



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

**COMMAND POLICY**  
**600-8**

AMIM-JNO-GZA (600-8-6b2)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Personnel Accounting and Strength Reporting

1. REFERENCE: Army Regulation 600-8-6 (Personnel Accounting and Strength Reporting)
2. PURPOSE. To establish policy and assign responsibilities for accounting and reporting of U.S. Army Garrison (USAG) Okinawa workforce.
3. APPLICABILITY. This command policy applies to Military personnel, Department of Army Civilians, Local National employees, and contractor personnel, unless prohibited by contract, under the operational control of the USAG Okinawa.
4. General. For Commander USAG Okinawa to properly, and in a timely manner, promote the welfare of the workforce, and to support employees and leadership during times of crisis or serious circumstances.
5. POLICY.
  - a. Personnel accountability is a shared responsibility between the Commander, Director, Supervisor and the individual.
  - b. All USAG Okinawa workforce shall commence internal accountability activities immediately.
  - c. All USAG Okinawa workforce shall contact the supervisor by phone or email at the first available opportunity in the event of an unusual situation resulting in absenteeism.
6. RESPONSIBILITIES.
  - a. All Workforce: Report to your supervisor or director urgent serious situations, for example, hospitalization, arrest/incarceration, or situations dealing with COVID-19 infections.
  - b. Directors/Supervisors:

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(1) Shall immediately report personnel status that hospitalization, serious injury, Driving Under the Influence of alcohol, or drug incident of USAG Okinawa employee gets reported to Garrison Commander.

(2) Ensure all absences from the workplace are accurately reflected in the timekeeping system of record.

7. EFFECTIVE DATE. This policy is effective immediately.

8. The point of contact for this memorandum is Garrison Command Office at DSN (315) 652-5920.

RYAN S. GLADDING  
LTC, PO  
Commanding

DISTRIBUTION:

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