



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY FORT DIX
BUILDING 5518 SEVER AVENUE
JOINT BASE MCGUIRE-DIX-LAKEHURST, NJ 08640-7226

AFRC-RTC-ND

1 March 2016

MEMORANDUM FOR NCO Academy Fort Dix

SUBJECT: Policy Letter 19 Operations Security (OPSEC)

1. References.

- a. AR 381-10, US Army Intelligence Activities, dated 3 May 2007.
- b. AR 530-1, Operations Security (OPSEC), dated 19 April 2007.

2. Operational security is the process of denying an adversary information about friendly capabilities and intentions by identifying, controlling, and protecting indicators associated with planning and conducting operations, and other unit activities. The key to establishing and maintaining a pro-active OPSEC program is effective leadership, situational awareness, training, and daily practice.

3. OPSEC is the responsibility of everyone and should be applied to all activities conducted by the unit. Unit members must know the Critical Information List (CIL), be cognizant of the Critical Information (CI), Personally Identifiable Information (PII) and be sensitive to personal privacy when using social media.

4. Newly assigned personnel will receive OPSEC Orientation training within the first 30-days of arrival in the organization and complete OPSEC awareness training annually. In order to protect unclassified critical information, a copy of the CIL should be posted at individual workstations behind DA Label 87, FOUO Coversheet.

5. The unit will have as an additional duty a primary and alternate OPSEC Officer. OPSEC officers must successfully complete the mandatory training and certification courses. The primary and alternate OPSEC Officer must be a staff sergeant or above.

6. Point of contact is the First Sergeant or the undersigned.

KIMBERLY K. KEMPER
CSM, USA
Commandant