

OPSEC Annual Training

OPSEC Training Requirements: See AFI 10-701, Chapter 5.

1. **General.** All Air Force personnel (military and civilian) and contractors who have access to mission critical information require a general knowledge of threats, vulnerabilities and their responsibilities associated with protecting critical information.
 2. **Contractors.** When government-provided OPSEC training is required by a contract, OPSEC PMs and/or OPSEC coordinators will provide OPSEC training or training materials to contract employees within 90 days of employees' initial assignment to the contract.
 3. **Tracking.** Unit OPSEC coordinators will track initial and annual awareness training and report training initiatives in their annual OPSEC self-assessment reports to their respective HHQ OPSEC PM. Wing, MAJCOM, FOA, and DRU OPSEC PMs are responsible for the tracking of command/wing staff personnel training initiatives.
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Instructions for completing the Annual OPSEC Training:

Annual OPSEC Training Instructions:

1. Go to the Advance Distributed Learning Service (ADLS), Site Address: **<https://golearn.csd.disa.mil/kc/login/login.asp>** (Note: you will need to create an individual account if you do not already have one. Please be sure your profile reflects the unit you are assigned to.)
2. After logging in to the ADLS you will see a window on the bottom right side of your screen. Click on **COURSE LIST**.
3. From the COURSE LIST you will need to click on the plus sign and expand the tab, **Annual Total Force Awareness Training (TFAT)**.

4. Under TFAT you will see the course titled **Information Protection** (Annual OPSEC Training is included under this topic), click on it and select the TAKE/RESUME COURSE button. There is audio on most courses so have your PC speakers on.

(Note: Each sub course must be taken to receive the Training Certificate at the end. The entire course should only take about 30 minutes.)

5. To retrieve your individual Training Certificate you will need to return to the ADLS Home Page and select Training Records. Follow the instructions there to print your certificate.

6. Once you have your certificate you will need to notify your OPSEC Program Manager or OPSEC Coordinator.

(Note: 502d Air Base Wing Staff please email to:
usaf.jbsa.502-abw.mbx.fsh-opsec-webreview@mail.mil
with Annual OPSEC Training in the Subject Line of the email.)

Please direct questions to the following POC:

OPSEC Program Manager
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