

# IOSS Course Descriptions

## **OPSE-1300, Fundamentals of Operations Security**

**Date(s):** 6 Oct, 1 Dec, 5 Jan, 9 Feb, 2 Mar, 13 Apr, 1 Jun, 20 Jul, 10 Aug, 9 Sep

**Length:** 1 day

**Prerequisite:** None

**Method of instruction:** (2 Types)

1. **Mobile Training Team (MTT):** This course is taught for at least 25 students at a sponsoring organization. Contact the IOSS at (443) 479-4710 for more information on mobile training teams.
2. **E-Learning:** Virtual classroom learning over the internet. Students register through the IOSS and must have reliable Internet connectivity. Only a web browser and a microphone-equipped headset are required to attend.

**Description:** The focus of this course is to provide students with an introduction to the five-step OPSEC process.

**Objective:** Upon completing this course, students will be able to:

- Demonstrate basic understanding of the OPSEC Process
- Describe how they contribute to a good OPSEC posture for their organization
- Assist leadership with OPSEC issues in a crisis situation

**Target student population:** This course is designed for individuals performing in the following types of positions and functions:

- OPSEC support duties (Working Group member, Coordinator, etc)
- Web Masters
- Public Affairs
- Classification Review
- Speech Writers
- Freedom of Information Act

## **OPSE-1301, OPSEC Fundamentals (Computer Based Training: CBT)**

**Date(s):** N/A

**Length:** N/A

**Prerequisite:** None

**Method of instruction:** (Computer Based Training)

**Description:** The focus of this course is to provide students with an introduction to the five-step OPSEC process.

**Objective:** Upon completing this course, students will be able to:

- Demonstrate basic understanding of the OPSEC Process
- Describe how they contribute to a good OPSEC posture for their organization
- Assist leadership with OPSEC issues in a crisis situation

**Target student population:** This course is designed for individuals performing in the following types of positions and functions:

- OPSEC support duties (Working Group member, Coordinator, etc)
- Web Masters
- Public Affairs
- Classification Review
- Speech Writers
- Freedom of Information Act

### **OPSE-1500, OPSEC on the Web: Impacts of Public Release**

**Date(s):** 23-24 Sep (e-Learning), 20-21 Oct (IOSS), 17-18 Nov (e-Learning), 26-27 Jan (IOSS), 23-24 Feb (e-Learning), 26-27 Apr (IOSS), 22-23 Jun (e-Learning), 3-4 Aug (IOSS), 21-22 (e-Learning)

**Length :** 2 days

**Method of Instruction:** (3 Types)

1. Platform instruction. This course is taught at the IOSS Training Center in Greenbelt, MD and at adjunct locations certified by the IOSS.
2. Mobile Training Team. This course is taught for at least 25 student sat a sponsoring organization. Contact the IOSS at (443) 479-4677 for more information on mobile training teams.
3. E-Learning. Virtual classroom learning over internet. Students register through the IOSS and must have reliable Internet connectivity. Only a web browser and a microphone-equipped headset are required to attend.

**Description:** The focus of this course is to enable students to use the concepts of OPSEC risk analysis in the performance of their jobs, to introduce students to common vulnerabilities associated with the World Wide Web (WWW), and to provide students with the knowledge and skills necessary to review material for public release considering the risks to critical information.

**Objective:** Upon completing this course, students will be able to:

- Apply OPSEC principles to use of the WWW
- Describe the concept of value of unclassified information (critical information)
- Describe vulnerabilities associated with the WWW
- Review written and spoken material for OPSEC concerns, and make recommended changes to the content that will achieve the originator's objective without compromising critical information.

**Requires a U.S. SECRET Clearance** (Taught at Unclass level for E-Learning and by special arrangement with the instructor.)

**Target student population:** This course is designed for individuals performing in the following types of positions and functions:

- OPSEC support duties (Working Group member, Coordinator, etc)
- Web Masters
- Public Affairs
- Classification Review
- Speech Writers
- Freedom of Information Act
- Public Release Decision Makers

**NOTE:** Students who elect to attend OPSE 1500 and either OPSE 2500, 2380 or 2400 will find some duplicate material in the more advanced course.

