



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON OKINAWA  
UNIT 35114  
APO AP 96376-5114

COMMAND POLICY  
350-1

AMIM-JNO-O (100)

26 July 2021

MEMORANDUM FOR DISTRIBUTION

SUBJECT: U.S. Army Garrison (USAG) Okinawa Training Support Request Policy

1. REFERENCES:

- a. Army Doctrine Publication (ADP) 5-0, (The Operations Process).
- b. Field Manual (FM) 6-0, (Commander and Staff Organization and Operations).
- c. ADP 6-0 (Mission Command: Command and Control of Army Forces).
- d. ADP 7-0, (Training).

2. PURPOSE: The purpose of this policy is to establish procedures for utilizing areas controlled by USAG Okinawa for training or events.

3. APPLICABILITY: This policy applies to USAG Okinawa, tenant units, joint services, and non-governmental organizations.

4. GENERAL: Organizations requesting to utilize training areas controlled by USAG Okinawa for events other than training Mission Essential Task List (METL), will submit a Concept of Operation brief, Deliberate Risk Assessment, DD Form 2977, and a Training Support Request (TSR) outlining the 5Ws to Directorate of Plans, Trainings, Mobilizations, and Security (DPTMS) Not Later Than (NLT) 60 days prior to the event. Units conducting METL training should make every effort to abide by the 60-day suspense. However, those type training request will be evaluated on a case-by- case basis.

5. RESPONSIBILITIES:

a. DPTMS will review and staff requests through required garrison agencies for support. The Office of Primary Responsibility will coordinate support outside of USAG Okinawa.

b. Any request within 60 days prior to execution requires a justification to the USAG Okinawa Commander.

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- c. Directors will review the TSR to identify scheduling conflicts and are not an approving authority for the event.
- d. Directors will provide DPTMS in writing via email of any scheduling conflicts within 24hrs.
- e. DPTMS will update the Master Events Calendar and notify the requesting unit of the approved training request.
- f. DPTMS will coordinate with the requesting unit and garrison staff to resolve any conflicts.

6. CANCELLATIONS:

a. Cancellations must be reported to DPTMS, both verbally and via email, NLT 7 days prior to the event by calling at 315-652-4385. Email cancellations should be submitted to the DPTMS organizational mailbox at [usarmy.torii.usag.list.dptms@mail.mil](mailto:usarmy.torii.usag.list.dptms@mail.mil).

b. Units will conduct police call and return the area to its original state after use.

c. Keys, if required will be signed out the day prior to the event and must be return immediately upon completion.

d. USAG Okinawa is home to several endangered species of birds, turtles, etc., If any endangered species are present, your event may be cancelled or delayed without notice.

7. This command policy supersedes USAG Okinawa Command Policy 350-1, 7 July 2020 and will remain in effect until superseded or rescinded.

8. The point of contact for this memorandum is DPTMS Operations Specialist, at DSN: 315-652-4385.



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Commanding

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