

NATIONAL OPSEC AWARDS PROGRAM

EFFECTIVE 18 MAY 2011

The National Operations Security (OPSEC) Awards Program is a top priority for the Interagency OPSEC Support Staff (IOSS). As the national authority for OPSEC, the IOSS administers the National OPSEC Program and understands the importance of acknowledging exemplary accomplishments made by Government employees in the field. The National OPSEC Awards Program provides non-monetary awards annually to Government organizations and government employees within the national security community who have excelled in the practice of OPSEC during the past fiscal year. Through this awards program, the IOSS hopes to encourage the development of new and exciting OPSEC programs and awareness products and share proven OPSEC expertise with others. Awards are presented each spring at the National OPSEC Conference, and are based on performance in the previous fiscal year, so the 2012 winners will be recognized for their contributions in FY2011.

General Eligibility

- Only U.S. Government organizations and employees of the U.S. Government are eligible.
- Contractors are not eligible.
- No non-federal entity or employee of a non-federal entity is eligible.

Awards Board

Members of the Awards Board are selected annually from within the U.S. Government OPSEC community by the Chief of the IOSS and do not represent any "constituency." The Board shall contain no fewer than five members; individuals shall not serve more than two consecutive years. The Board selects winners for all awards.

AWARDS CRITERIA

Nominations are submitted in two categories, "*Professional*" and "*Independent*". The IOSS staff will review each nomination and determine the appropriate category for competition.

- *Professionals* are individuals or organizations whose primary mission or duty is to manage an OPSEC program or provide OPSEC support and/or training to another organization, whose programs are funded for the OPSEC mission. Any product submitted for a multimedia award produced by a professional organization or business will be considered Professional.
- *Independents* are individuals who are assigned OPSEC as an additional duty, or organizations with an OPSEC program managed by part time personnel. Organizations in the Independent category do not generally have an extensive budget for the OPSEC program, although they may have limited funds available for a specific purpose, such as training, travel, or purchasing prizes for awareness training.

Three non-monetary awards are presented annually in each of the two categories:

- Organizational Achievement Award
- Individual Achievement Award
- Multimedia Achievement Award

Organizational Achievement Award

The Organizational Achievement Award recognizes the Professional and the Independent organization that contributed the most to the advancement and practice of OPSEC in the government community for the previous fiscal year. Nominations will be judged on the following criteria:

- Evidence of organizational ability to identify and solve significant OPSEC problems, threats, or vulnerabilities;
- Creation or development of innovative programs for OPSEC training, education or awareness;
- Mission accomplishments and successes at the organizational level resulting from the application of OPSEC and/or development of a robust OPSEC program. Applied to the Professional candidate, this criteria may be for the Professional organization, or for a customer to whom the candidate provides support.

The nomination must be in narrative format (no bullets) and must be no more than three pages, single-spaced, Times New Roman font, 12 pitch. It must describe the specific accomplishments of the nominated organization, focusing solely on OPSEC achievements. In addition, an electronic copy of all paperwork and award write-up must be sent to ioss@radium.ncsc.mil. All packages not prepared in accordance with these instructions will be considered ineligible.

Individual Achievement Award

The Individual Achievement Award recognizes an outstanding U.S. Government employee's accomplishments during the preceding fiscal year. Professional individuals and Independent individuals are judged on the following three criteria:

- Evidence of individual ability to identify and solve significant OPSEC problems, threats, or vulnerabilities;
- Demonstration of outstanding leadership and knowledge in the application of OPSEC;
- Innovative and creative use of resources (e.g., personnel, fiscal, networking, or facilities) to successfully accomplish OPSEC-related goals and missions.

The nomination must be in narrative format (no bullets) and must be no more than three pages, single-spaced, Times New Roman font, 12 pitch. It must describe the specific accomplishments of the nominated individual, focusing solely on OPSEC achievements, as opposed to other, non-OPSEC security functions. In addition, an electronic copy of all paperwork and award write-up must be sent to the following email: ioss@radium.ncsc.mil. All packages not prepared in accordance with these instructions will be considered ineligible.

Multimedia Achievement Award

The Multimedia Achievement Award is given in recognition of outstanding multimedia accomplishments by U.S. Government organizations or employees during the preceding fiscal year. These awards are designed to stimulate the development and distribution of OPSEC-related education and awareness materials, and are judged on the following three criteria:

- Be original work created by U.S. Government organizations or employees, or include work created by U.S. Government contractors for which the U.S. Government has unlimited rights;
- Possess a valid OPSEC educational, training, or awareness theme or message;
- Demonstrate artistic value and visual impact.

