



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN
UNIT 45005
APO AP 96343-5005

APAJ-OPP

COMMAND POLICY MEMORANDUM 21-24

FOR SEE DISTRIBUTION

SUBJECT: Charter for United States Army Japan (USARJ) Protection Forums

1. Reference: AR 525-2 The Army Protection Program

2. Purpose:

a. To establish the USARJ Protection Executive Council (PEC), Protection Working Group (PWG) and Protection Threat Working Group (PTWG) in order to provide leadership guidance to the implementation of the Army Protection Program (APP) within the USARJ Area of Responsibility (AOR). The APP is the overarching management framework for synchronizing, prioritizing and coordinating protection policies and resources to manage risks relative to the safety and security of our soldiers, families, civilians, infrastructure, and information in today's dynamic threat environment. USARJ is committed to the protection of all its equities throughout its AOR by effectively allocating and aligning diminishing resources to reduce risk.

b. USARJ establishes the PEC, PWG, and PTWG as the governing bodies that serve as the forums and executive decision making entities to review and approve all protection related initiatives. This governance will provide the conduit to fuse intelligence, threat and vulnerability data and support the development of mitigating courses of action (COAs) to protect personnel, critical infrastructure, and mission capability from all-hazards. An "all-hazards" environment consists of all natural, technological, and human-caused threats or hazards, including terrorism, insider threat incidents or potential adversaries.

c. The PTWG, PWG and PEC will progressively address protection policy, issues and resourcing shortfalls across USARJ to the appropriate level for adjudication or resolution. They will provide the conduit for USARJ's leadership to prioritize protection efforts and risk mitigation measures.

3. Applicability:

a. Installation Applicability: This policy applies to all Army installations, facilities, activities, and operations within Japan, to include standalone facilities (SAFs), and

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Department of Defense (DOD) and non-DOD activities operating on USARJ installations as tenant activities.

b. Community Applicability: This policy applies to the Regular Army, the Army National Guard (ARNG)/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It applies to DOD Civilians, DOD and non-DOD families, DOD and non-DOD tenant activities, transient DOD and U.S. Government personnel, DOD contractors, visitors, and guests living, working, or transiting Army installations in Japan.

c. Operational Applicability: This policy applies to all actions within USARJ's AOR, including all of the internal efforts of mutually supporting APP functional elements and enabling functions. This policy applies to threats and hazards impacting or with the potential to impact an USARJ installation, supported missions, the protected population, or supporting critical and routine infrastructure.

4. Background: USARJ operates in a permissive, yet potentially hostile and uncertain environment, shaped by a complex array of manmade threats and naturally occurring threats and hazards. USARJ faces a growing number of potential adversaries with the ability to asymmetrically cripple vital force projection, warfighting, and sustainment capabilities by targeting critical Army resources that support operations in the Indo-Pacific Area of Operations. Additional challenges include catastrophic natural disasters and technological failures capable of producing high-impact second and third order effects that can disrupt USARJ missions in Japan. This charter and its functions will act as the overarching framework for synchronizing, prioritizing and coordinating USARJ protection policies and resources to manage risks relative to the safety and security of our soldiers, families, civilians, infrastructure, and information.

5. Key Roles Defined:

a. Army Service Component Commander / Senior Commander: The USARJ Commanding General (CG) is the Army Service Component Commander (ASCC) for United States Forces Japan (USFJ) and Senior Commander (SC) in Japan in accordance with (IAW) AR 600-20. The USARJ CG has the authority and responsibility to protect personnel, equipment and facilities within his/her AOR, and therefore has the ultimate responsibility and authority for the APP program within USARJ IAW with AR 525-2.

b. Garrison Commander: The Garrison Commander (GC) acts on behalf of the USARJ CG as the senior executive agent for installation protection activities, to include execution of APP functional elements. The GC is delegated the authority for ensuring the planning, coordination, and execution of APP within the context of installation protection IAW applicable regulatory and policy guidance.

c. Chair, Protection Executive Council:

(1) Provides senior leadership, guidance, and command intent regarding prioritization of Protection efforts to the PEC. The USARJ Deputy Commander serves as the Chair of the PEC and the Chief of Staff serves as the Alternate Chair. The USARJ G3 and the U.S. Army Garrison Japan (USAG Japan) Commander serve as the Deputy Chairs of the PEC.

