DEPARTMENT OF THE ARMY
SEVENTH U.S. ARMY JOINT MULTINATIONAL TRAINING COMMAND
UNIT 28130
APO AE 09114

AETT-GS-O 27 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Operations Security (Policy Letter 12)

1. References:

a. Army Regulation 380-10, Technology Transfer, Disclosure of Information and Contact with Foreign Representatives, 22 June 2005.

b. Army Regulation 380-5, Department of the Army Information Security Program, 29 September 2000.

c. Army Regulation 25-55, The Department of the Army Freedom of Information Act Program 1 November 1997.

d. Army Regulation 381-12, Threat Awareness and Reporting Program, 4 October 2010.

2. This policy establishes procedures for control of unclassified but sensitive information within the Joint Multinational Training Command (JMTC). Unclassified information is normally designated and marked as Proprietary Information, Privacy Act Information, For Official Use Only, and with Distribution Limitation Statements clearly require protection. However, the absence of these markings does not indicate that information is not sensitive. Any unclassified information may be sensitive and require protection from disclosure to unauthorized personnel.

a. Most unclassified information in the JMTC environment has no formal designation or label but may be sensitive in that it could disclose sensitive contingency planning and operations or deficiencies in our capabilities.

(1) During normal working hours, place sensitive information in an out-of-sight location such as within folders and file cabinets. Use FOUO cover sheets.

(2) At close of business store sensitive information to preclude unauthorized access. Locked rooms, file cabinets, or desks provide adequate after hours protection.

(3) Shred all sensitive information.

(4) Limit amount of information given out over the telephone. Avoid specifics unless they are necessary to the conversation.

(5) Immediately report any requests for information from other than official channels to your security manager. This includes written and telephonic requests. Never provide information to unofficial requesters without prior approval of the security manager.

(6) Use a secure telephone when discussing sensitive information and a secure facsimile when transmitting it. Use discretion before posting information to unclassified computer networks and transmitting unclassified information over electronic mail. Assume our computer networks are penetrated and our communications are intercepted.

b. In many cases, unclassified information may not be releasable to foreign governments or their representatives without formal approval. Do not assume that unclassified documents such as briefings, training procedures, or manuals can be released to non-NATO countries. When hosting official non-NATO visitors or traveling to non-NATO countries, disclosure of unclassified information is limited to oral presentations unless transfer of hard copy documents has been specifically authorized in writing. Contact your OPSEC Officer for guidance prior to hosting official non-NATO visitors or conducting official travel to non-NATO countries.

3. The JMTC point of contact for operations security is Mr. Lindstrom at 475-7950.

BRYAN L. RUDACILLE
Colonel, Infantry
Commanding

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