DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON – KWAJALEIN ATOLL
OPC 701 Box 2
APO AP 96555-9001

AMIM-KWG-ZA   12 August 2025

MEMORANDUM FOR All Military Personnel, Department of Defense (DOD) Civilians, Contractors and Family Members within the United States Army Garrison, Kwajalein (USAG-KA) Installations

SUBJECT: Policy Memorandum 17 - U.S. Army Garrison Kwajalein Atoll Operations Security Command Policy

1. REFERENCES:

   a.   Department of Defense (DoD) Directive 5205.02E, DoD Operations Security, (OPSEC) Program, 20 August 2020.

   b. DoD Manual 5205.02-M, DoD Operations Security (OPSEC) Program Manual, 29 October 2020.

   c. Army Regulation (AR) 25-2, Army Cybersecurity, 4 April 2019.

   d. AR 25-22, The Army Privacy Program, 30 September 2022.

   e. AR 25-55, The Department of the Army Freedom of Information Act Program, 19 October 2020.

   f. AR 360-1, The Army Public Affairs Program, 8 October 2020.

   g. AR 380-5, Army Information Security Program, 25 March 2022.

   h. AR 530-1, Operations Security, 26 September 2014.

2. PURPOSE. To establish policy and procedures for U.S. Army Garrison Kwajalein Atoll (USAG-KA) OPSEC program within our Area of Responsibility (AOR).

3. APPLICABILITY. This command policy applies to personnel assigned or attached to garrison functions in support of USAG-KA property and outlying areas.

4. POLICY. The USAG-KA OPSEC program will consist of awareness, training, planning, implementation, and assessment.

AMIM-KWG-ZA
SUBJECT: Policy Memorandum 17 - U.S. Army Garrison Kwajalein Atoll Operations
Security Command Policy

a. Increase Awareness. Employing a "total Army concept," the entire USAG-KA community must be personally aware of what OPSEC is and how it affects the mission. All active-duty military, Army Civilian Professionals (ACP), Family members, DoD contractors, and host nation employees must ensure that OPSEC is integrated into operational planning as well as community and Family activities.b. Mandatory OPSEC Level I training. All assigned and attached USAG-KA personnel (Military and DAC) will complete annual OPSEC Level I training within 30 days of their arrival in the Command, and on an annual basis thereafter. This training can be met attending the USAG-KA Newcomer's Brief, Initial Security Briefing and/or by completing online via https://www.cdse.edu/catalog/operations-security.html.

c. Sustain Command Emphasis. Leaders at all levels must create a positive environment for subordinates to integrate OPSEC into daily operations, provide the required training and ultimately enforce prescribed standards. We will ensure all OPSEC Officers are trained, ready, and capable of assuming and sustaining duties through the training program outlined in the USAG-KA OPSEC Program Plan in Enclosure (Encl) 1. The OPSEC Officers will implement quality training and guidance, establish a proactive OPSEC Working Group and open lines of communications to improve USAG-KA's defensive OPSEC posture.

d. Maintain OPSEC Proficiency. The USAG-KA OPSEC Program Manager will collaborate with Officers, and tenant unit/organizations to conduct collective periodic training, assessments, surveys, and reviews to ensure all assigned and attached personnel and tenant units/ organizations are conducting daily operations and activities in accordance with (IAW) this policy.

5. GENERAL. OPSEC denies adversaries information about friendly intentions and capabilities needed to accomplish our mission. The OPSEC awareness and implementation of the OPSEC process is crucial to this unit's success. While other security programs focus on protecting classified information, OPSEC focuses on eliminating, reducing, or concealing unclassified indicators that can compromise both classified information and critical information.

6. OPSEC PROGRAM FEATURES. The USAG-KA OPSEC Program will have the following features: An OPSEC Program Manager; a proactive and sustainable OPSEC Working Group Charter (Encl 2) with participation by tenant units and organizations; use of the five-step OPSEC process; individual awareness of this organization's Critical Information List (CIL) and OPSEC measures to protect it; and the coordination of OPSEC with other security programs. See USAG-KA CIL (Encl 3). OPSEC risks of CIL have been analyzed and produced the USAG-KA OPSEC Assessment (Encl 4).

AMIM-KWG-ZA
SUBJECT: Policy Memorandum 17 - U.S. Army Garrison Kwajalein Atoll Operations Security Command Policy

7. The proponent for this Command policy is the Directorate of Plans, Training, Mobilization and Security (DPTMS), USAG-KA at 808-580-3417.

8. This command policy will remain in effect until superseded or rescinded.

Encls (4)   MATTHEW J. CANNON
                                       COL, AR (FA40)
                                       Commanding

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