(2) Ensures commands, agencies and directories provide appropriate support and membership personnel to the PEC, PWG and PTWG.

(3) Acts on behalf of the USARJ CG in regard to advocacy and authority for protection activities under the authority of the PEC.

(4) The PEC will be nested within the USARJ Governance process. When scheduled the PEC aligns with the Board of Directors. Board of Directors meetings with Protection related issues on the agenda inherently functions as a PEC.

d. Chair, Protection Working Group:

(1) Provides senior leadership, guidance, and command intent regarding prioritization of Protection efforts to the PWG. The USARJ G-3 and USAG Japan GC serve as the Co-Chairs of the PWG.

(2) Ensures commands, agencies and directories provide appropriate support and membership personnel to the PWG and PTWG.

(3) Acts on behalf of the USARJ CG in regard to advocacy and authority for protection activities under the authority of the PWG.

(4) The PWG will be nested within the USARJ Governance process. When scheduled the PWG aligns with the Steering Committee. Steering Committee meetings with Protection related issues on the agenda inherently functions as a PWG.

e. Chair, Protection Threat Working Group:

(1) Provides leadership, guidance, and command intent regarding prioritization of Protection efforts to the PTWG. The USARJ G-34 Chief of Protection serves as the Chair of the PTWG and the USARJ Deputy G-2 acts as executive agent for intelligence functions.

(2) Ensures commands, agencies and directories provide appropriate support and membership personnel to the PTWG.

(3) Acts on behalf of the USARJ CG in regard to advocacy and authority for protection activities under the authority of the PTWG.

6. Responsibilities:

a. Protection Executive Council:

(1) Serve as the Governance Steering Committee and decision-making level for planning, guiding, and executing USARJ Protection Programs on behalf of the USARJ CG. The PEC will take an All-Hazards approach which encompasses information and recommendations from all required working groups (PWG and PTWG) or as required sub working groups [Antiterrorism (AT); Computer Network Defense (CND); Counterintelligence (CI); Critical Infrastructure Risk Management Protection (CIRM); Continuity of Operations (COOP) Chemical, Biological, Radiological, Nuclear, and High Yield Explosives, (CBRNE); Emergency Management (EM); Insider Threat (InT); Physical Security (PS); Law Enforcement (LE); Operations Security (OPSEC); Fire and Emergency Services (F&ES); Counter-Small Unmanned Aerial Systems (C-sUAS); Health Protection (HP); and Non-Combatant Evacuation/Emergency Evacuation Program (NEO/EEP)].

(2) Address policy issues and provide an integrated forum for senior leader discussions and refinement of PWG recommendations to the USARJ CG for decision.

(3) Issue decisions on Protection Program guidance, policy, and standards.

(4) Provide direction to the PWG and make recommendations to the CG for decision in support of USARJ's Protection Program regarding mission essential tasks, risk decision packages, resource requirements, and priorities.

(5) Act upon recommendations of the PWG and PWTG.

(6) Make funding and resource allocation priority recommendations to the CG for decision in order to mitigate or eliminate vulnerabilities and decrease risk to missions and protected assets.

(7) Meet at least semi-annually.

b. Protection Working Group:

(1) Act as the Governance Working Group and enable the resolution of Protection issues affecting USARJ. The PWG will take an All-Hazards approach which encompasses information from the PTWG and as required sub-working groups.

