

**BY ORDER OF THE COMMANDER
59TH MEDICAL WING**

AIR FORCE INSTRUCTION 10-701



**59TH MEDICAL WING
Supplement**

10 DECEMBER 2020

Operations

OPERATIONS SECURITY (OPSEC)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 59 MDW/SGA

Certified by: 59 MDW/XP
(Mr. Jeffrey B. McClelland)

Supersedes: AFI10-701_59MDWSUP, 3 October 2018

Pages: 5

AFI 10-701, *Operations Security (OPSEC)*, 24 July 2019, is supplemented as follows. This supplement provides guidance for all Air Force personnel (military and civilian) and supporting contractors in implementing, maintaining and executing OPSEC programs for the 59th Medical Wing (MDW). This instruction does not apply to the Air National Guard or Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. Ensure all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

AFI 10-701_59 MDW Supplements has been revised. Changes include updated responsibilities.

2.19.1.1. **(Added)** The 59 MDW OPSEC PMs will provide group OPSEC coordinators with program materials that are standardized, predictable and replicable. Promote continuity of program elements within the wing. Provide sufficient guidance to ensure OPSEC program management has the following critical aspects: commander involvement, operational focus, integration, coordination, and self-inspection.

2.19.3. The 59th Medical Wing's OPSEC program is overseen by the 59th Medical Wing's Administrator. The Commander, 59th Medical Wing will appoint the primary and alternate 59th Medical Wing (MDW) OPSEC Program Manager (PM). In addition, 59 MDW/XP will serve as the primary while an assigned Antiterrorism Officer will serve as alternate. These members will also act as the Signature Management Officer/Noncommissioned Officer (SMO/SMNCO) and OPSEC Planners. Members will establish accounts on the National OPSEC Program Interagency OPSEC Support Staff website (IOSS), and complete all relevant training, as prescribed in the parent instruction. Members shall seek the first available course online, meeting time requirements via: <https://www.iad.gov/ioass/departments/training-10003.cfm?o8JrsXG140QhW8zYmPdoXQ>.

2.19.4.1. **(Added)** Group commanders will appoint in writing a primary and alternate OPSEC Coordinator who will function as the OPR for all group OPSEC and/or SM activities. Appointment letters will be forwarded to the 59 MDW/XP.

2.22.1. Signature Management is administered through 59th Medical Plans, Programs and Integration section. The officer in charge of the section will serve as the primary, while one of the assigned Antiterrorism Officers will serve as alternate SMO/SMNCO. (Note: Both primary and alternate OPSEC PMs will meet the rank/grade requirements set forth in [paragraph 2.19.3](#), and training requirements listed in paragraph 2.22.6., of AFI 10-701).

2.22.25. **(Added)** Provide group OPSEC coordinators with a standardized OPSEC Self-Assessment Checklist.

2.22.25.1. **(Added)** Provide group OPSEC coordinators with a standardized OPSEC Continuity Folder/Table of Contents:

2.22.25.2. **(Added)** Tab A: Current OPSEC PM/SM or Coordinator Appointment Memorandum.

2.22.25.3. **(Added)** Tab B: OPSEC Directives: AFI 10-701 and all related headquarters Air Education and Training Command and 502d Air Base Wing supplements.

2.22.25.4. **(Added)** Tab C: Self-Inspection: Self-Inspection Checklists and Results, Evaluations, Surveys, Appraisals, and SAVs. 59 MDW self-inspections are conducted annually. The OPSEC program will use the self-inspection results for their annual OPSEC Program Report.

2.22.25.5. **(Added)** Tab D: Annual OPSEC Program Reports: Current/Previous Year.

2.22.25.6. **(Added)** Tab E: OPSEC Working Group Minutes.

2.22.25.7. **(Added)** Tab F: Miscellaneous Information: OPSEC Training Certificates; metrics on annual training completion (RELIAS), and other relevant information.

2.22.26. **(Added)** The SMO/SMNCO will solicit and compile information collected from Group OPSEC Coordinators to identify functional areas and observables to contribute to the overall signature of day-to-day activities and operational trends. These results will be used to help develop a wing level critical information list (CIL) and identify key process points for potential protection or exploitation.

