

Issue Date: 09/25/2006

OPERATIONS SECURITY PROGRAM

I. Purpose

A. This Management Directive (MD) revision updates the policy and guidance for the Department of Homeland Security (DHS) Operations Security (OPSEC) Program.

B. The purpose of the DHS OPSEC program is to provide the Department with standardized policy to facilitate effective OPSEC programs by promoting general understanding and awareness of OPSEC methodology by all Departmental employees.

II. Scope

This MD applies to all DHS Components under the jurisdiction of a Chief Security Officer (CSO) or Key Security Official (KSO) and to the Office of the Secretary. The DHS Office of Security will provide the OPSEC program for Components without a Component CSO or KSO as well as for the Office of the Secretary.

III. Authority

A. DHS Management Directive 11080, "Security Line of Business Integration and Management," January 3, 2006.

B. National Security Decision Directive (NSDD) 298, "National Operations Security Program," January 22, 1988.

IV. Definitions

A. ***Component Chief Security Officer***. The senior-most federal security executive designated by the Component Head in the following Components:

1. Citizenship and Immigration Services, United States (USCIS)
2. Coast Guard, United States (USCG)
3. Customs and Border Protection, United States (CBP)

4. Federal Emergency Management (FEMA)
5. Federal Law Enforcement Training Center (FLETC)
6. Immigration and Customs Enforcement, United States (ICE)
7. Secret Service, United States (USSS)
8. Transportation Security Administration (TSA)

B. **Component Heads**: The highest-ranking individual within each of the Components.

C. **Components**: All the entities that directly report to the Office of the Secretary, which includes the Secretary, Counselors and their staff, Deputy Secretary and his or her staff, and Chief of Staff and his or her staff.

D. **DHS Chief Security Officer**: The DHS official who exercises leadership and authority over security policy and programs DHS-wide in partnership with Component Heads.

E. **DHS OPSEC Working Group**: Representatives of the DHS CSO, Component CSOs, and KSOs who are responsible for implementing OPSEC requirements and initiatives throughout DHS.

F. **Key Security Officials (KSOs)**: The senior-most federal security executive designated by the Component Head in each of the following Components, or as otherwise identified by the DHS CSO:

1. Intelligence and Analysis, Office of (I&A)
2. Preparedness, Directorate for (PREP)
3. Science and Technology (S&T)

G. **OPSEC**: As defined in NSDD 298, OPSEC is a systematic and proven process by which the U.S. Government and its supporting contractors can deny to potential adversaries information about capabilities and intentions by identifying, controlling, and protecting generally unclassified evidence of the planning and execution of sensitive Government activities.

H. **OPSEC 5-Step Process**: An evaluation methodology that involves identifying critical information; analyzing the threat; analyzing vulnerabilities; assessing risk; and applying countermeasures.

- I. **OPSEC Coordinator**: Component employee designated by the Component CSO or KSO and assigned responsibilities to implement the DHS OPSEC Program within his or her area of responsibility.
- J. **OPSEC Program**: The application of the principles and practices of OPSEC, to include developing policy and guidance that provide coordination, training, education and recognition of OPSEC.
- K. **OPSEC Survey**: An assessment of the effectiveness of an OPSEC Program conducted by a team using the OPSEC 5-step process. The survey report identifies risks associated with identified vulnerabilities and recommends countermeasures to address the vulnerabilities.

V. Responsibilities

- A. **The DHS Chief Security Officer (CSO)** will:
 - 1. Advise and assist the Office of the Secretary and Component Heads in carrying out DHS' OPSEC Program.
 - 2. Include in the Office of Security Annual Report to the Secretary a summary of DHS OPSEC Program accomplishments and OPSEC-related initiatives of Component CSOs and KSOs.
- B. **The Chief, Training and Operations Security Division** will:
 - 1. In coordination with Component CSOs and KSOs, establish annual DHS OPSEC Program objectives, evaluation criteria, and guidance.
 - 2. In coordination with Component CSOs and KSOs, develop annually a strategy for applying OPSEC throughout DHS.
 - 3. Report the findings of annual reviews and evaluations.
 - 4. Work with the Office of State and Local Government Coordination and Preparedness and the Interagency OPSEC Support Staff to identify and support OPSEC needs at state and local levels to include critical infrastructure protection.
- C. **The OPSEC Program Manager** will:
 - 1. Implement program objectives as directed by the Chief, Training and Operations Security Division.

2. Chair the DHS OPSEC Working Group to provide a DHS-wide forum for discussing, addressing, and implementing OPSEC Program requirements.
3. Conduct an annual review and evaluation of the DHS OPSEC Program to determine its effectiveness and identify areas requiring improvement.
4. Provide OPSEC Program support to DHS Components without a Component CSO or KSO as well as to the Office of the Secretary.
5. Provide mentoring and facilitation to encourage the development of an OPSEC program in all DHS Components and the Office of the Secretary.

D. **Component CSOs and KSOs** will:

1. Establish an OPSEC Program within their area of responsibility.
2. Appoint an OPSEC Coordinator and Alternate to perform OPSEC-related actions and serve as the focal point for Component OPSEC matters.
3. Submit an annual report on their OPSEC Program accomplishments to the DHS Office of Security, OPSEC Program Office.
4. Provide management review and coordination of Component OPSEC surveys.
5. Establish OPSEC requirements for contractors and acquisition plans. Ensure the OPSEC requirements are incorporated into requests for proposals and subsequent contractual documents in sufficient detail to enable cost estimates and compliance with OPSEC measures.
6. Ensure adequate personnel and fiscal resources are identified to execute OPSEC requirements.

E. **Component OPSEC Coordinators and Alternates** will:

1. Implement an OPSEC Program.
2. Submit a letter of appointment signed by the Component CSO or KSO to the DHS Office of Security, OPSEC Program Office.
3. Complete an OPSEC Fundamentals training course within one (1) month of appointment.

4. Coordinate OPSEC Program initiatives and surveys with the DHS Office of Security, OPSEC Program Office.

5. Attend OPSEC Working Group meetings.

VI. Policy & Procedures

A. Policy.

In accordance with NSDD 298, DHS will implement a viable and effective OPSEC Program. DHS will also cooperate with other departments, agencies, and institutions to minimize damage to national security when OPSEC issues arise.

B. Procedures.

1. The DHS Office of Security, OPSEC Program Office will provide OPSEC support to DHS Components without Component CSOs or KSOs and to the Office of the Secretary.

2. DHS Components with Component CSOs or KSOs will:

a. Develop and implement an OPSEC program in accordance with this MD and will provide a copy of any implementing directives to the DHS Office of Security, OPSEC Program Office.

b. Conduct an annual review and evaluation of their OPSEC Program and provide the results to the DHS Office of Security, OPSEC Program Office.

c. Integrate OPSEC practices into Component programs and activities.

VII. Questions

Questions regarding this MD should be addressed to the DHS Office of Security, OPSEC Program Office at OPSEC@dhs.gov or (202) 205-0484.