

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**



AF INSTRUCTION 10-1101

MAXWELL AFB SUPPLEMENT 1

12 August 2003

Operations

OPERATIONS SECURITY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Maj Norman H. Mandy)
Supersedes AFI 10-1101/MAFBSUP1, 31 Oct 02

Certified by: 42 BW/XP
(Lt Col Keith Bartsch)
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AFI 10-1101, 31 May 2001, is supplemented as follows.

This supplement implements AFPD 10-11, *Operations Security* (OPSEC). It implements the general guidance of AFI 10-1101, *Operations Security*, for Air University, including the 42d Air Base Wing (ABW) and all tenant units. It does so with regard to the particular manning, resources, mission, location, environment, and overall situation at Maxwell AFB.

SUMMARY OF REVISIONS

The main revision is the additional guidance for all personnel, including support contractors, on carrying out OPSEC program responsibilities. A star (★) indicates changed information from the previous version. This instruction applies to all individuals assigned to Maxwell AFB and the Gunter Annex.

- ★1.3.4. (Added) (MAFB) Ineffective OPSEC practice can and has resulted in the loss of life and the failure of military missions. On the other hand, effective application of the OPSEC process promotes operational success and safety by helping prevent inadvertent compromise of sensitive information.
- ★1.3.5. (Added) (MAFB) While we have programs and procedures in place that protect classified information, other indicators exist that are generally available to the public. Our adversaries can piece together these indicators to reveal the existence of, and details about, classified or sensitive information. In short, the ability to exploit indicators assists those seeking to adversely impact our mission.

- ★2.2.6. (Added) (MAFB) The installation Critical Indicators (CI) list summarizes how we apply OPSEC at Maxwell AFB. It is the single most important source document for a robust OPSEC program. It contains our critical information list (what we must protect), some indicators (information that can lead to damaging disclosure of critical information) and countermeasures (how we can protect the critical information). The list draws attention to the most common areas of CI and is not all-inclusive. *Each organization must tailor it to their operation and mission, and implement their own countermeasures to adequately protect critical information.* Refer to AFI 10-1101, Chapter 2, for more details.
- ★4.1.1.1. (Added) (MAFB) Maxwell/Gunter organizations, including Air University schools, tenant units, 42 ABW squadrons (or groups in lieu of squadron at the group commander's discretion and support contractors) will appoint a primary and alternate Unit OPSEC Manager in writing. All organizations must contact the installation OPSEC officer (42 ABW/XP) to schedule these persons for initial training within 30 days of appointment.
- ★4.1.1.1.1. (Added) Forward a copy of the appointment letter to the MAFB OPSEC Office. Retain a copy for your own records and continuity binder.
- ★4.1.1.1.2. (Added) Request initial training from the Installation OPSEC Office and retain a copy for your own records and continuity binder.
- ★4.1.3.4. (Added) (MAFB) Unit OPSEC Managers will:
 - ★4.1.3.4.1. Develop and maintain a unit-specific list of critical information, indicators and countermeasures, based on the installation list. Review and update the list annually and whenever there is a major change in either operations or threat.
 - ★4.1.3.4.2. Maintain a standardized continuity binder as described in Attachment 8 of this supplement and as instructed in initial training.
 - ★4.1.3.4.3. Conduct a self-inspection during October of each year and within 30 days of appointment using the checklist at Attachment 9. Beginning no later than 31 October of each year, forward monthly to the installation OPSEC officer a copy of inspection results, findings and progress to overcome findings, until all items are closed.
 - ★4.1.3.4.4. Ensure there is an OPSEC review of unit web pages prior to implementation and whenever there is new information added to the web pages.
 - ★4.1.3.4.5. Conduct and document annual OPSEC training for all personnel. Training will emphasize critical information, indicators, countermeasures and the other main ingredients as listed in the basic AFI (attachment 5).
 - ★4.1.3.4.6. Provide relevant input for annual OPSEC reports when requested.
 - ★4.1.3.4.7. Conduct and assist with OPSEC appraisals and surveys as required.
- ★4.2.3.4. (Added) (MAFB) The installation OPSEC officer ensures unit OPSEC-responsible persons are familiar with their duties and performs staff assistance visits upon request.