2.22.27. **(Added)** The 502d Air Base Wing (502 ABW) has determined all tenant wings assigned, will act as lead for their own SM activities. The 59 MDW continue to coordinate with the 502 ABW to obtain relevant information and assistance not available within the 59 MDW.

2.22.28. **(Added)** Implement SM execution checklists as directed or authorized by the 502 ABW or 802d Mission Support Group (802 MSG), as appropriate. Submit SM exercise concepts and execution checklists to the 59 MDW Wing Inspection Team Chief for coordination with the 502 SRG/ATO and/or 502 ABW OPSEC PM.

2.22.29. **(Added)** Granting of access to SM material and plans will be maintained at 59th Medical Support Group Commander/Deputy Commander; 59 MLRS Readiness Flight Commander; and/or Chief, Disaster Preparedness and Plans.

2.22.30. **(Added)** Coordinate with 502 SRG Antiterrorism Office (ATO); 502 Public Affairs (via the 59 MDW/PA), 59 MDW Information Assurance and Protection Office; and other related agencies to ensure critical information is protected.

5.3.6. **(Added)** The AF provides several tools to assist OPSEC PMs and Coordinators to obtain information and data to perform OPSEC assessments. These tools assist in assessing the level of exposure of critical information and indicators to adversary observation, surveillance, and intelligence sensors. 59 MDW OPSEC PMs and Group Coordinators will use assessment results within the risk management process to develop or adjust countermeasures that can mitigate or negate risk to operations.

5.3.6.1. **(Added)** 59 MDW OPSEC PM/SMO will ensure that unit-specific initial OPSEC training is coordinated and completed by all group appointed OPSEC coordinators (can be delegated to unit OPSEC coordinators who meet grade/training requirements). As a minimum, this training must include a review of the 59 MDW Critical Information List; a discussion of Joint Base San Antonio threat and vulnerability information; and new procedures and/or OPSEC measures implemented by the organization.

5.3.6.2. **(Added)** In addition, for annual 59 MDW OPSEC Awareness Training, group OPSEC coordinators will direct unit personnel to complete annual OPSEC Awareness training as designated by the 59 MDW OPSEC PM. Annual OPSEC Awareness Training will primarily be completed via Face-to-Face training (i.e. commander's calls and etc.). The secondary option is RELIASHEALTH OPSEC computer base training (CBT), for members who cannot complete annual Face-to-Face OPSEC training due to mission obligations. For Annual OPSEC training, the RELIASHEALTH OPSEC Awareness CBT must be accomplished during our designated 59 MDW OPSEC Awareness Training month or once every calendar year.

5.3.6.3. **(Added)** 59 MDW OPSEC PMs/SMO/SMNCOs/Group Coordinators will ensure that OPSEC training or training materials are provided to contract employees within 90 days of employees' initial assignment to the contract. Additional training is located on the RELIAS website. Contractors without access to ADLS will complete training via RELIAS.

5.3.6.4. **(Added)** 59 MDW OPSEC PMs and group OPSEC coordinators will complete the OPSEC 1300 course located on the IOSS website within 30 days of appointment. Group OPSEC coordinators will receive additional training from the 59 MDW OPSEC PM.

5.3.7. **(Added)** 9 MDW/XP (OPSEC Officer/SMO/Planner) will annotate OPSEC Self-Assessment Communicator (SAC) in MICT in maintaining an OPSEC program and conducting

internal OPSEC assessments. The SACs are divided into functional levels (e.g., wing/wing-equivalents and below wing-level) and provide the basics for maintaining your OPSEC program.

8.2.1. **(Added)** 59 MDW PMs will advise 59 MDW OPSEC Coordinators on how to assist their section Contracting Officer Representatives (CORs) prior to initiation of a contract Statement of Work (SOW) or Performance Work Statements (PWS). Information to be considered will be located on the 59 MDW SharePoint website: <https://readiness.sammcis.lackland.af.mil/OPSEC/Shared%20Documents/Forms/AllItems.aspx>.

R. CRAIG LAMBERT, Colonel, USAF, MSC
Administrator, 59th Medical Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI10-701, *Operations Security (OPSEC)*, 9 June 2020