DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 3100.2C
AD
17 FEB 1994

NAVSUPPACT NAPLES INSTRUCTION 3100.2C

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: OPERATIONS SECURITY (OPSEC)

Ref: (a) OPNAVINST 3070.1A
(b) CINCUSNAVUR INST 3070.1B
(c) JCS Pub 18, Operations Security (NOTAL)

Encl: (1) OPSEC Indicators
(2) Essential Elements of Friendly Information

1. Purpose. To promulgate Operations Security (OPSEC) policy and guidance for personnel assigned to U.S. Naval Support Activity, Naples, Italy (NAVSUPPACT Naples). OPSEC measures and guidance in this instruction are in accordance with those provided in references (a) through (c). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NAVSUPPACT NAPLES INST 3100.2B.

3. Definition. OPSEC is the protection of military operations and activities resulting from the identification and subsequent elimination or control of intelligence indicators susceptible to hostile exploitation. The term "military operations and activities" is meant to include all military functions (e.g., peacetime and combat operations, exercises, contingency planning).

4. Background

a. References (a) and (b) require NAVSUPPACT Naples establish a command OPSEC Program and preserve the secrecy of operations and other activities supported by the command.

b. Successful OPSEC entails the identification and protection of unclassified, as well as classified, information which could reveal plans for an upcoming action to an individual or organization that might exploit that information. Some common "indicators" of upcoming actions are listed in enclosure (1). Essential Elements of Friendly Information (EEFI) are listed in enclosure (2). Identification of these "indicators" to all hands, and an ongoing analysis of planned actions and procedures are vital to an effective OPSEC program.

c. Emphasis on proper OPSEC procedures are as important during peacetime as during wartime. Developing a strong OPSEC training program, using sound OPSEC principles, stressing enemy intelligence capabilities, and conducting periodic OPSEC surveys of various peacetime exercises, unit movements, system developments, logistics support, etc., will help ensure proper OPSEC procedures are followed on a daily basis.

5. Policy. All hands will be aware of the importance of observing proper OPSEC protective measures at all times. Operational planning and logistic support to operational forces will maintain the security of upcoming operations and operational support.

6. Action

a. The command Administrative Officer will serve as the command OPSEC Officer.

b. A command OPSEC Control Group composed of senior representatives from all functional areas of the command will be convened quarterly by the Administrative Officer to review the command OPSEC Program.

c. All personnel assigned to NAVSUPPACT Naples will receive a semi-annual OPSEC indoctrination brief from Naval Security Group Activity, Naples, Italy (NAVSECGRUACT Naples). All personnel will be familiar with the command OPSEC Program.

d. At least one member of the OPSEC Control Group will be included in command operational planning sessions. This member will ensure OPSEC principles are included in all proposed or developed plans.

e. Information for the annual Commander, Fleet Air Mediterranean (COMFAIRMED) OPSEC Summary Report will be submitted by the Administrative Officer when requested. Reference (c) lists the following areas for discussion:

(1) Status of the command OPSEC Program

(2) Problem areas and recommendations

(3) Lessons learned

W. C. VIVIAN

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COMFAIRMED
NAVSECGRUACT, Naples

OPSEC INDICATORS

A. COMMUNICATIONS INDICATORS:

1. Changing message volume

2. Changing numbers of nets in use

3. Changing types or numbers of units on each net

4. Relocating and testing of new or additional communications equipment

5. Increasing COMSEC measures

6. Using easily identified or recognized message characteristics/ reporting times/SITREPS requirements indicative of a particular type of activity

7. Receiving unusual ARFCOS shipments

B. Operations Indicators:

1. Stereotyping

(a) Fixed schedules
(b) Fixed routes
(c) Standard reactions to hostile acts
(d) Standard maneuvers/procedures
(e) Standard protective support packages

2. Making significant changes in amount/type of electromagnetic emissions

3. Using unique emitters

4. Carrying out abnormal dispersal/concentration of forces

5. Positioning forces before they are required

6. Conducting preparatory drills/rehearsals

7. Deviating from regular training program

8. Employment equipment/tactics unnecessarily

9. Increasing use of ECM resources

10. Augmenting force with external assets

C. Intelligence Indicators:

1. Intensifying or modifying the use of intelligence collection resources

2. Moving special forces

3. Moving special equipment

D. Administrative Indicators:

1. Issuing unusual types or numbers of TAD orders

2. Convening planning or pre-execution conferences

3. Issuing advance pay for unusually large numbers of personnel

4. Arranging for special support services, such as transportation, medical care, messing, berthing, hotel reservation, trash collection and laundry

5. Posting special air crew bus/flight/maintenance schedules

6. Drafting and routing memoranda

7. Cancelling or restricting leave and liberty

8. Calling up reserves

9. Activating new facilities

10. Requesting diplomatic clearances

E. Logistics/Maintenance Support Indicators:

1. Increasing volume and priority of requisitions

2. Labeling containers uniquely or with too much information

3. Repositioning

4. Establishing procedural disparities in requisitioning and handling

5. Conducting "crash" maintenance

6. Increasing the number of technical representatives (Tech Reps) for certain units or pieces of equipment

7. Making unusual equipment modifications

8. Enlarging motor-pool activity

ESSENTIAL ELEMENTS OF FRIENDLY INFORMATION (EEFI)
DO YOU PLAN TO DISCUSS ANY OF THE FOLLOWING ON YOUR UNSECURED TELEPHONE?

1. OPERATIONS

a. Friendly intentions, plans, task force organization or composition

b. Locations, reports, capabilities or the alert posture of forces or their movements

c. Rules of engagement (ROE), succession of command, manning, capabilities, locations or activation times of the primary or alternate war headquarters

d. Reinforcements, augmentation, replacement of forces, casualties or damage resulting from enemy action

2. INTELLIGENCE

a. Enemy locations, plans, capabilities, intentions, strengths or activities

b. Intelligence reports, assessments or sources

3. COMMUNICATIONS

a. Station/system outages, primary and alternate routing of systems and circuits

b. Netting, capabilities, equipment, cryptographic materials, systems and usage within the military

4. LOGISTICS

a. Petroleum supplies, pipelines or storage areas

b. Quantities and locations of supply stocks, shortages of supplies, equipment or munitions

c. Re-supply operations or movements, seaport capabilities or availability

d. Maintenance shortfalls

5. NUCLEAR, BIOLOGICAL AND CHEMICAL (NBC) WARFARE

a. Locations, movements, status, quantity, command, control or release of NBC assets/weapons

b. Casualties of damage resulting from friendly/enemy attacks

6. PERSONNEL

a. Critical skills shortages, manpower shortages, replacements or key personality movements

b. VIP movement, itineraries, plan/measures taken to protect VIPs

7. POLITICAL

a. Disagreements within the alliance, economic plans, national position

b. Information that could be detrimental to national security

IF SO - - - - - - - - - - - GO SECURE!!!!!!