



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

COMMAND POLICY
530-01

AMIM-JNO-O (530-1a2)

12 July 2021

MEMORANDUM FOR DISTRIBUTION

SUBJECT: U.S. Army Garrison (USAG) Okinawa Operations Security (OPSEC)
Command Policy

1. REFERENCES:

- a. Army Regulation (AR) 530-1 (Operations Security (OPSEC)).
- b. AR 25-2 (Information Assurance).
- c. AR 360-1 (Public Affairs Program).
- d. AR 380-5 (Department of the Army Information Security Program).
- e. U.S. Army Pacific OPSEC Standing Operating Procedures (SOP).
- f. U.S. Army Japan OPSEC SOP.

2. PURPOSE: To establish policy and procedures for the USAG Okinawa OPSEC Program.

3. APPLICABILITY: This policy applies to all personnel assigned or attached to USAG Okinawa. Every member is responsible for OPSEC and the protection of information. Everyone must believe in the OPSEC process as a way to maximize our potential for successful operation in the information age.

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

5. POLICY: The USAG Okinawa OPSEC program will consist of awareness, training, planning, implementation, and assessment.

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a. Increase Awareness. Employing a "total Army concept," the USAG Okinawa community must be aware of what OPSEC is, and how it affects the mission. All active duty military, Department of the Army Civilians (DAC) and Host Nation employees, family members, and Department of Defense contractors, must ensure OPSEC is integrated into operational planning as well as social media, community, and family activities.

b. Mandatory OPSEC Level I Training. All assigned and attached USAG Okinawa personnel (military, DAC and Host Nation employees) will complete OPSEC Level I Training within 30 days of their arrival in the command, and on an annual basis thereafter. The preferred method of training is face-to-face, but may be conducted online if face-to-face is not feasible.

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 OPSEC Program Managers, Officers, and Coordinators are trained, ready, and capable of assuming and sustaining duties (Enclosure 1). The group of trained OPSEC Managers, will implement quality training and guidance, establish a pro-active OPSEC Working Group, and open lines of communications in order to improve USAG Okinawa's defensive OPSEC posture.

d. Maintain OPSEC Proficiency. The USAG Okinawa OPSEC Program Manager will collaborate with Program Managers, Officers, and Coordinators of tenant units to conduct collective periodic training, assessments, surveys, and reviews to ensure assigned and attached personnel and tenant units/organizations are conducting daily operations and activities in accordance with this policy.

e. Information. To control the accidental release of unclassified information, USAG Okinawa will implement a 100% shred policy. Any document outlining procedures, activities, points of contact, or phone numbers, to include scrap pieces of paper with notes and/or phone numbers will be shredded.

6. OPSEC PROGRAM FEATURES: The USAG Okinawa OPSEC Program will have the following features: an OPSEC Program Manager; a pro-active and sustainable OPSEC Working Group with participation by tenant units and organizations; a dynamic installation-level OPSEC website; 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.

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7. This command policy supersedes USAG Okinawa Command Policy 530-1, 9 August 20019 and will remain in effect until superseded or rescinded.

8. The Point of Contact for this command policy is the USAG Okinawa, Directorate, Plans, Training, Mobilization, and Security, Operations Specialist at DSN (315) 652-4385.



RYAN S. GLADDING
LTC, PO
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