The nomination narrative must be no more than two pages, single-spaced, Times New Roman font, 12 pitch, and describe the product, its use (e.g., training, awareness, etc.), benefits, and impact on the organization. A total of six copies (original and 5 copies) of the nominated material (e.g., poster, publication, DVD, CD) shall be included in the submission package. In addition, an electronic copy of all paperwork and award write-up must be sent to the following email: ioass@radium.ncsc.mil. All packages not prepared in accordance with these instructions will be considered ineligible.

For poster nominations, submit one original poster mounted on a foam board or equivalent no smaller than 8 ½" x 11" and no larger than 30" x 40". The 5 copies must be no smaller than 8 ½" x 11" and are not required to be mounted.

All multimedia nominations must include certification that the product either contains no copyrighted or trademarked material, or includes copyrighted or trademarked material to which the U.S. Government has unlimited rights (see certification form below).

SUBMISSION PROCESS

At the request of the Departments of the Army and Air Force, all nomination packages must be submitted through the Service's command-level OPSEC element rather than directly to the IOSS. All other nomination packages may be submitted directly to the IOSS.

Submit Applications to:

Department of Defense
ATTN: IE22, IOSS Awards Program Manager
9800 Savage Road, Suite 6722
Fort Meade, MD 20755

The call for National OPSEC Awards Program submissions is made annually in September for accomplishments made during that fiscal year. The call will be posted on the IOSS website and will be sent electronically to those on the most current IOSS mailing list. Award submissions are due at the IOSS **no later than December 15th**. If mailed, submission packages must be postmarked by December 1st. NOTE: **Submissions received after that date and incomplete packages will not be considered.**

Each submission package **must** contain the following:

- A completed awards submission form (sample provided).
- A one-page endorsement letter signed by the head of the submitting organization (samples provided).
- A nomination narrative as required by the award criteria (**please read criteria carefully**).
- A CD containing 30 to 40 digital photographs in JPEG format of the award nominees (individuals or organizations). Photos must be unclassified. "Action shots" are preferred. For winning submissions, these photos will be used in creating the awards video shown during the awards ceremony. CDs will not be returned to the submitter. The submitter must also include a certification (sample provided) that the U.S. Government has an unlimited rights license (e.g., copyright and trademark) to any third-party intellectual property contained on the CD.
- For Multimedia Achievement Award submissions:
 - Certification (sample provided) that the U.S. Government has an unlimited rights license to any third-party intellectual property (e.g., copyright and trademark) to any third-party intellectual property contained with the submission.
 - The original and five copies of the nominated product (e.g., DVD, CD, poster, etc.) as required by the award criteria.

In addition to the criteria for each award previously discussed, all nominations must follow the following guidelines.

- All written paperwork must be on 8 ½" x 11" paper, bound **only** with staples or paper clips, and without amplifying pictures, artwork, attachments, or cover pages.
- The submission narrative must address all award selection criteria.
- Unclassified narratives are preferred; however submissions up to the SECRET level will be accepted. Any classified submissions must be appropriately marked and the submitter must ensure that all classification markings are correct. The submitter is responsible for ensuring proper protection and handling of the classified submissions to the IOSS. **NOTE:** Under no circumstances will submissions above the SECRET level be accepted.
- Responsibility for prepublication review of any submitted materials rests with the submitter.

AWARDS PROGRAM MANAGEMENT

The IOSS Chief will appoint an Awards Program Manager from the IOSS staff who will receive all nominations, prepare packages for the Awards Board, Chair the Board and notify nominees of the Boards' decisions.

- Materials submitted for nomination will not be returned.
- The Awards Board will evaluate the submissions and select the winners.
- Decisions of the board, whose deliberations are independent and private, shall be final.
- All nominees and those who submitted nominations will be notified of the Board's decisions no later than 45 days prior to the annual National OPSEC Conference.
- The winners will be formally honored and their awards presented at the annual National OPSEC Conference.

For further information concerning the National OPSEC Awards Program, including eligibility and nomination procedures, please call the Awards Program Manager at (443) 479-4677 or send an email to ioss@radium.ncsc.mil.