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(2) Provide an integrated forum for the discussion, development and reporting of protection warfighting tasks IAW with Army Doctrinal Publication 3-37, Protection, and the non-warfighting protection fundamental elements outlined in AR 525-2, Army Protection Program, comprising USARJ's Protection Program.

(3) Facilitate the coordination of USARJ's Protection actions, plans, policies and procedures in order to mitigate or eliminate vulnerabilities and decrease risk to missions and protected assets.

(4) Direct the conduct of sub-working groups with appropriate staff directorates, and subject matter experts (SMEs), to develop necessary products for the development and execution of Protection Program requirements (i.e. vulnerability assessment teams, criticality assessments, protection related operational planning teams, threat working groups, capability assessments, etc.).

(5) Develop Protection Program guidance, policy, and standards for review and recommendation by the PWG and PEC, and for decision by the USARJ CG.

(6) Gather and consolidate required data in order to develop recommendations for the PWG and PEC in support of USARJ's Protection Program regarding mission essential tasks, risk decision packages, resource requirements, and priorities.

(7) Track funding and resource allocation and make priority recommendations to the PEC in order to mitigate or eliminate vulnerabilities and decrease risk to missions and protected assets.

(8) Develop and recommend USARJ Protection priorities IAW with the USARJ CG's guidance.

(9) Address policy issues and provide recommendations for senior leader discussions at the PEC.

(10) Conduct reviews of Protection Program actions, guidance, policy, and standards developed by required sub-working groups.

(11) Provide direction to the PTWG, all required sub-working groups make and recommendations to PEC in support of USARJ's Protection Program regarding mission essential tasks, risk decision packages, resource requirements, and priorities.

(12) Make funding and resource allocation priority recommendations to the PEC in order to mitigate or eliminate vulnerabilities and decrease risk to missions and protected assets.

(13) Act upon recommendations from the PWTG and required sub-working groups.

(14) Elevate issues and requests for assistance that cannot be solved at the PWG to the PEC.

(15) Meet at least quarterly. PWG related APP sub working groups (AT; CIRM; COOP; EM; PS; LE; OPSEC; F&ES; and HP) can be nested within any scheduled PWG as required.

c. Protection Threat Working Group:

(1) Develop, refine and update USARJ's Protection profile and All-Hazards Threat Assessment (AHTA) at least annually.

(2) Conduct development, assessment and reporting of protection warfighting tasks IAW with Army Doctrinal Publication 3-37, Protection, and the non-warfighting protection fundamental elements outlined in AR 525-2, Army Protection Program, comprising USARJ's Protection program.

(3) Coordinate and disseminate All-Hazards information, warnings, reports and summaries to PTWG member commands, agencies, directorates and supported community; assess probability and severity of a terrorist, insider threat and adversarial actions or attacks; develop and refine the Design Basis Threat (DBT); develop, review, and refine Protection related commander's critical information requirements (CCIRS) and priority information requirements (PIRs); support Vulnerability Assessments (VAs), Criticality Assessments (CAs), Threat Assessments (TAs), Risk Assessments (RAs), Special Event Vulnerability Assessments (SEVAs), and Special Event Risk Assessments (SERAs); develop and review USARJ Protection related policy, orders and directives.

(4) The PTWG will take an All-Hazards approach which encompasses information and recommendations relating to all APP functional elements, enabling elements and force protection warfighting functions IAW ADRP 1-03 Chapter 6.

(5) Develop and recommend USARJ Protection priorities to the PWG IAW the CG's guidance.

(6) Address policy issues and provide recommendations for senior leader discussions at the PWG and PEC.

(7) Develop Protection Program guidance, policy, and standards for review and recommendation by the PWG and PEC, and for decision by the CG.

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(8) Gather and consolidate required data in order to develop recommendations for the PWG and PEC in support of USARJ's Protection Program regarding mission essential tasks, risk decision packages, resource requirements, and priorities.

(9) Track funding and resource allocation and make priority recommendations to the PEC in order to mitigate or eliminate vulnerabilities and decrease risk to missions and protected assets.

