



**DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT JACKSON  
2400 JACKSON BOULEVARD  
FORT JACKSON, SC 29207-5015**

AMIM-FJO-O (300a)

30 June 2023

**MEMORANDUM FOR United States Army Garrison (USAG) Fort Jackson and Fort Jackson  
Tenant Organizations**

**SUBJECT: United States Army Garrison Policy Memorandum #19 – Operations Security  
(OPSEC)**

**1. Reference:**

- a. Department of Defense Directive (DoDD) 5205.02E, Operations Security Program
- b. Department of Defense (DoD) OPSEC Program, 3 November 2008: Change 1, effective 26 April 2018
- c. Army Regulation (AR) 530-1, Operations Security
- d. Installation Management Command OPSEC Program, 2 August 2018
- e. U.S. Army Training and Doctrine Command OPSEC Plan 18-008, 23 May 2018

**2. Purpose.** To provide guidance to all Fort Jackson personnel and leaders on incorporating OPSEC practices and procedures into daily operations.

**3. Applicability.** This policy applies to all Department of the Army military (active and reserve component), DA Civilians, Civilian employees, Federal Contract personnel, and Contract support personnel employed at or assigned/attached to Fort Jackson, SC.

**4. Policy.** OPSEC is a vital element in protecting the Army's Soldiers, Families, infrastructure, assets, and missions. OPSEC measures and procedures will be integrated into the day-to-day operations of all Fort Jackson activities. OPSEC is everyone's responsibility and all will observe and enforce these practices and procedures. Every member must know unit Critical Information (CI) and apply the appropriate OPSEC measures as a continuous, disciplined habit. These practices and habits should also extend into our personal and Family lives. Whether we are on duty or off, we cannot afford to let our guard down.

**5. Responsibilities.** Fort Jackson Commanders, Activity Directors, and Commandants will maintain an OPSEC program, in accordance with attached references. All will comply with AR 530-1, Fort Jackson OPSEC policy and directives. Leaders at all levels are responsible for ensuring that OPSEC is synchronized with other command security programs to include Information Assurance (IA), Information Security (INFOSEC), Physical Security, and Antiterrorism/Force Protection (AT/FP). All personnel have a shared responsibility for enforcing and making on the spot corrections.

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6. Procedures.

a. Fort Jackson's Critical Information List (CIL) consists of Critical Information (CI) we have determined that our adversaries are likely to seek information about our organization's capabilities, activities, limitation, intentions and personnel. This CI must be protected from all adversaries that seek to exploit our vulnerabilities.

b. Encrypting, shredding, screening, securing, reviewing, controlling, obscuring and safeguarding are primary protective measures to protecting our Critical Information. Each organization is responsible for identifying CI and the protective measures within each organization.

c. Webmasters, Facebook Managers and OPSEC Officers will complete required social media training. Webmasters, Facebook Managers and OPSEC Officers will review all information prior to posting on the World Wide Web for CI. All social media and webpages must be reviewed by the appropriate approval process.

d. Commanders, Activity Directors, and Commandants will appoint an OPSEC Officer and comply with AR 530-1 and the appropriate OPSEC policy and directives.

e. OPSEC Officers will conduct OPSEC assessments and inspections of all subordinate units and sections as needed.

f. Drill Sergeants and Training Instructors will emphasize OPSEC measures during instruction and Field Training Exercises (FTXs). We will treat sensitive training data as actual mission data. Student desktop computers in classrooms will be cleared of Personal Identifiable Information (PII) and other sensitive information immediately after use.

g. Leaders and OPSEC Officers will ensure their Soldiers and Civilians complete OPSEC Level 1 training or annual refresher training within 30 days of arrival.

h. All personnel are to be fully knowledgeable of their OPSEC responsibilities and to comply with all applicable command policy and procedures from Army to Fort Jackson. Personnel who fail to protect our organization's critical information from unauthorized disclosure may be subject to administrative, disciplinary, contractual, or criminal action.

7. The proponent for periodic review of policy is the Fort Jackson OPSEC Manager at 803-751-2132.



TIMOTHY R. HICKMAN  
COL, AG  
Commanding