N/A

Comment: \_\_\_\_\_  
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7. Does the OPSEC officer apply the OPSEC process to identify, analyze, and protect information for essential secrecy?

REFERENCE: AR 530-1 para 3-2.b.

Goal: Disseminate and update Essential Elements of Friendly Information.

Performance Objective: HQ, TRADOC and TRADOC organizations disseminate TRADOC and organizational EEFI annually to all personnel.

YES / NO / N/A

Comment: \_\_\_\_\_  
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8. Has the Commander approved Essential Elements of Friendly Information for the unit?

REFERENCE: AR 530-1 para 2-3.a.(5) and 3-2.

Goal: Disseminate and update Essential Elements of Friendly Information.

Performance Objective: HQ, TRADOC and TRADOC organizations disseminate TRADOC and organizational EEFI annually to all personnel.

YES / NO / N/A

Comment: \_\_\_\_\_  
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9. Are the commander's EEFI incorporated into the command OPSEC program?

REFERENCE: AR 530-1 para 3-2.

Goal: Disseminate and update Essential Elements of Friendly Information.

Performance Objective: HQ, TRADOC and TRADOC organizations review and update TRADOC and organizational EEFI annually.

YES / NO / N/A

Comment: \_\_\_\_\_  
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10. Does the unit review and update command Essential Elements of Friendly Information annually?

REFERENCE: TRADOC OPSEC Plan

Goal: Disseminate and update Essential Elements of Friendly Information.

Performance Objective: HQ, TRADOC and TRADOC organizations review and update TRADOC and organizational EEFI annually.

YES / NO / N/A

Comment: \_\_\_\_\_  
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11. Does the unit disseminate Essential Elements of Friendly Information to all personnel annually?

REFERENCE: AR 530-1 para 2-3.a.(5) and App F-2.a.(4)

Goal: Disseminate and update Essential Elements of Friendly Information.

Performance Objective: HQ, TRADOC and TRADOC organizations disseminate TRADOC and organizational EEFI annually to all personnel.

YES / NO / N/A

Comment: \_\_\_\_\_  
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12. Does the OPSEC officer evaluate documents to ensure protection of sensitive or critical information?

REFERENCE: AR 530-1 para 2-3.a.(14) and Chapter 5, Section I.

Goal: Ensure the TRADOC OPSEC Program is compliant with applicable Army Regulations.

Performance Objectives:

-HQ TRADOC Staff, TRADOC organizations implement OPSEC related requirements of AR 25-1 and AR 25-2.

5.B. Performance Objective:

- HQ TRADOC Staff, TRADOC organizations implement OPSEC related requirements of AR 360-1.

- PAO identifies appropriate OPSEC- related requirements of AR 360-1 and develops updates for integration into the TRADOC OPSEC Program.

YES / NO / N/A

Comment: \_\_\_\_\_  
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13. Is web content reviewed prior to posting on command websites?

REFERENCE: AR 530-1 para 2-3.a.(15), para 2-19, and Chapter 5, Section I.

AR 25-1 para 5-10. and appendix C para C-4.

Goal: Ensure the TRADOC OPSEC Program is compliant with applicable Army Regulations.

Performance Objectives:

-HQ TRADOC Staff, TRADOC organizations implement OPSEC related requirements of AR 25-1 and AR 25-2.

5.B. Performance Objective:

- HQ TRADOC Staff, TRADOC organizations implement OPSEC related requirements of AR 360-1.

- PAO identifies appropriate OPSEC- related requirements of AR 360-1 and develops updates for integration into the TRADOC OPSEC Program.

YES / NO / N/A

Comment: \_\_\_\_\_  
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14. Has the Commander established an OPSEC Working Group?

REFERENCE: TRADOC OPSEC Plan

Goal: Establish and maintain OPSEC Working Group.

Performance Objective: TRADOC organizations conduct OPSEC WG meetings quarterly.

YES / NO / N/A

Comment: \_\_\_\_\_  
\_\_\_\_\_  
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15. Does the unit OPSEC Working Group meet quarterly?

REFERENCE: TRADOC OPSEC Plan

Goal: Establish and maintain OPSEC Working Group.

Performance Objective: TRADOC organizations conduct OPSEC WG meetings quarterly.

YES / NO / N/A

Comment: \_\_\_\_\_  
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16. Does the OPSEC officer coordinate actions with the installation OPSEC officer, to include participation in the installation OPSEC working group?

REFERENCE: AR 530-1 para 2-4.f.

YES / NO / N/A

Comment: \_\_\_\_\_  
\_\_\_\_\_  
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17. Does the unit ensure that all newly arrived personnel receive OPSEC orientation training within 30 days of arrival in the unit?

REFERENCE: AR 530-1 para 4-2.a.(1).

Goal: Conduct workforce OPSEC orientation and awareness training.

Performance Objective: TRADOC Staff, organizations implement procedures to ensure all personnel receive OPSEC orientation training within 90 days of arrival.

YES / NO / N/A

Comment: \_\_\_\_\_  
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18. Does the unit ensure that all personnel receive OPSEC awareness training annually?

REFERENCE: AR 530-1 para 4-2.a.(2).

Goal: Conduct workforce OPSEC orientation and awareness training.

Performance Objective: TRADOC Staff, organizations ensure all personnel participate in annual OPSEC awareness training.

YES / NO / N/A

Comment: \_\_\_\_\_  
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19. If the unit maintains a Special Access Program (SAP): Does the unit's SAP have an OPSEC program?

REFERENCE: AR 530-1 Chapter 7.

YES / NO / N/A

Comment: \_\_\_\_\_  
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20. Does the unit apply OPSEC measures to protect critical information in Contract Security Classification Specification (DD Form 254) for classified contracts, and in Contract Data Requirements List (CDRL) and Statement Of Work (SOW) for unclassified contracts?

REFERENCE: AR 530-1 Chapter 6.

Goal: Ensure contracts include OPSEC.

Performance Objective: Apply suitable OPSEC measures to contracts in order to protect classified or sensitive information.

YES / NO / N/A

Comment: \_\_\_\_\_  
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21. Does the unit prepare an annual OPSEC report?

REFERENCE: AR 530-1 para 2-4.d., and Appendix I.

Goal: Complete the TRADOC Annual OPSEC Report.

YES / NO / N/A

Comment: \_\_\_\_\_  
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22. Does the unit submit their annual OPSEC report to higher headquarters?

REFERENCE: AR 530-1 para 2-4.d., and Appendix I.

Goal: Complete the TRADOC Annual OPSEC Report.

YES / NO / N/A

Comment: \_\_\_\_\_  
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III. Assessor Overall Comments.

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Assessor Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_  
AKO e-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_ DSN: \_\_\_\_\_