

OPSEC/PII TIP SHEET

OPERATIONS SECURITY (OPSEC) keeps adversaries from discovering critical information. OPSEC is about more than Classified Information; it's about protecting information that may seem harmless, but when combined with other information paints a bigger picture. Practicing OPSEC will help you to recognize your critical information and protect it from an adversary.

Personally Identifiable Information (PII) is any information that directly identifies an individual (e.g., name, address, social security number or other identifying number, telephone number, email address, etc.) either directly or indirectly. Protecting PII builds trust and ensures the safety of our friends and families.

Here are a few tips to get you started.

Do you:

- ✓ Avoid talking about or emailing/posting details about troop movement, missions, logistics, numbers, locations, or homecoming dates?
- ✓ Avoid discussing critical information details outside of your immediate family?
- ✓ Avoid sending/posting pictures of Marines in military operation or exercise?
- ✓ Avoid using contact information for anything other than the intended purpose?

Do you:

- ✓ Keep sensitive, work-related information OFF your social media profile?
- ✓ Keep your plans, schedules and location data to yourself?
- ✓ Protect the names and information of coworkers, friends, and family members?
- ✓ Protect the information you have learned about others (such as contact information or other private information)?
- ✓ Safeguard the trust others have placed in you when they discuss family situations?
- ✓ Tell friends to be careful when posting photos and information about you and your family?



Do you:

- ✓ Screen your emails/friend requests coming from unknown or suspicious sources?
- ✓ Keep your social media profiles on restricted settings?
- ✓ Avoid links, downloads, and attachments from unknown or suspicious sources?



Remember, be aware of what you say or post and who might be interested in learning those details. Keeping those details secure will help keep all our Marines safe.

YOU HAVE THE POWER TO KEEP CRITICAL INFORMATION SAFE!