

CH-4 entered 6 Jan 95  
CH-3 entered 23 Dec 94  
CH-2 entered 30 Mar 94  
CH-1 entered 16 Jul 93  
NAVSUBSCOLINST 3070.1  
N11  
10 Jan 92

NAVSUBSCOL INSTRUCTION 3070.1

Subj: OPERATIONS SECURITY (OPSEC)

Ref: (a) OPNAVINST 3070.1A  
(b) CNETINST 3070.1B

Encl: (1) NAVSUBSCOL Operations Security Manual

1. Purpose. To promulgate OPSEC policy and guidance for NAVSUBSCOL staff in accordance with reference (a).

2. Background. The intelligence threat to U.S. Military operations and activities, and in particular the submarine service, is formidable and continues to grow. Potential adversaries are working actively to obtain information on our submarine operations and tactics. Due to the unique mission of NAVSUBSCOL to prepare students for submarine warfare, as well as having direct communications with and providing support to fleet units, this command is vulnerable to such threats.

3. Responsibilities. Operations Security is the direct, immediate responsibility of all military and civilian personnel employed at NAVSUBSCOL.

2. Action. Enclosure (1) is effective upon receipt. Immediate implementation of its provisions by all members of this command is directed. The OPSEC Officer shall coordinate all operations security functions and policies prescribed in enclosure (1).

J. S. ALMON

Distribution:  
Case A

TABLE OF CONTENTS

<u>Article</u>	<u>Subject</u>	<u>Page</u>
Chapter 1	Introduction	2
100	Reference	2
101	Purpose	2
102	Action	2
103	OPSEC Officer	2
104	Command OPSEC Control Group	2
Chapter 2	OPSEC Planning	3
200	General	3
201	OPSEC Indicators	3
Chapter 3	OPSEC Review	4
300	General	4
Chapter 4	OPSEC Training	5
400	General	5
401	Requirements	5
402	Responsibilities	6
403	OPSEC Training Guidelines	6

CHAPTER 1

INTRODUCTION

100. Reference. The basic reference for this instruction will be OPNAVINST 3070.1A (OPSEC). This instruction will not duplicate information from the above instruction, but will supplement with information that is applicable to NAVSUBSCOL.

101. Purpose. To establish and issue the policies and procedures, organizational relationships and command support requirement for implementing OPSEC at NAVSUBSCOL. Specifically, this instruction:

- a. Implements OPNAVINST 3070.1A for use within NAVSUBSCOL.
- b. Establishes minimum standards.
- c. Provides guidance for evaluating, planning and implementing NAVSUBSCOL OPSEC program.
- d. Assists those responsible for OPSEC in their efforts to carry out assigned tasks.

102. Action. NAVSUBSCOL shall employ the OPSEC planning and review measures prescribed in reference (a) and this instruction.

103. The OPSEC Officer. The OPSEC Officer is assigned as the primary point of contact and coordinator of NAVSUBSCOL OPSEC program.

104. The Command OPSEC Control Group. This group will be comprised of the OPSEC Officer (Chairperson), Security Officer, ADP Security Officer and Special Security Officer. This group will meet annually for the purpose of determining requirements for and evaluating OPSEC at NAVSUBSCOL and submit a written report of this meeting to the Commanding Officer.

## CHAPTER 2

OPSEC PLANNING

200. General. Proper OPSEC planning ensures the sensitivities of friendly operations and other activities are identified, vulnerabilities to the hostile intelligence threat are assessed, and OPSEC measures are identified and executed. Requirements for OPSEC planning guidance are contained in reference (a).

201. OPSEC Indicators. OPSEC indicators are procedures or actions which can result in real OPSEC vulnerabilities, if there is a hostile intelligence capability to exploit them. The indicators listed below are not a complete listing of all possible OPSEC indicators, but are intended to help planners consider some of the unique problems that could be found at NAVSUBSCOL.

- a. Incorrect use of non-secure phones.
- b. Receiving training requests (including urgent quota requests).
- c. Cancelling training.
- d. Requesting spare parts by phone.
- e. Telling sea stories.
- f. Coming and going of VIP visitors.
- g. Knowing which students or classes are graduating.
- h. Arranging requests for frequent operational travelers.
- i. Receiving requests for assistance from fleet units.
- j. Incorrect use of STU-IIIs.
- k. Incorrect use of telecopiers.
- l. Training in a non-secured classroom.
- m. Drafting and routing memoranda.
- n. Special request by detailers regarding individual student's training requirements and detachment needs.
- o. Information divulged by or available in CANTRAC and other compiled systems such as STMPS.

CHAPTER 3

OPSEC SURVEY

300. General. OPSEC surveys are conducted to assess the accuracy of OPSEC guidance given to operating forces and supporting activities, and to detect degrading OPSEC procedures being used by these elements.

a. The OPSEC Officer will provide support and coordination for any formal OPSEC surveys conducted by CNET or OPNAV activities.

b. Command OPSEC surveys will be conducted by NAVSUBSCOL personnel. The periodicity of the surveys and the component to be surveyed will be decided by the OPSEC Control Group.

c. Surveys will be conducted in accordance with reference (a).

d. Results of the survey will be reviewed by the OPSEC Control Group and forwarded to the Commanding Officer with recommendations for improvement.