### **OPSE- 2380, OPSEC Analysis Course**

**Date(s):** N/A

**Length:** 3 days

**Method of instruction:** Mobile Training Team (MTT). This course is taught for at least 25 students at a sponsoring organization. Contact the IOSS at (443) 479-4677 for more information on mobile training teams.

**Description:** The focus of this course is on the basic skills and knowledge needed to conduct an OPSEC risk analysis (apply the five steps). The student is afforded the opportunity to apply OPSEC tools and lessons through a variety of practical exercises and case studies.

**Objective:** Upon completing this course, students will be able to:

- Apply the systems analysis methodology to their own organizations and activities
- Identify sources of information and support materials for OPSEC practitioners
- Conduct an OPSEC analysis of a program, activity or operation

**Target student population:** This course is designed individuals performing in the following types of positions and functions:

- OPSEC Coordinators
- OPSEC Working Group members
- Traditional Security fields

OPSE-2500, Operations Security (OPSEC) Analysis and Program Management

**Date(s):** 10-14 Aug, 26-30 Oct, 7-11 Dec, 1-5 Feb, 15-19 Mar, 19-23 Apr, 12-16 Jul, 23-27 Aug

**Length:** 5 days

**Prerequisite:** OPSE-1300 or OPSE-1301 (CBT), or other equivalent fundamentals course

**Method of instruction:** (2 Types)

1. Platform instruction. This course is taught at the IOSS Training Center in Greenbelt, MD and at adjunct locations certified by the IOSS.
2. Mobile Training Team. This course is taught for at least 25 student sat a sponsoring organization. Contact the IOSS at (443) 479-4710 for more information on mobile training teams.

**Description:** The focus of this course is on the basic skills and knowledge needed to conduct an OPSEC risk analysis (apply the five steps) and to implement an OPSEC program. The student is afforded the opportunity to apply OPSEC tools and lessons through a variety of practical exercises and case studies.

**Objective:** Upon completing this course, students will be able to:

- Apply the systems analysis methodology to their own organizations and activities
- Identify sources of information and support materials for OPSEC practitioners
- Conduct an OPSEC analysis of a program, activity or operation
- Market an OPSEC program
- Write an OPSEC policy
- Implement and manage an OPSEC program

**Requires a U.S. SECRET Clearance** (May be taught at the unclassified level by special arrangement with the instructor.)

**Target student population:** This course is designed for individuals performing in the following types of positions and functions:

- OPSEC Program Managers

- OPSEC Coordinators
- OPSEC Working Group members

**NOTE:** Academic content of OPSE 2500 and OPSE 2400 are the same. DoD students may attend either, but OPSE 2400 is tailored specifically to DoD requirements.

### **OPSE-2400, DoD OPSEC Officer's Course**

**Date(s):** 28 Sep - 1 Oct (Norfolk); 2-6 Nov (San Antonio); 16-20 Nov (MacDill); 7-11 Dec (Ft. Belvoir); 11-15 Jan (MacDill) ;8-12 Feb (San Diego); 25-29 Jan (San Antonio); 22-26 Mar (Ft. Belvoir); 12-16 Apr (MacDill); 7-11 Jun (Ft. Belvoir); 14-18 Jun (San Antonio); 19-23 Jul (MacDill); 16-20 Aug (San Antonio); 13-17 Sep (Ft. Belvoir); 20-24 Sep (Norfolk)

**Length:** 4 days

**Prerequisite:** OPSE-1300 or OPSE 1301 (CBT), or other equivalent fundamentals course

**Method of instruction:** (3 types)

1. Platform instruction. This course is taught at the Joint OPSEC Support Center (JOSC) in (San Antonio, TX), 1st Information Operations Command (Ft. Belvoir, VA), Naval Information Operations Center (Norfolk, VA and San Diego, CA), 39th IOS (Hurlburt, FL), and at other adjunct locations certified by the IOSS. (See IOSS training calendar).
2. Mobile Training Team (MTT). Available for direct support to COCOM's. All other requests for JOSC MTT support must be staffed through J39 USSTRATCOM. Contact the JOSC for specific staffing details at (210) 977-5652.
3. E-Learning. An on-line version is available. Students register through the IOSS and must have reliable Internet connectivity. Only a web browser and a microphone-equipped headset are required to attend.

