# Portsmouth Naval Shipyard
# Operations Security (OPSEC) Contract Requirements

Refer to OPSEC Plan for Contractors (separate attachment).

**Attach with Solicitation and Award**

**Reference**

DoDM 5205.02, OSPSEC PM, 3 November 2008; PTSMHINST 5510.27A, OPSEC Policy; PTSMHINST 5500.6 PED Policy

**What is OPSEC?**

OPSEC is a process used to protect sensitive information from exploitation by an adversary. Sensitive information, which is also referred to as Critical Information and Indicators(CII), is defined as information that needs to be protected from unauthorized disclosure whether classified or unclassified.

**What is an OPSEC Plan?**

An OPSEC plan is used to record, identify and monitor the contractor's OPSEC activities during the performance of the contract. After award but prior to availability start date, this OPSEC Plan must be signed by the Prime contractor and forwarded to the assigned contracting official by encrypted email, through the approved Department of Defense Safe(DoD) Secure Access File Exchange (SAFE) at https://safe.apps.mil, or by United States Postal Service.

Consideration shall be given depending on the type of work being performed, the environment, and circumstances in which contract performance will occur. In some cases, an OPSEC Plan will be required. In other cases, the contractors may only simply be required to receive this basic OPSEC contract requirements form.

OPSEC PM or DESIG REP:

Signature [redacted] ate 3/20/25

☐ OPSEC Plan IS require
*Refer to OPSEC Plan for Contractors (separate attachment).

☑ OPSEC Plan is NOT required

☐ OPSEC Plan will be determined by the installation work is conducted at.

**Responsibility of the Contractor**

It is the responsibility of all contractors and subcontractors to avoid inadvertent disclosure of unclassified or classified information during the period of this contract.

OPSEC compromise is the disclosure of CII or sensitive information, which has been identified by the Command and and any higher headquarters to adequately protect its personnel and equipment.

During the period of this contract, contractor personnel may be exposed to, use, or produce, U.S. Government CII and observable indicators which may lead to disclosure of CII. PNSY CII will not be distributed to unauthorized third parties, including foreign government or companies under Foreign Ownership, Control or Influence (FOCI). The contractor shall protect all CII in a manner appropriate to the nature of the information.

U.S. Government CII shall not be publicized in corporate wide newsletters, trade magazines, displays, internet page or public websites. All transmission to personal email accounts (AOL, Yahoo, Gmail, Hotmail, Comcast, etc.,) and posting on social media websites (Facebook, Instagram, Twitter, LinkedIn, etc.,) is prohibited. Media requests related to this project shall be directed to PNSY Security and Public Affairs Office for Release Authority.

The Contractor and its personnel should realize that disclosure or compromise of CII to unauthorized persons, whether willfully or through gross negligence, carelessness, or indiscretion, may warrant action to remove the individual assigned or to terminate contract. Furthermore, such conduct may be cause for criminal prosecution and imposition of criminal and civil penalties.

Protect Controlled Unclassified Information (CUI): CUI is unclassified information requiring safeguarding and dissemination controls, consistent with applicable law, regulation, or government-wide policy. Any attempt by unauthorized third parties to solicit, obtain, photograph or record incidents of loss or compromise of CUI or other pertinent sensitive information related to this contract shall be immediately reported to the organization's Activity Security Manager Code 1120 and the Industrial Security Officer.

## PNSY Portable Electronic Device (PED) Policy

Portable electronic devices (PEDs) are an easily transportable electronic device, which has the capability to record, copy, store, export, and transmit data, photography, digital images, video or audible information. Examples include, but are not limited to: pagers, mobile/cellular telephones (with/without cameras), personal digital assistants/job performance aids, laptop/notebook/handheld computers, digital imagery (still/video) devices, analog/digital sound recorders (e.g. I-PODs), Fit-Bits, I-Watches, video game devices, USB devices, and devices of similar capability, functionality, or design. Devices that have any of the following capabilities may also require evaluation and approval: Bluetooth, receive only GPS, accelerometer, altimeter, gyroscope, heart monitor, vibration, NFC, RF, Wi-Fi, or Wi-Fi hot spots. These types of devices are controlled and their use is dependent upon Shipyard guidance. Before use, coordinate with your sponsor, who can assist you by obtaining and sharing these requirements/controls with you. It is expected that if additional guidance is needed, the sponsor will coordinate with Security and IT to determine what can be used and what is prohibited. Failure to do so risks security violations for the holder of the device.

## OPSEC Critical Information and Indicator List (CIIL), including Countermeasures

**Critical Information and Indicators (CII) are an adversary's target of choice. Seemingly, harmless UNCLASSIFIED data with other conversations, presentations, emails or documents could reveal classified or sensitive information.**

| THREAT/RISK | COUNTERMEASURES |
|---|---|
| **EXAMPLES OF OUR CRITICAL INFORMATION AND INDICATORS ARE, BUT NOT LIMITED TO:**<br><br>• PERSONALLY IDENTIFIABLE INFORMATION (PII) – INFORMATION ABOUT AN INDIVIDUAL THAT IDENTIFIES, LINKS, RELATES, OR IS UNIQUE TO, OR DESCRIBES INDIVIDUALS, FOR EXAMPLE, SOCIAL SECURITY NUMBER, AGE, HOME ADDRESS, PERSONAL PRIVACY ISSUES, DEMOGRAPHIC, MEDICAL STATUS, AND IDENTIFIERS COVERED BY PRIVACY ACT.<br><br>• RESTRICT VERBAL DISCUSSION REGARDING PNSY SHIPYARD RELATED WORK.<br><br>• OPERATION SCHEDULE, SHIP REPAIR SCHEDULE, DRILL AND SUBMARINE DOCKING SCHEDULES.<br><br>• EQUIPMENT CAPABILITIES, LIMITATIONS AND VULNERABILITIES.<br><br>• IDENTIFICATION OF SPECIFIC ASSETS, FACILITIES, SYSTEMS, AND NETWORKS CRITICAL INFRASTRUCTURE.<br><br>• RESTRICT PHOTOGRAPHS, IMAGES AND VIDEOS TAKEN WITHIN ANY SHIPYARD WORK AREAS, TO INCLUDE DRYDOCKS, SUBMARINES, RESTRICTED AREAS AND CONTROLLED ACCESS AREAS. | **EXAMPLES OF OUR COUNTERMEASURES ARE, BUT NOT LIMITED TO**<br><br>• Contractor shall not post classified information or Controlled Unclassified Information (CUI) to company websites, publications, newsletters or other media, images, data or information that reveal sensitive government operations, personnel, or equipment details.<br><br>• Shred ALL sensitive information, CUI and other pertinent critical information when no longer needed. Do not throw any shipyard related documents in the trash. Use an approved NSA crosscut shredder.<br><br>• ***DO NOT*** post shipyard related information on public social media websites.<br><br>• Remove issued badges when you leave the shipyard, including lunch hours. Upon completion of contract, return all access badges, passes, keys before leaving PNSY premises. Badges and passes may not be duplicated, copied or loaned to others. Lost or stolen identification badges must be reported immediately.<br><br>• Report any unauthorized disclosure or, known and suspected compromises of critical information immediately to the unit sponsor, prime contract officer and the units Activity Security Manager. |