

OPSEC Program Plan Checklist

OPSEC Program Plans: OPSEC Program Plans outline the broad OPSEC Program objectives for the organization/activity. A useful format for an OPSEC Program Plan is as follows:

1. References: This instruction and other OPSEC references as applicable.
2. Purpose: To establish OPSEC within an organization or activity.
3. Scope: Concise statement of the program/activity.
4. Policy: Statement of Command Policy on protection of critical information.
5. Process/Procedures: Detailed explanation of the activities, methods, and results of the five-step OPSEC Process.
6. Responsibilities: Designation of the OPSEC PM, Coordinator, and Office of Primary Responsibility of the activity.
7. OPSEC Evaluation: How OPSEC will be evaluated within the organization/activity (e.g., OPSEC internal assessments, or other).
8. Program Goals: List specific benchmarks for the organization's OPSEC Program/activity (e.g., establish an OWG, accomplish annual OPSEC training, accomplish annual OPSEC internal assessment, publish an OPSEC Annex to all OPlans).

OPSEC Program / Plan / Instruction Document Development Checklist

Action	YES	NO	N/A
1. Does the document have a Title / Number?			
2. Does the document have a publication / release date?			
3. Does it have a "Purpose"? (State the purpose of having an OPSEC Program)			
4. Does it contain an "Applicability" or "Scope" description? (What does the OPSEC Program Plan cover?)			
5. Does it list out "Definitions"? (See glossary.)			
6. Does it define / explain "Policy"? (Statement of Command Policy on protection of critical information.)			
7. Does it list out "Responsibilities"? <ul style="list-style-type: none"> a. Representing various levels with the organization b. Appointments in writing c. Full time or as limited additional duty d. Length of duty e. Training requirements f. Any coordination with internal or external organizations? g. Maintains continuity system (Supporting OPSEC documentation) 			
8. Does it list out "Procedures"? (Detailed explanation of the activities, methods, and results of the five-step OPSEC Process.)			
9. Are there any "Information Requirements" associated? (Such as annual reporting requirements.)			
10. Are there releaseability restrictions?			
11. Is there an effective date?			
12. Is there a cancellation / replacement date of previous version? (Does it supersede a previous version?)			
13. Has the document been signed by current leadership?			

Action	YES	NO	N/A
14. Are there any attachments / references / addendums or enclosures?			
15. Is there a table of contents?			
16. Is there a separate section that lists associated references?			
17. Is there a separate section that specifically lists out duty responsibilities? a. At HQ's Level (Senior Level) b. At subordinate organizations c. At subordinate sections			
18. Is there a separate section that outlines OPSEC Program Management? a. Introduction b. Senior / Lead OPSEC Program Manager duties c. Subordinate OPSEC Program Levels (Defined)			
19. Is there a separate section describing the OPSEC Process? a. Critical Information (What items should be on a critical information list?) b. Threat / Threat Analysis (RFI's to supporting intelligence elements; any organizations to coordinate with?) c. Vulnerabilities / Vulnerability Analysis (What indicators and vulnerabilities does the organization have?) d. Risk / Risk Assessment (How often will risk assessment be performed?) e. Countermeasures (Cost versus complexity.)			
20. Does this OPSEC Plan include a program review checklist?			
21. Is there a separate section defining / describing the OPSEC Assessment Process? a. Introduction b. Procedures c. Is OPSEC External Assessment and OPSEC Internal Assessment comparison chart required? d. Internal / external coordination involved? e. Analysis rating criteria			

Action	YES	NO	N/A
22. Is there a section describing Information Protection Requirements? a. Content Reviews b. Information Systems c. Handling Requirements			
23. Is there a section outlining Contract Requirements? a. Introduction b. Procedures c. DD-254 or equivalent			
24. Is there a section outlining OPSEC Training, education, and awareness? a. Introduction b. Education and training of assigned personnel (in writing or depicted as table) i. OPSEC Program managers ii. OPSEC Coordinators iii. Work force c. Awareness Training			
25. Is there a section containing an abbreviations or glossary?			
Additional Notes/Comments			