**Description:** This course is designed to prepare DoD OPSEC personnel to provide OPSEC planning and analysis support to their commanders, to develop and implement an OPSEC program, to integrate OPSEC into mission planning and to plan and conduct OPSEC assessments.

**Objective:** Upon completing this course, students will be able to:

- Apply the OPSEC process methodology to their own organizations and activities
- Identify sources of information and support materials for OPSEC practitioners
- Conduct an OPSEC analysis of a program, activity or operation
- Market an OPSEC program
- Write an OPSEC policy

- Implement and manage an OPSEC program

**Target student population:** This course is designed specifically for Department of Defense individuals performing in the following types of positions and functions:

- OPSEC Program Managers
- OPSEC Coordinators
- OPSEC Working Group members

**NOTE:** Academic content of OPSE 2500 and OPSE 2400 are the same. DoD students may attend either, but OPSE 2400 is tailored specifically to DoD requirements.

### **OPSE-3500, OPSEC and Web Risk Assessment**

**Date(s):** 2-4 Nov, 11-13 Jan, 22-24 Mar, 14-16 Jun, 30 Aug-1 Sep

**Length:** 3 days

**Prerequisite:** OPSE-1300 or OPSE 1301 (CBT), or other equivalent fundamentals course

**Method of instruction:** (2 types)

1. Platform instruction. This course is taught at the IOSS Training Center in Greenbelt, MD and at adjunct locations certified by the IOSS.
2. Mobile Training Team. This course is taught for at least 25 students at sponsoring organization. Contact the IOSS at (443) 479-4677 for more information on mobile training.

**Description:** Principles of reviewing web pages for OPSEC vulnerabilities are the primary subject of this course. The use of checklists, commercially available software, and government-developed software are addressed as evaluation and review techniques. The course also provides an overview of the nature and use of the internet to give the student an appreciation of why release of information on a web page might represent an unanticipated risk. Principles of reviewing information before it is approved for public release are discussed in the context of how improper release creates risk for the information owner.

**Objective:** Upon completing this course, students will be able to:

- Apply OPSEC principles to web risk assessment
- Describe common threats to the use of the internet
- Review published or proposed web pages for inappropriate or critical information
- Describe a variety of commercial and government software used for web risk assessment

**Requires a U.S. SECRET Clearance** (May be taught at the unclass level by special arrangements with the instructor)

**Target student population:** This course is designed for OPSEC program managers and coordinators, individuals who are involved in performing web risk assessments and individuals who post or review information to be released to the public. Graduates of OPSE 1500 who desire a more advanced look at the issues of public release will also benefit from this course.

**Target student population:** This course is designed individuals performing in the following types of positions and functions:

- OPSEC Program Managers and OPSEC Coordinators
- Web Risk Assessment team members
- Security professionals performing review of web page content
- Personnel participating in public release decisions for an organization
- Webmasters

### **OPSEC for Public Safety Course**

**Date(s):** 18-20 August

**Length:** 3 days

**Prerequisite:** None

**Method of Instruction:** Platform Instruction. Taught by the Federal Law Enforcement Training Center (FLETC) in Glynco, GA. [Click here!](#) for registration procedures and more course information.

Students who successfully complete the training will be able to apply OPSEC to emergency and special event planning; special operations such as SWAT, HazMat, WMD, Bomb Squad; intelligence counter terrorism, arson, and narcotics task forces; and criminal investigations. Course instructors have public safety, security, and intelligence backgrounds. The IOSS presents this course in partnership with the Department of Homeland Security OPSEC program.

**Target student population:** This course is designed specifically for U.S. agencies with a law enforcement, emergency management, fire, and rescue, and infrastructure protection mission. Non-credentialed students must have the permission of the DHS OPSEC Program Manager to register for the course; contact the IOSS registrar at (443) 479-4671 for more information.