



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY
UNIT #15333
APO AP 96205-5333

09 OCT 2018

IMYN-ZA

UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER #41

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mandatory Shred-All Policy for Unclassified Documents

1. **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, Public Affairs, 25 June 2011.

d. AR 381-12, Threat Awareness and Reporting Program, 04 October 2010.

e. AR 530-1, Operations Security, 26 September 2014.

2. **PURPOSE:** To provide guidance on the destruction of printed material produced within USAG Yongsan - Casey facilities.

3. **APPLICABILITY:** This policy is applicable to all personnel assigned, attached, or in support of USAG Yongsan - Casey.

4. **GENERAL:** Adversaries are monitoring our activities, conversations, communications and even our trash to gain information that can be used against us. In order to make the process of using our trash more difficult, command policy requires all printed material received by, originating, or hand written by USAG Yongsan - Casey personnel is shredded. This will help prevent the unauthorized disclosure and/or reconstruction of any documents we use in our day to day business to the maximum extent possible.

5. **POLICY:**

a. Shred all unclassified documents which are no longer required for work related purposes. It is crucial that all documents containing Personally Identifiable Information (PII), For Official Use Only (FOUO), Sensitive but Unclassified (SBU), Critical Information List (CIL), Limited Official Use Information, technical documents, Law

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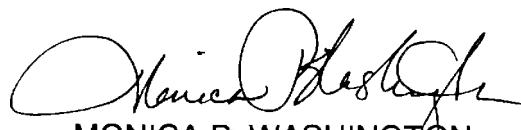
Enforcement Sensitive and Sensitive Information in accordance with the Computer Security Act of 1987 are destroyed when no longer needed. This includes all documents that are printed, copied or hand written. Documents may include, but are not limited to post-it notes, phone messages, hand written notes, printed and copied materials. To prevent unauthorized disclosure of this information, refrain from disposing this information in trash bins. Shredding of all unclassified printed material can be accomplished with any cross-cut or continuous strip shredder.

b. All USAG-Y leaders will enforce the 100% shred policy. USAG Yongsan -Casey directorates without a shredder will purchase one cross-cut or continuous strip shredder per directorate at a minimum. It is suggested that documents be "shredded as you go". Documents may also be shredded at the end of the day as part of the end of day checks. To ensure employees are shredding all documents, leaders are encouraged to conduct daily checks of trash bins to ensure no printed documents are present.

c. To ensure unclassified documents are shredded, the DPTMS Security Division and Military Police will periodically inspect trash bins, garbage cans, recycling plants, etc. to ensure all USAG Yongsan-Casey employees are adhering to the 100% Shred Policy.

d. Adherence to this policy ensures the adversaries must employ other means to obtain valuable yet unclassified information about our mission. Your cooperation ensures the hard work accomplished by the USAG Yongsan-Casey team in producing a variety of printed material will not be used against us.

6. The proponent for this policy is DPTMS, Security Office, 738-3418 (Yongsan) 730-3291 (Casey).



MONICA P. WASHINGTON
COL, LG
Commanding

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