[ORGANIZATION] OPERATIONS SECURITY (OPSEC) PROGRAM PLAN

> Notes boxes will appear throughout this format to assist in preparation of your OPSEC program plan. Delete these boxes and reformat as necessary when you've finished your plan. Also, phrases bracketed and highlighted require you to insert the appropriate information. Classification paragraph markings may be removed if your plan is not classified. Be careful not to mark your plan or other OPSEC documentation as FOUO unless it meets the exemption criteria of the Freedom of Information Act (FOIA). Your legal office can assist with that determination if you are not familiar with the FOIA.

1. PURPOSE: The [ORGANIZATION] OPSEC Program will provide the structure needed to offer OPSEC technical support to [ORGANIZATION] programs and activities worldwide, conduct and/or support OPSEC surveys, and recommend improvements. The program will also:

- Provide an analytic methodology to protect critical mission information and improve mission effectiveness.

- Offer recommendations tailored to specific operations or activities that close vulnerability gaps and lower risk.

- Satisfy compliance with [APPLICABLE POLICY].

2. ORGANIZATION: All elements of [ORGANIZATION] will participate in the OPSEC program under the following organization (see Diagram 1).

    2.1. Program Manager.

    2.2. OPSEC Coordinators. The role of the OPSEC coordinator is to provide OPSEC oversight at the [functional/division/branch] level and to interface with the OPSEC Program Manager to elevate issues that affect the [ORGANIZATION] at large. OPSEC Coordinators will be responsible for awareness training, identification of OPSEC issues and vulnerabilities, and implementation of OPSEC policies and procedures.
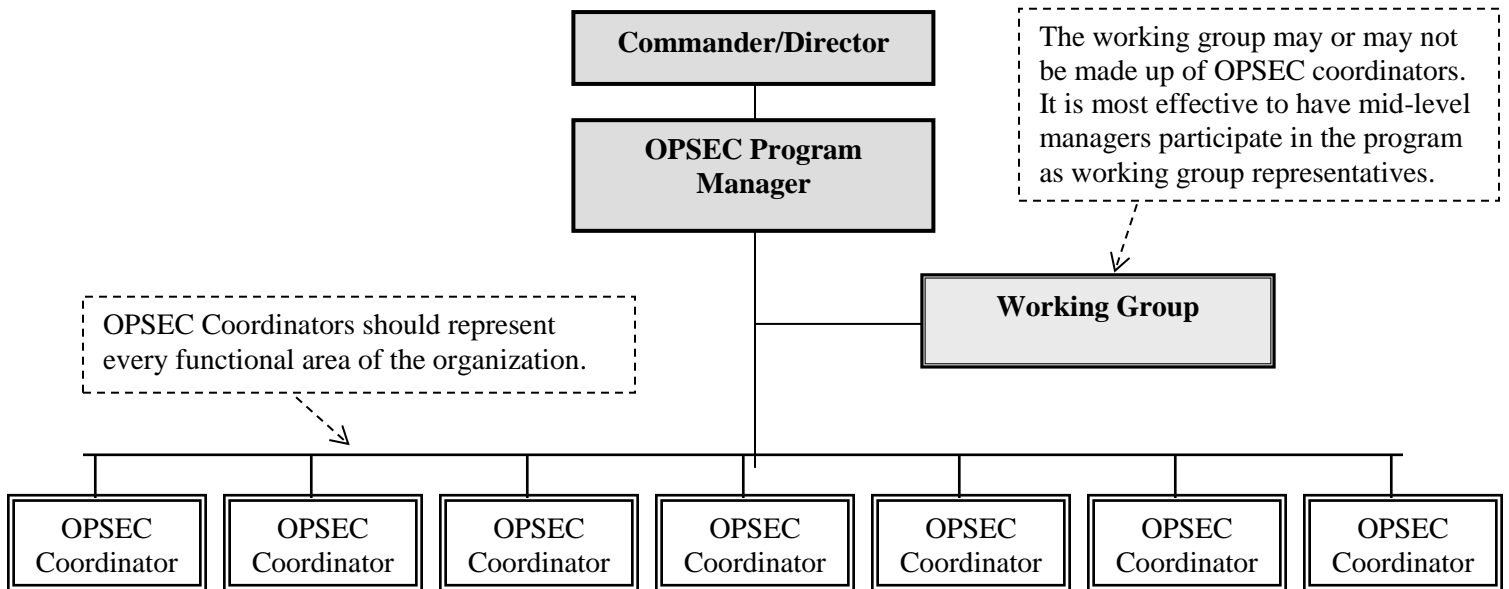
    2.3. OPSEC Working Group. The role of the OPSEC working group is to ensure the [ORGANIZATION] OPSEC Program is ensure OPSEC implementation is consistent across the organization, and is integrated at the work level. The working group will also assist the OPSEC Program Manager to develop countermeasures and solutions to implementation problems. The working group will provide coordination of all recommendations being forwarded to senior leadership, and will assist with development of briefings and reports.