(10) Develop and recommend USARJ Protection priorities IAW the USARJ CG's guidance.

(11) Conduct a comprehensive review of USARJ's Protection Program to evaluate effectiveness and adequacy. The focus of which should be to determine the command's ability to protect personnel, information, and critical resources by detecting or deterring attacks, and failing that, to protect by delaying or defending against threat attacks. Reviews should be conducted whenever there are significant changes in threat, vulnerabilities, or asset criticality. Reviews will focus on verifying compliance with directives, ensuring the program is effective, and on continuously improving the program.

(12) Elevate issues and requests for assistance that cannot be solved at the PTWG to the PWG.

(13) Meet at least monthly. PTWG related APP sub working groups (AT; CIRM; COOP; EM; PS; LE; OPSEC; F&ES; and HP) can be nested within any scheduled PTWG as required.

d. USARJ G-34 Protection:

(1) Act as the lead agent for the USARJ PTWG, PWG and PEC and provide necessary regulatory oversight and administrative support to the PTWG, PWG and PEC.

(2) Ensure PTWG, PWG and PEC regulatory compliance with the APP and associated program functional elements and enabling functions.

(3) Maintain rosters of all current PTWG, PWG and PEC membership. Ensure records, including minutes of PTWG, PWG and PEC meetings are drafted, staffed and approved. All records will be kept IAW AR 25-50.

(4) Coordinate with the USARJ Chief of Staff, USARJ G-3, and USAG Japan GC for scheduling and conduct of the PEC and PWG based on PTWG input. Ensure PECs and PWGs are scheduled at least 90 days prior to execution and provide the Chair with

an electronic invitation and agenda of items to be discussed. Within 10 days of the scheduled meeting provide a read ahead of the PEC or PWG presentation to the Chair.

(5) Ensure this charter is reviewed and approved annually.

e. USARJ G-2:

(1) Provide support to the PTWG, PWG and PEC specifically in providing intelligence on current threats to our forces, property and installations. Ensure intelligence, counterintelligence, and intelligence related activities are conducted in accordance with applicable U.S. law, Presidential Executive Orders, DOD directives and Army regulations.

(2) (U) Maintain a continuous capability to direct intelligence-related support to Force Protection (FP) missions and AT Programs. Oversee the Army's intelligence operational processes and intelligence cycle for information and intelligence concerning the international terrorist threat against Army elements within the AOR. Consolidate and disseminate time-sensitive information to affected commands within the provisions of applicable statutes and regulations. (Indications and Warning Intelligence)

f. USAG Japan: Provide as required administrative, operational and planning related support to the PTWG, PWG, and PEC, specifically related to the APP pillars of EM, AT, F&ES, LE, COOP and CIRM.

g. USARJ Staff Directorates, Direct Reporting Units, and Tenant Commands:

(1) Contribute personnel and expertise to the PEC, PWG, and PTWG as required.

(2) Ensure PWG and PTWG representatives thoroughly understand command, agency or directorate's mission, requirements, and issues as related to Protection (PWG and PTWG members may bring additional representative as advisors or SMEs as they may develop Protection related assessments for specific functional areas or missions).

(3) Ensure active participation and provide required inputs and outputs to protection related meetings, working groups, planning teams, assessments or exercises.

h. PEC, PWG and PTWG Members:

(1) Contribute personnel and expertise to the PEC, PWG, and PTWG as required.

(2) Ensure PWG and PTWG representatives thoroughly understand command, agency or directorate's mission, requirements, and issues as related to Protection (PWG and PTWG members may bring additional representative as advisors or SMEs as they may develop Protection related assessments for specific functional areas or missions).

(3) Ensure active participation and provide required inputs and outputs to protection related meetings, working groups, planning teams, assessments or exercises.

