



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

IMYN-PLS

## UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 3-6

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Unclassified Documentation "Shred-All Policy" Destruction

1. The proponent for this policy letter is the 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 This policy becomes effective immediately and will remain in effect until rescinded or superseded.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 381-12, Threat Awareness and Reporting Program, 04 October 2010.
  - d. AR 360-1, Public Affairs, 25 June 2011.
  - 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.

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**6. POLICY:**

a. 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), Limited Official Use Information, Law Enforcement Sensitive, Sensitive Information in accordance with (IAW) Computer Security Act of 1987, and information contained in technical documents) must be shredded and/or destroyed prior to their disposal, and will be destroyed by shredding, burning or other permanent destruction method that prohibits reconstruction of the document. Authorized shredders for "Unclassified" material is a Class I-Continuous Strip or Cross Cut model produced after June 86.

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 classified destruction regulation means of DOD 5220.22-M, Chapter 5, Section 7, will be destroyed. All USAG-Y Directorates (Leaders, Chiefs, and Managers) will ensure a 100% "shred as you go" standard, or every Friday or last work day "close of business" (COB). "SHRED ALL" compliance will be applied/met for all employees prior to them leaving. The backward planning concept will be used 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 notes, messages and other small paper documents with any identifying information. Any misuse or unauthorized disclosure of operational related information could result in both criminal and civil penalties. No paper will be simply balled-up and/or just thrown away without being a no-compliance 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. Personnel not subject to the 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. For USAG-Y directorates without a shredder, management will purchase one in order to meet command intent so that at least one functional shredder is within each staff workplace. For concerns involving the disposal of bulk paper products, a commercial shredding service can be authorized provided regulatory steps (reference

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para 3.b. above) are taken to ensure that no work related documents identified are provided to commercial sources for destruction.

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 524<sup>th</sup> MI (upon official request) and by the USAG-Y OPSEC personnel.

7. **INDIVIDUAL DUTY:** All persons subject to this policy are charged with becoming familiar with this policy and complying with this guidance.

8. **UNIT COMMANDER/DIRECTORATES RESPONSIBILITIES:** The HHC Commander, Directorate Chiefs and supervisors are to ensure that their personnel are briefed on this policy and that this policy is posted on staff common area boards and at all shredders.

9. The point of contact for this policy memorandum is Mr. Enrique Ellin, USAG-Y OPSEC Officer at DSN (315) 738-3418/7201 or email at [Enrique.ellin.civ@mail.mil](mailto:Enrique.ellin.civ@mail.mil).



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