



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228**

IMHM-PLS

1 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys and Area III Operations Security (OPSEC) Policy Letter #73, the Use of Commercial Shredding Services

1. The proponentcy for this policy is the Directorate of Plans, Training, Mobilization and Security.
2. This policy is effective immediately. It remains in effect until rescinded or superseded.
3. This policy letter applies to all U.S. military members, KATUSA Soldiers, contractors and civilian employees assigned to USAG Humphreys.
4. The above mentioned personnel are required to shred all documents. For documents that are bulky or too large for office shredders (maps, regulations, manuals, etc.) personnel are authorized to use commercial shredding services.
5. Managers must ensure their offices are utilizing a "shred as you go policy." Meaning, document shredding should occur on a daily basis. Offices will not accumulate documents over time for the sole purpose of using commercial shredding services at a later date.
6. When using a commercial shredding service, offices must provide an individual to monitor the destruction. The monitor must have 100% eyes on throughout the entire destruction process to ensure documents are actually destroyed and not being maintained by the service operator.
7. The use of commercial shredding service is only authorized for the destruction of unclassified documents, to include documents marked For Official Use Only (FOUO). See your security manager for procedures related to the destruction of classified documents/media.

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SUBJECT: United States Army Garrison Humphreys and Area III Operations Security (OPSEC) Policy Letter #73, OPSEC Responsibility

8. For further information, contact the USAG Humphreys OPSEC Program Manager at DSN 754-8166.



DARIN S. CONKRIGHT  
COL, SF  
Commanding

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