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Security

CENTRAL DESTRUCTION FACILITY (CDF)

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This instruction implements AFD 31-4, *Information Security*. This instruction establishes procedures and responsibilities for management and use of the Central Destruction Facility (CDF) at Patrick Air Force Base and Cape Canaveral AFS. It provides scheduling information, instructions for operation, safety and security procedures to be followed. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*. This instruction applies to all personnel and activities having a requirement to utilize the CDF.

SUMMARY OF REVISIONS

This revision identifies location change of the Patrick AFB CDF to Bldg 722. It establishes location (adjacent to Hanger F) and assigns responsibility (Det 1, 45 MSG) of the Cape Canaveral AFS CDF. It updates office symbols and operating procedures; changes publication title to Central Destruction Facility (CDF). A bar (|) indicates a revision from the previous edition.

1. General. The CDF is the primary facility on Patrick AFB and Cape Canaveral AFS for the destruction of classified material. The Classified Destruction Machines (CDMs) located within the CDF will be used to destroy classified material, For Official Use Only (FOUO) and Privacy Act (PA) information in the form of paper products, computer punch cards, plastic ribbons, viewgraphs, etc.

2. Responsibilities. At Patrick AFB, the Records Management Office (45 SCS/SCAAB) will exercise overall responsibility of the CDF and is the final authority on the capability, scheduling and operation of the facility. At Cape Canaveral AFS, responsibility of the CDF is assigned to the Cape Commanders Office (Det 1, 45 MSG).

- 2.1. During the actual destruction operation, personnel utilizing the CDMs are responsible for precisely following the procedures provided without deviation. The potential for safety and security incidents when operating CDMs cannot be overemphasized.
- 2.2. Personnel utilizing the CDMs will follow the directions and guidance provided at all times. Personnel will be instructed and shown how to safely and properly use the CDMs.

3. Availability. The CDMs are available for destruction of material outlined in AFI 31-401, Information Security Program Management; DoD Regulation 5400.7/Air Force Supplement, DoD Freedom of Information Act Program; and AFI 33-332, Air Force Privacy Act Program, to organizations on an appointment basis Monday through Friday, 0800-1500. To schedule an appointment for the PAFB CDF contact 45 SCS/SCAAB at 4-6006. To schedule an appointment for the CCAFS CDF contact Det 1, 45 MSG at 3-5797

4. Operating Procedures.

- 4.1. 45 SCS/SCAAB and Det 1, 45 MSG personnel will:
 - 4.1.1. Supervise users of the CDF.
 - 4.1.2. Schedule appointments to ensure maximum usage and availability of the CDF.
 - 4.1.3. Publish notices periodically in the 45 SW Bulletin regarding location and availability of the CDF, and advising when CDMs are down for maintenance.
 - 4.1.4. Permanently post a copy of operating instructions, and any other security and safety procedures in a conspicuous location in the facility.
 - 4.1.5. Schedule regular preventive maintenance of the CDMs.
- 4.2. Using activities will:
 - 4.2.1. Ensure promptness for scheduled time of use.
 - 4.2.2. Prepare all materials for destruction prior to arrival at the CDF. This includes removing all binders, plastic, metal, clips, rubber bands, masking tape, etc., from material to be destroyed.
 - 4.2.3. Follow proper and safe operating procedures at all times to ensure:
 - 4.2.3.1. Adequate destruction of classified material.
 - 4.2.3.2. Proper care of the equipment.
 - 4.2.3.3. Safety of personnel.
 - 4.2.3.4. Adequate cleanup of the machines and area.
 - 4.2.3.5. Proper disposal of bags. Bags will be removed and placed in the dumpster by the user.
 - 4.2.4. Conduct a complete after-destruction security inspection of the CDMs and clean up facility area if needed.

5. Security Instructions. Classified material safeguards, accountability, and destruction procedures are prescribed in AFI 31-401. Users are responsible for the protection of their classified material at all times.

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