



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

22 DEC. 2016.

IMYN-ZA

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER # 42

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Unclassified Documentation "Shred-All Policy" Destruction

1. The proponent for this policy letter is Directorate of Plans, Training, Mobilization and Security (DPTMS).
2. This policy becomes effective immediately and will remain in effect until rescinded or superseded.
3. **REFERENCES:**
 - a. Department of Defense Directive (DoDD) 5205.02, Department of Defense (DoD) Operations Security (OPSEC) Program, 6 March 2006.
 - b. Army Regulation (AR) 380-5, Department of the Army (DA) Information Security Program, 29 September 2000.
 - c. AR 360-1, The Army Public Affairs Program, 25 May 2011.
 - d. AR 381-12, Threat Awareness and Reporting Program, 01 June 2016.
 - e. AR 530-1, Operations Security, 26 September 2014.
4. **PURPOSE:** To provide guidance on the destruction of paper documentation produced within USAG-Y facilities by Servicemembers, Appropriated and Non-Appropriated Fund Employees (U.S. and Korean), Contractors, and those who support garrison operations.
5. **APPLICABILITY:** This policy is applicable to all personnel assigned, attached, OPCON or in support of USAG-Y.

IMYN-ZA

SUBJECT: Unclassified Documentation "Shred-All Policy" Destruction

6. POLICY:

a. Shred, destroy or by other permanent destruction method that prohibits reconstruction of the document. All paper documentation includes, but is not limited to: 100% unclassified work-related documents produced or generated by USAG-Y employees, (i.e., Personally Identifiable Information (PII), For Official Use Only (FOUO), Sensitive But Unclassified (SBU), Critical Information List (CIL), Limited Official Use Information, Law Enforcement Sensitive DATA, Sensitive Information in accordance with (IAW) Computer Security Act of 1987, and technical documents). Authorized shredders for "Unclassified" material is the GSA Workplace/station Class I -Continuous Strip or Cross Cut model or higher security discipline standard produced after June 1986.

b. All documents which are no longer required for personal/operational purposes IAW the provisions of the Federal Records Act, 44 USC Chapter 21 and 33, as implemented by AR 25-400-2 or by higher classified destruction regulation means of DOD 5220.22-M, Chapter 5, Section 7 and/or NSA/CSS Specification 02-01 compliance will be destroyed. All USAG-Y Directorates (Leaders, Chiefs, and Managers) will ensure a 100% "shred as you go" standard or every Friday (last work day of the week) "close of business" (COB) close-out shredding day. All employees will comply with "SHRED ALL" prior to leaving their workstation. All Directorates will ensure their employees use the backward planning processes along with documenting their "Shred All Day" compliance on the SF 701 (Activity Security Checklist) form (posted within area) to ensure proper management of time so that overtime is not used to meet OPSEC standards.

c. USAG-Y personnel will shred all paper documentation including Post-it notes, email messages and/or other small/routine paper documents with any identifying OPSEC related information. Any misuse or unauthorized disclosure of operational related information could result in both criminal and civil penalties. No office paperwork will be simply balled-up and/or just thrown away without complying with this policy.

d. Military personnel who fail to comply with these orders, directives or policy guidelines could be subject to punitive actions/violations under Article 92 of the Uniform Code of Military Justice (UCMJ) or under other applicable disciplinary or administrative actions.

e. Civilian employee personnel not subject to UCMJ who fail to protect critical and/or sensitive information from unauthorized disclosures could be subject to administrative, disciplinary, contractual or criminal actions accordingly.

f. USAG-Y directorates without a shredder will plan, allocate, and purchase a minimal of one functional workplace shredder IAW 6.a. and b. above in order to meet

IMYN-ZA

SUBJECT: Unclassified Documentation "Shred-All Policy" Destruction

commander's intent within 90 workdays of DPTMS representative notification and/or internal self-assessment conducted by your designated section security representative. Please contact DES concerning bulk paper products disposal or commercial industrial shredding service authorized. DES/DPTMS Security/OPSEC Officer is also responsible for post access authorization requirements after following the regulatory steps (para 3 **REFERENCES** above) to ensure no work related documents identified IAW 6.a. and b. above are provided to commercial sources for destruction without an official Army security/OPSEC trained representative.

g. SBU, PII and FOUO spot checks of the USAG-Y areas of operation (AO) trash bins, garbage cans, recycling plants, etc. will periodically be conducted by 524th MI (upon official request) and by the USAG-Y DPTMS OPSEC trained personnel.

7. INDIVIDUAL DUTY: All persons subject to this policy will become familiar with this policy and comply with this guidance.

8. UNIT COMMANDER/DIRECTORATES RESPONSIBILITIES: HHC Commander, Directorate Chiefs and supervisors brief their personnel on this policy, as well as, posted policy on staff common area boards and near all shredders.

9. The point of contact for this policy memorandum is DPTMS, USAG-Y OPSEC Officer at DSN (315) 738-3418/7201.



J. SCOTT PETERSON
COL, CA
Commanding

DISTRIBUTION:
A