



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

3 December 2007

MEMORANDUM FOR NATIONAL BOARD

SUBJECT: New Operations Security (OPSEC) Requirements

1. At the recent National Executive Committee (NEC) meeting the NEC decided to mandate OPSEC training for ALL members including cadets and patron members. The NEC believes this education is necessary for all members because we all have a responsibility to protect sensitive information about CAP missions and resources. This memo provides updated instructions for personnel implementing this policy until such time as it can be incorporated into CAPR 60-3. All members must complete OPSEC training and agree to the Non-Disclosure Agreement (NDA) by 1 April 2008 or they will not be allowed access to eServices, the Web Mission Information Reporting System (WMIRS), or any other CAP system that requires a unique login and password. Specifically this means:

a. Commanders or their designees will not be allowed to input new emergency services specialty qualifications, renew expiring qualifications, or print new CAPF 101s in Operations Qualifications until the member has completed OPSEC and agreed to the NDA.

b. Personnel who do not complete OPSEC and agree to the NDA should not be allowed to participate in operational missions. Commanders and key staff should exercise discretion in releasing sensitive information to members who have not completed OPSEC training or agreed to the NDA.

2. Most new adult members since October 2006 have completed OPSEC training as part of Level 1. Any member who has not completed it can continue to complete OPSEC training online at: <https://tests.cap.af.mil/opsec>. Units can also now provide training in classroom format with the package available for download from the same site. For those choosing the classroom format, unit commanders or their designees will be required to document the member signing a paper NDA, then place a copy in the member's personnel records, and finally, enter completion data into Operations Qualifications in eServices. There is no requirement to complete a paper NDA for members who complete the training online and click the statement at the end of the course that says they will not disclose sensitive information. Compliance as of 1 April 2008 will be checked during all subordinate unit inspections.

3. Please give this widest dissemination and encourage your members to complete the training as soon as possible.


AMYS. COURTER
Brigadier General, CAP
Interim National Commander

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HQ CAP/EX/EXA/MD/DO/ED/DP/GC/IT/NOC/NTC
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Wing Administrators
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