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SUBJ/OPERATIONS SECURITY ROLES AND RESPONSIBILITIES//

REF/A/DOC/DONAA/20120406//  
REF/B/DOC/SECNAV/20130425//

NARR/REF A IS THE DEPARTMENT OF THE NAVY (DON) ASSISTANT FOR  
ADMINISTRATION (DON/AA) MEMORANDUM FOR THE RECORD.  
NARR/REF B IS SECRETARY OF THE NAVY SECURITY EXECUTIVE DELEGATION OF  
AUTHORITY MEMORANDUM.

RMKS/1. Operations Security (OPSEC) is a process of identifying  
critical information and analyzing friendly actions attendant to  
military operations and other activities as follows:

- Identify those actions that can be observed by adversary  
intelligence systems
- Determine indicators and vulnerabilities which adversary  
intelligence system(s) might obtain and could be interpreted or pieced  
together to derive critical intelligence in time to be useful to the  
adversary and determine which of these presents an unacceptable risk
- Select and execute countermeasures which eliminate or reduce such  
risk to friendly actions and operations

2. Every DON civilian, Sailor, Marine and contractor is responsible  
for OPSEC. As more and more information becomes available through  
internet-based capabilities, we need everyone to adhere to good OPSEC  
practices to ensure mission success.

3. Per references (a) and (b), the Deputy Under Secretary of the Navy  
for Plans, Policy, Oversight and Integration (DUSN PPOI) assumed  
responsibility for DON OPSEC policy, program oversight and resource  
advocacy. DUSN PPOI, through the DUSN PPOI Security Directorate (DUSN  
PPOI SD), has the following OPSEC responsibility:

- Develop and promulgate DON OPSEC policy
- Represent the DON on all OPSEC-related, Office of the Secretary of  
Defense, and inter and intra agency working groups, committees and  
boards
- Manage all DON OPSEC-related formal tasking and ensure that  
consolidated DON responses are developed and submitted

- Ensure policies are integrated and coordinated
- Serve as DON OPSEC resource advocate
- Provide oversight of service OPSEC programs for compliance with DON and Department of Defense policy

4. The Chief of Naval Operations and the Commandant of the Marine Corps shall:

- Continue to implement OPSEC throughout their organizations
- Maintain full-time OPSEC program managers on their respective staffs
- Maintain individual service OPSEC implementing guidance
- Advise the DUSN PPOI SD on service-specific OPSEC issues, trends and lessons learned in order to improve efficiency across the DON
- Continue to support and resource the Naval OPSEC Support Team mission
- Inform DUSN PPOI SD of all formal tasking to facilitate awareness and coordination of a consolidated DON response

5. These clarifications along with a forthcoming DON OPSEC instruction will foster an integrated and efficient DON security enterprise and will help ensure DON critical information is protected.

6. DUSN PPOI SD OPSEC point of contact is: Mr. Carl Kline, Information and Personnel Security Branch Chief, [carl.kline@navy.mil](mailto:carl.kline@navy.mil).

7. Released by Ray Mabus, Secretary of the Navy.//

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