



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

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IMHM-PL

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #72, OPSEC Responsibility and 100-Percent Shred Policy

1. The proponent for this policy is the Directorate of Plans, Training, Mobilization and Security (DPTMS).
2. This policy is effective immediately and will remain in effect until rescinded or superseded.
3. Every member of USAG Humphreys is responsible for OPSEC and the protection of our mission. Our success requires your active involvement.
4. The threat is real! We are involved in an information war. Adversaries monitoring our activities, conversations, and communications use various tactics to gain information that can be used against us. We must constantly be aware of our actions, use secure voice phones (STE/VOIP) to the maximum extent possible, and cease "shop talk" in environments where individuals without the need to know might overhear.
5. OPSEC is our first line of defense against hostile intelligence collection efforts. These security measures are key means of preventing, detecting and subverting an adversary's indirect actions on our mission. OPSEC awareness and countermeasures must continue to evolve as our information operations and technology advance.
6. Everyone must believe in the OPSEC process as a way to maximize our potential for successful operation in the information age.
7. The USAG Humphreys OPSEC Program Manager will establish an OPSEC Working Group that will stay abreast of any changes within the OPSEC program to ensure the success of the program. However, the responsibility to support the USAG Humphreys OPSEC program rests with each individual assigned to this command.
8. USAG Humphreys maintains a 100-percent shred policy. This policies applies to every member of USAG Humphreys. 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.

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9. 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 from many sources and assembling them to form the overall picture. The goal of OPSEC, as a countermeasure program, is to deny an adversary pieces of the intelligence puzzle.

10. Offices that do not have shredders will need to coordinate with your supply office for purchase. Until such time that a shredder becomes available, the office must coordinate to use a shredder at an alternate office or directorate.

11. For documents that are bulky or too large for office shredders (maps, regulations, manuals, etc.) personnel are authorized to use commercial shredding services.

12. Managers must ensure their offices use a "shred as you go policy" (i.e., 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.

13. When using a commercial shredding service, offices must provide an individual to monitor the destruction. The monitor must have 100% monitoring throughout the entire destruction process to ensure documents are actually destroyed and not being maintained by the service operator.

14. 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.

15. For further information, contact the USAG Humphreys OPSEC Program Manager, at 753-6852.



JOSEPH C. HOLLAND
COL, AR
Commanding

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