



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 # 74, 100-Percent Shredding of All Documents

1. The proponent 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 It remains in effect until rescinded or superseded.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. This includes, but is not limited to: operational documents, exercise plans, alert rosters, alpha rosters, itineraries, installation maps, and personal information containing your name, address, phone number, or credit card information.
5. If you shred absolutely everything, you remove doubt. We only need to think of the Enron scandal to remember that sporadic paper shredding can be misconstrued as suspicious. If you just use document destruction for certain files, it draws even more attention to it.
6. Sensitive information that is found in our trash dumpsters can provide an adversary with information that could potentially place our installation, Soldiers, employees and family members at risk. Intelligence collection and analysis is very much like assembling a picture puzzle. Intelligence collectors are fully aware of the importance of obtaining small bits of information (or "pieces" of a puzzle) from many sources and assembling them to form the overall picture. The goal of OPSEC, as a "countermeasures" program, is to deny an adversary pieces of the intelligence puzzle.
7. Offices that do not have shredders will need to coordinate with your supply office for purchase. Until such time that a shredder becomes available, coordination needs to be made to use a shredder at an alternate office or directorate.

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



DARIN S. CONKRIGHT  
COL, SF  
Commanding

Distribution:  
A & B