3. POLICY: IAW [ORGANIZATION] policy, all [functional areas] will participate in the OPSEC program.

    3.1. All personnel will receive OPSEC orientation training within [30/60/90] days of assignment. OPSEC coordinators will conduct initial orientation training using materials provided by the OPSEC program manager.

    3.2. All personnel will participate in [annual/biannual/quarterly/monthly] OPSEC awareness training. Coordinators will ensure personnel in their [division/branch] attendance is

documented, and will provide a memo to that effect to the OPSEC program manager within [10/30] days of the training.

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                        │ Commander/Director  │
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                        ┌─────────────────────┐      ┌─────────────────────────────────┐
                        │   OPSEC Program     │      │ The working group may or may not │
                        │     Manager         │      │ be made up of OPSEC coordinators. │
                        └─────────────────────┘      │ It is most effective to have mid-level │
                                  │                   │ managers participate in the program │
                                  │                   │ as working group representatives. │
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                                  ├──────────────│   Working Group     │
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OPSEC Coordinators should represent every functional area of the organization.

| OPSEC Coordinator | OPSEC Coordinator | OPSEC Coordinator | OPSEC Coordinator | OPSEC Coordinator | OPSEC Coordinator | OPSEC Coordinator |

3.3. The OPSEC program manager will participate as an emergency actions team member, and will provide appropriate OPSEC analysis support and countermeasures recommendations.

3.4. The OPSEC program manager will brief the [senior staff] on OPSEC issues and changes to the intelligence threat [periodically/weekly/monthly/quarterly].

3.5. Each [division/branch/functional area] will provide a senior representative to the OPSEC working group. Managers will ensure the working group representative is replaced should the assigned person be unable to participate due to extended illness, extended travel requirements, or reassignment. Working group members will attend training as determined by the OPSEC program manager.

3.6. Each [division/branch/functional area] will provide one or more OPSEC coordinators depending on size and responsibilities of each element. Managers will ensure the OPSEC coordinator is replaced should the assigned person be unable to participate due to extended illness, extended travel requirements, or reassignment. OPSEC coordinators will attend training as determined by the OPSEC program manager. OPSEC coordinators will provide reports, assist with orientation and awareness training, and perform other OPSEC functions as determined by the OPSEC program manager.

3.7. All personnel will be familiar with the [ORGANIZATION] critical information list, and will be prepared to describe appropriate OPSEC measures they can apply to protecting that information IAW their awareness training.

4. TRAINING:

4.1. The OPSEC program manager will attend training to develop the following skills:
    4.1.1. Threat assessment
    4.1.2. Identification of critical information
    4.1.3. Identification of OPSEC indicators.
    4.1.4. Analysis of OPSEC vulnerabilities.
    4.1.5. Assessment of risk.
    4.1.6. Countermeasures development and implementation.
    4.1.7. Contingency and emergency planning.
    4.1.8. Awareness training development and presentation.
    4.1.9. OPSEC survey planning and execution.

4.2. OPSEC working group members and OPSEC coordinators will attend training designed to familiarize them with the OPSEC process and with their OPSEC duties within [ORGANIZATION]. The OPSEC program manager will [arrange/provide] additional training as required.

> If you know specifically what training you plan for the working group members and coordinators, specify in this paragraph. Provide a calendar if possible. If not, leave it generic and make changes as appropriate later on.

5. EXERCISES:

> Set out in this paragraph any local exercises that will incorporate OPSEC into their planning and execution. Provide a calendar if possible. If this does not apply, delete this paragraph and renumber subsequent paragraphs.

6. OPSEC ASSESSMENTS AND SURVEYS:

6.1. The OPSEC program manager will provide OPSEC assessment support, to include additional threat information, analysis of a specific problem area, and recommendations for all elements of [ORGANIZATION].

6.2. The OPSEC program manager will ensure [ORGANIZATION] conducts at least [one] OPSEC survey annually. The survey plan will be approved by the [manager/commander], and will be coordinated at least three months in advance of the required completion date.

> The OPSEC plan must be coordinated with your management. It should be signed and dated by both the program manager and by the most senior person in your organization (commander or senior manager). Once your leadership has signed the plan, it becomes your roadmap and your authority to require staff to attend training, schedule your own training, spend money on awareness materials, and so on.