7. Membership:

a. PEC. Membership in the PEC will consist of the following:

- (1) USARJ Deputy Commander (Chair)
- (2) USARJ G-3 (Deputy Chair)
- (3) USAG Japan Commander (Deputy Chair)
- (4) USARJ G-34 Chief of Protection (PEC Action Officer)
- (5) 10th Support Group Executive Officer
- (6) I Corps (Forward) Executive Officer
- (7) US Army Aviation Battalion Japan Executive Officer
- (8) 78th Signal Battalion Executive Officer
- (9) U.S. Army Medical Department Activity-Japan (MEDDAC-J) Executive Officer
- (10) USAG Japan Deputy to the Garrison Commander
- (11) U.S. Army Garrison Okinawa (USAG Okinawa) Deputy to the Garrison Commander
- (12) USARJ G-2
- (13) USARJ G-3
- (14) USARJ G-4

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(15) USARJ G-5/9

(16) USARJ G-6

(17) USARJ G-8

(18) USARJ Public Affairs Officer

(19) USARJ Staff Judge Advocate

(20) USARJ Command Surgeon

(21) USARJ Reserve Affairs

(22) Other Commands, Agencies or Organizations as required.

b. PWG. Membership in the PWG shall consist of the following:

(1) USARJ G-3 (Co-Chair)

(2) USAG Japan GC (Co-Chair)

(3) USARJ G-34 Chief of Protection (Deputy Chair)

(4) USARJ G-34 Deputy Chief of Protection (PWG Action Officer)

(5) 10th Support Group Operations Officer

(6) I Corps (Forward) Operations Officer

(7) U.S. Army Aviation Battalion Japan Operations Officer

(8) Headquarters and Headquarters Company Commanding Officer

(9) 78th Signal Battalion Operations Officer

(10) MEDDAC-J Operations Officer

(11) USAG Japan, Director, Directorate of Plans, Training, Mobilization and Security (DPTMS)

(12) USAG Okinawa, Director, DPTMS

(13) USAG Japan, Director of Emergency Services (DES)

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- (14) USAG Okinawa, DES
- (15) USARJ Deputy G-2
- (16) USARJ G-33, Chief of Operations
- (17) USARJ G-35, Chief of Plans
- (18) USARJ G-37T, Chief of Training
- (19) USARJ G-37EX, Chief of Exercises
- (20) USARJ G-38, Chief of Force Management
- (21) USARJ Deputy G-4
- (22) USARJ Deputy G-5/9
- (23) USARJ Deputy G-6
- (24) USARJ Deputy G-8
- (25) USARJ Public Affairs Representative
- (26) USARJ Staff Judge Advocate Representative
- (27) USARJ Command Surgeon or Representative
- (28) USARJ Reserve Affairs Representative
- (29) Other Commands, Agencies or Organizations as required.

c. PTWG.

(1) Membership in the PTWG shall consist of all USARJ installations, facilities, activities, and operations within Japan, to include SAFs, and DOD and non-DOD activities operating on USARJ installations as tenant activities. Commander's, Officers in Charge and Directors will assign their PTWG representative in writing and provide a copy of that appointment memo to USARJ G34. (Antiterrorism Officers, Emergency Management Coordinators, Security Managers, or other Protection Program functional element or enabling function personnel already assigned in writing meets this requirement). Attendance by subordinate elements of USARJ installations, facilities, activities, and operations or DOD and non-DOD activities operating on USARJ installations as tenant activities will be made on a case by case basis.

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(2) Guests: USFJ, or other service personnel, Department of State, or Japan Self-Defense Forces/National Police personnel as deemed necessary can be invited to PTWG meetings as required by the Chair.

(3) All members are required to have and maintain at least a SECRET level security clearance; however, meetings may need to be held at a lower classification based upon clearance level of guests.

8. The action officer for this policy is the USARJ G-34 Chief of Protection, LTC Timothy A. Haeberle at timothy.a.haeberle.mil@army.mil or DSN 315-262-4018.

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