

OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE  
DIRECTOR OF THE NATIONAL COUNTERINTELLIGENCE AND SECURITY CENTER  
WASHINGTON, DC

NCSC-21-00137

MEMORANDUM FOR: Distribution

SUBJECT: National Operations Security Program

REFERENCE: National Security Presidential Memorandum/NSPM-28, The National Operations Security Program, 13 January 2021

As set forth in National Security Presidential Memorandum (NSPM) -28 (Ref), the National Operations Security (OPSEC) Program (NOP) supports the establishment, implementation, and standardization of stakeholder OPSEC programs across the Executive Branch of the U.S. Government (USG) and, as appropriate, beyond to trusted partners.

In short, NSPM-28 requires all Executive Branch departments and agencies implement OPSEC capabilities that identify and protect their most critical assets, identify and mitigate vulnerabilities, consider foreign adversarial threat in their organizational risk management activities, and apply sufficient threat mitigation practices to counter the threat. NOP requirements are set forth in NSPM-28.

NCSC's Enterprise Threat-Mitigation Directorate (ETD) will execute the roles and responsibilities of the NOP Program Office, as described in NSPM-28 and will support department and agency implementation of OPSEC programs. NCSC/ETD will provide additional guidance, work with all Executive Branch departments and agencies to develop their programs, and will provide program development, training, and awareness materials.

The attachment identifies program implementation tools and access to Interagency OPSEC Support Staff (IOSS) training registration. Note that the IOSS Operations Security Analysis and Operations Security Manager courses will remain available through calendar year 2022 to support program establishment throughout the USG. We will share newly developed professional and awareness opportunities as they become available.

If you have any questions regarding the NOP or professionalization and awareness resources please contact NCSC/ETD at [ncsc\\_feds@dni.gov](mailto:ncsc_feds@dni.gov).



OCT 22 2021

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Michael J. Orlando  
Acting Director

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Date

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Attachment:  
National OPSEC Program Resources

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### **Attachment 1: National OPSEC Program Resources**

Interagency OPSEC Support Staff (IOSS), <https://www.iad.gov/ioss>: this website requires registration and provides training and resources for the entire USG.

#### **Virtual Instructor-led Training**

- OPSEC 2380 Analysis Course
- OPSEC 2390 Program Manager Course

Note: These virtual instructor-led courses will sunset in December 2022. At that time, additional materials will be provided to ensure the community has the necessary knowledge, skills, and abilities to effectively implement National OPSEC Program requirements and minimum standards. That body of material, which includes eLearning courses, job aids, and other resources, will serve as the foundational training for OPSEC program practitioners in the Executive Branch departments and agencies. The NOP Office will provide additional information on alternative learning platforms and training capabilities as they become available.

In the interim, the NOP Office recommends the following IOSS materials for OPSEC Program Managers and other federal partner security practitioners for general program awareness and implementation guidance:

#### **Program Implementation Job Aids provided via <https://www.iad.gov/ioss>: (Awareness Products<Practitioners Toolbox)**

- OPSEC Program Managers Handbook. This handbook is designed to assist the OPSEC manager in developing a formal program. This publication is for guidance only and is not to be used as the sole content of any OPSEC program or plan.
- Appointment Letter for OPSEC Officer. One example of an OPSEC officer appointment letter used by organizations to officially designate an individual as the command/organization OPSEC Officer, Program Manager, or Coordinator.
- OPSEC Program Checklist. This checklist enhances the Program Manager's ability to track and ensure all areas of a new or updated program have been addressed. This list should identify all of the necessary documentation, timelines, and personnel issues (to include training requirements) and associated operational support issues. This is a guide and must be tailored to meet individual department/agency needs.
- OPSEC Survey Interview. The OPSEC Survey Interview is a basic guide to evaluate personnel knowledge of OPSEC as it applies to their current duties, OPSEC in relation to the organization to which they are assigned, and their overall knowledge and understanding of OPSEC principles. Questions concerning specific events or missions

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should be intermingled throughout the interview or agreed upon by the team prior to beginning the interview process.

- OPSEC Survey Interview Sheet. The OPSEC Interview Sheet is used by the person conducting the interview as a guide and to record their observations or concerns noted during the interview process.
- Critical Information Policy. This is a guidance document designed to disseminate the department/agency Critical Information List to all personnel. It may be used to solicit Critical Information to be included in an organization-wide list. It enforces the department/agency head's instructions concerning the handling and protection of the information indicated.
- OPSEC Program Plan. The OPSEC Program Plan outlines how OPSEC will be employed throughout an organization, the responsibilities of the OPSEC Program Manager, the role of the OPSEC working group members, and guidance for each step of the OPSEC program. Specific guidance pertaining to program organization and all functional areas are addressed in this document.

**IOSS OPSEC Computer-Based Training (CBT) Course Catalog** (<https://www.iad.gov/ioss>)

- Cyber OPSEC Awareness CBT Course Description: CYBER OPSEC Awareness CBT focuses on understanding cyber threats and how to incorporate OPSEC practices to protect cyber-related infrastructure and activities.
- Critical Infrastructure OPSEC Course, "What's in it for me?" CBT Course Description: An OPSEC and Critical Infrastructure and Key Resources (CIKR) computer-based training product. This training focuses on OPSEC as it relates to the following four CIKR sectors: Financial; Emergency Services; Energy, and; Transportation. Scenarios for each sector focus on human, physical, and cyber vulnerabilities and countermeasures for each. This training is designed for people who support homeland security efforts. An introduction to OPSEC is available for those who have limited training in operations security.
- New Faces of Threat CBT: This training is intended for OPSEC practitioners. The current technological landscape is vast; advancements seem to happen within the blink of an eye. This expansive cyber terrain has cultivated a dangerous cyber threat. The adversary's symbiotic relationship with technology allows them to exploit it for their own gains. To stay ahead of the threat and remain secure, OPSEC practitioners must prepare. This requires a solid understanding of the vulnerabilities hidden within new technology, knowledge of the possibilities for exploitation inherent in the cyber world, and access to the best countermeasures available.

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- OPSEC University CBT Course Description: Welcome to OPSEC University, an interactive, informative, and fun way to learn about Operations Security, aka OPSEC! This dynamic, computer-based awareness tool is divided into three parts: "OPSEC 101" for beginners; the annual "Refresher" for returning students, and; a Resources section that contains draft documents to help you further develop your OPSEC program. In just a couple of hours you will work your way through a variety of scenarios, test the knowledge you have gained through "quiz show" games, and reinforce it with a poster that you can print right from the training software provided via <https://www.iad.gov/ioss>.
- Integrating OPSEC Into Contracts CBT Course Description: This tutorial focuses on applying the OPSEC process to protect U.S. critical information during the contracting cycle. It begins with a short OPSEC overview, then walks acquisition personnel through their individual roles and responsibilities. The disk also includes a Tools section where contracting officers, program managers, etc., may access forms and guidance to help them build a program and integrate OPSEC into their contracts.