- ★4.4.1. (Added) (MAFB) The “Right Start” (Newcomer’s Orientation) will include initial OPSEC training for all personnel.

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The following is added to Attachment 1:

ABW – Air Base Wing

ATTACHMENT 8**CONTINUITY BINDER TABLE OF CONTENTS**

TAB	CONTENT
1	Appointment Letter
2	Unit Mission Statement
3	Critical Information List, Indicators and Countermeasures
4	Self-Inspection Checklist and Results/Findings
5	Staff Assistance Visit Results/Findings
6	Training Records and Materials
7	Relevant Publications: MAFB Sup 1 to AFI 10-1101 AETC Sup 1 to AFI 10-1101 AFI 10-1101 AFPD 10-11 Joint Pub 3-54
8	OPSEC Points of Contact Listing
9	Annual OPSEC Report for Maxwell AFB
10	OPSEC Surveys and Appraisals
11	Other Correspondence

ATTACHMENT 9

**MAXWELL AIR FORCE BASE
SELF-INSPECTION CHECKLIST
AS OF: 5 August 2003**

This guidance implements AFD 10-1101, *Operations Security*, and supports MAFB Sup 1 to AFI 10-1101, *Operations Security*. It applies to all personnel at Maxwell AFB. It is designed to assist in conducting unit self-inspections; it is not intended as the sole source of inspection material but should be used in conjunction with the applicable governing directives (see core paragraphs for specific references).

INSPECTOR: _____ UNIT: _____ DATE: _____

	OPERATIONS SECURITY (OPR: 42 ABW/XP, DSN 493-7000)	REF A: AFI 10-1101, Operations Security REF B: MAFB SUP 1 TO AFI 10-1101.			
NO.	ITEM	REFERENCE	Y	N	N/A
	Has a unit or staff agency OPSEC Manager (OM):				
1	Been appointed in writing?	Ref B, 4.1.1.1.			
2	Forwarded a copy of the appointment letter to the Installation OPSEC Officer?	Ref B, 4.1.1.1.			
3	Received training within 30 days of appointment?	Ref B, 4.1.1.1.			
4	Been made aware of his or her responsibilities?	Ref A, Atch 5			
5	Posted visual aids that prominently shows the identity of both the OM and the Installation OPSEC Officer?	Ref A, Atch 5			
6	Built an up-to-date continuity binder containing all required materials?	Ref B Atch 8			
7a	Tailored the Maxwell/Gunter Critical Information List for their unit?	Ref B, 4.1.3.4.1.			
b	Ensured that it is current and realistic, as well as specific?	Ref A, Atch 5			
c	Made the list easily accessible to all unit personnel?	Ref A, Atch 5			
8	Briefed (or had their commander brief) and documented OPSEC at Commander's Calls?	Ref A, Atch 5			
9	Coordinated with their unit's COMSEC, COMPUSEC, Physical Security and INFOSEC counterparts to include OPSEC concepts and lessons learned into those security-training sessions?	Ref A, Atch 5			

10a	Provided initial and annual training to all unit personnel?	Ref A, Atch 5			
b	Tailored training to unit mission (e.g., critical information, indicators)?	Ref A, Atch 5			
c	Emphasized individual responsibility?	Ref A, Atch 5			
d	Documented training?	Ref B, 4.1.3.4.5.			
e	Included training items received from the Installation OPSEC Officer?	Ref A, Atch 5			
11a	Conducted and documented a self-inspection?	Ref B, 4.1.3.4.3.			
b	Submitted monthly findings to the Installation OPSEC Officer until closed?	Ref B, 4.1.3.4.3.			
12a	Conducted an OPSEC survey (change in mission and/or unit's critical information)?	Ref A, Atch 5			
b	Acted to correct deficiencies/weaknesses identified in the survey?				
13	Reviewed unit level publications, web pages, OIs, directives, computer products and newsletters to ensure they do not contain unprotected sensitive or classified information?	Ref A, Atch 5			
14	Verified that the unit protects and destroys ADPE products like classified waste? (e.g., disks, ribbons)				