

SAMPLE APPOINTMENT LETTER FOR
OPSEC Working Group

[ORGANIZATION LETTERHEAD]

MEMORANDUM FOR RECORD

{DATE}

FROM: {Appropriate Appointment Official}

SUBJECT: Operations Security (OPSEC) Working Group Appointment Letter

1. The Individual(s) listed below are appointed to serve on the Operations Security Working Group for {name of organization}. Appointees will attend working group meetings and participate in working group activities to develop and maintain operations security for {name of organization}.

NAME	REPRESENTING	TITLE
JOHN /JANE DOE	OPSEC	OPSEC Program Manager
JOHN /JANE DOE	OPSEC	Alternate OPSEC Program Manager
JOHN /JANE DOE	OPSEC	OPSEC Coordinator
JOHN /JANE DOE	OPSEC/Leadership	Chair
JOHN /JANE DOE	Security	WG Member
JOHN /JANE DOE	Antiterrorism Force Protections	WG Member
JOHN /JANE DOE	Human Resources	WG Member
JOHN /JANE DOE	Intelligence	WG Member
JOHN /JANE DOE	Logistics	WG Member
JOHN /JANE DOE	Public Affairs	WG Member
JOHN /JANE DOE	Communications	WG Member
JOHN /JANE DOE	Education & Training	WG Member
JOHN /JANE DOE	Contracting & Acquisitions	WG Member
JOHN /JANE DOE	Others	WG Member

2. Working group members will complete training in use of the OPSEC Cycle. The "OPSEC Fundamentals" (OPSE-1301) computer-based training or its equivalent will meet this training requirement.
3. The OPSEC Program Manager identified above will coordinate activities of the working group.
4. This letter supercedes all previous letters from this office, same subject.

Appointing Official (signature)

cc: Each individual / office with need to know