CHAPTER 4

OPSEC TRAINING

400. General. OPSEC training will be conducted at NAVSUBSCOL to enable all personnel to recognize degrading OPSEC procedures and understand guidance included in references (a), (b) and this manual to enhance OPSEC.

401. Requirements

a. Naval and civilian personnel. OPSEC indoctrination briefings will be conducted during the staff indoctrination course to all newly reporting staff personnel within 60 days of reporting onboard.

b. Command personnel. Awareness of OPSEC will be promoted through posters, plan of the week entries, distribution of case studies, special briefings and other such techniques.

c. Combat Systems/Tactics (N4) and Operations/Navigation (N5) students. Specialty training will provide the student with the ability to:

1. Recognize sources of intended and unintended emissions, when emissions are vulnerable to hostile intercept, reporting, processing and analytical capabilities, and what intelligence information can be derived from the emissions.

2. Determine and execute OPSEC measures to control and protect indicators emitters may provide, to include emission control, deception techniques, and countermeasures against hostile sensors or communications that report intercepts.

d. Submarine Officer Advanced (N222) and Basic (N221) students. Type Warfare training will be provided to:

1. Appreciate secrecy in planning, preparing for and executing type warfare operations.

2. Understand sources that may provide indicators about type warfare intentions and capabilities, the kinds of indicators involved and what might cause them, and how the indicators might be used by opponents.

3. Enhance awareness of pertinent hostile intelligence and command capabilities.

4. Develop abilities to follow the anticipatory OPSEC planning process and apply it to type warfare operations and supporting warfare tasks.

5. Develop skills in planning and executing OPSEC measures to gain tactical advantages and avoid tactical harm for their specialty.

402. Responsibilities. The OPSEC officer is responsible for staff personnel OPSEC training and the applicable Division Director is responsible for Specialty and Type Warfare OPSEC training.

403. OPSEC Training Guidelines. The following guidelines will be included for training:

- a. Concept of what OPSEC is and how it differs from traditional security programs.
- b. Requirements for OPSEC.
- c. History of OPSEC.
- d. Hostile intelligence threats to operations.
- e. Member's responsibility regarding OPSEC.
- f. Common OPSEC indicators.
- g. Significance of unclassified information to OPSEC

NAVSUBSCOLINST 3070.1 CH-1  
N11  
16 Jul 93

NAVSUBSCOL INSTRUCTION 3070.1 CHANGE TRANSMITTAL 1

Subj: OPERATIONS SECURITY (OPSEC)

1. Purpose. To promulgate Change 1 to the basic instruction.

2. Action

a. Make the following pen and ink changes to basic instruction.

(1) On page 3, paragraph 103, strike out the words "Command Security Officer" and replace with the words "OPSEC Officer".

(2) Strike out the words "to act".

b. On page 1 of the basic instruction, annotate "Change 1 entered on (date) by (initials)" in the upper right hand corner.

W. A. PETERS

Distribution:  
Case A

NAVSUBSCOLINST 3070.1 CH-2  
N11  
30 Mar 94

NAVSUBSCOL INSTRUCTION 3070.1 CHANGE TRANSMITTAL 2

Subj: OPERATIONS SECURITY (OPSEC)

Ref: (a) OPNAVINST 3070.1A  
(b) CNETINST 3070.1B

Encl: (1) Revised pages to the basic instruction

1. Purpose. To promulgate Change 2 to the basic instruction, which incorporates mandatory requirements from references (a) and (b).

2. Action

a. Make a pen and ink change to the basic instruction by adding a new reference: "(b) CNETINST 3070.1B" following reference (a).

b. Replace pages 5 and 6 of the basic instruction with enclosure (1) of this change transmittal.

c. Update the Cover Page with "Change 2", the date entered and the signature of the person entering the change.

W. A. PETERS

Distribution:  
Case A

NAVSUBSCOLINST 3070.1 CH-3  
N11  
23 Dec 94

NAVSUBSCOL INSTRUCTION 3070.1 CHANGE TRANSMITTAL THREE

Subj: OPERATIONS SECURITY (OPSEC)

1. Purpose. To promulgate Change Three to the basic instruction.

2. Action

a. Paragraph 401.c; change "Combat Systems (Code 40) students" to read: "Combat Systems/Tactics (N4) and Operations/Navigation (N5) students".

b. Paragraph 401.d; change "Submarine Officer Advanced (Code 81) and Basic (Code 82) students" to read: "Submarine Officer Advanced (N221) students".

c. Annotate in the upper right hand corner on page 1: CH-3 entered Date by Initials.

J. A. CALL  
By direction

Distribution:  
Case A

NAVSUBSCOLINST 3070.1 CH-4  
N11  
6 Jan 95

NAVSUBSCOL INSTRUCTION 3070.1 CHANGE TRANSMITTAL FOUR

Subj: OPERATIONS SECURITY

1. Purpose. To promulgate Change Four to the basic instruction.

2. Action

a. Paragraph 401.d., change "Submarine Officer Advanced (N222) students" to read "Submarine Officer Advanced (N222) and Basic (N221) students:

b. Annotate in the upper right hand corner on page 1: CH-4 entered Date by Initials.

J. A. CALL  
By direction

Distribution:  
Case A