# DEPARTMENT OF THE NAVY
### COMMANDER
### NAVAL EDUCATION AND TRAINING COMMAND
### 250 DALLAS STREET
### PENSACOLA, FLORIDA 32508-5220

NETCINST 3070.1C
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**2 5 OCT 2018**

NETC INSTRUCTION 3070.1C

From:  Commander, Naval Education and Training Command

Subj:  OPERATIONS SECURITY

Ref:    (a) DoD Directive 5205.02E of 20 June 2012
        (b) DoD 5205.02-M, DoD Operations Security (OPSEC) Program
            Manual of 3 November 2008
        (c) JP 3-13.3, Operations Security of 6 January 2016
        (d) SECNAVINST 3070.2A

1.  Purpose.  To issue guidance for conducting Operations
Security (OPSEC) programs and OPSEC within the Naval Education
and Training Command (NETC).

2.  Cancellation.  NETCINST 3070.1B.

3.  Definitions

    a.  OPSEC.  A process of analyzing friendly actions attendant
to military operations and other activities to:

        (1) Identify those actions that can be observed by
adversary intelligence systems.

        (2) Determine indicators and vulnerabilities that
adversary intelligence systems might obtain that could be
interpreted or pieced together to derive critical information in
time to be useful to adversaries, and determine which of these
represent an unacceptable risk.

        (3) Select and execute countermeasures that eliminate the
risk to friendly actions and operations or reduce it to an
acceptable level.

    b.  OPSEC Countermeasures.  Methods and means to gain and
maintain essential secrecy about critical information.

4.  Policy

    a.  All NETC activities will conduct a proactive OPSEC
program as outlined in references (a) through (d).

    b.  OPSEC training requirements, as determined by compliance
with reference (d), will be integrated into all command OPSEC

programs and all applicable courses of instruction taught by NETC activities.

5. Discussion. Guidance for conducting OPSEC within the United States Navy (USN) is contained in reference (d). NETC's mission is to conduct training in support of the operating forces of the USN. OPSEC awareness must be an integral part of all operations and training evolutions to ensure that planned operations, the frequency of training, and the methods used to conduct training do not provide a potential enemy knowledge which can be used against the command and the USN. Therefore, all NETC commands will establish OPSEC programs. Military, civilian, and contract personnel must understand the concepts of OPSEC, and OPSEC awareness must be a part of every task.

6. Responsibilities

    a. Activities Reporting Directly to NETC

        (1) Per reference (b), based on the sensitivity of the mission and attendant threat, commanders may determine which level of OPSEC program is required for their mission. NETC commands must have, at a minimum, a Level II OPSEC program as defined in reference (b), enclosure (3).

        (2) Establish staff/command OPSEC instructions and conduct OPSEC planning and surveys per references (a) through (d).

        (3) Ensure that all subordinate commands establish OPSEC instructions and conduct OPSEC programs per references (a) through (d).

        (4) Ensure that applicable OPSEC training requirements, as determined by compliance with references (a) through (d), are integrated into all command programs and training courses.

    b. All NETC Activities. All NETC activities, at a minimum, will appoint in writing an OPSEC Program Manager, maintain a critical information and indicators list, establish a working group, conduct an annual program review, review information intended for public release, and ensure initial and annual training is completed per references (a) through (d).
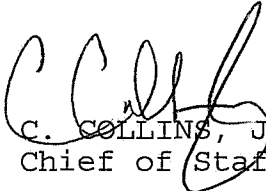
7. Records Management

    a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the

Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

    b.  For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

8.  Review and Effective Date.  Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction).  This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9.  Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

C. COLLINS, JR.
Chief of Staff

Releasability and distribution:
This instruction is cleared for public release and is available electronically via the NETC public web site, https://www.public.navy.mil/netc/directives.aspx, or via HP Records Manager (HPRM).