

**01 JUNE 2002**

**Operations**

**DESTRUCTION OF SENSITIVE BUT  
UNCLASSIFIED MATERIAL**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements the 919<sup>th</sup> Special Operations Wing (919 SOW) OPSEC Awareness Policy for Destruction of Sensitive But Unclassified Material (SBU) letter, dated 24 October 2001 and AFDPO 10-11, *Operations Security*. It applies to all units assigned to the 919 SOW. It outlines procedures for the destruction, through shredding, of paper materials containing SBU information, to include FOR OFFICIAL USE ONLY, Privacy Act, and information contained on wing and unit Critical Information Lists (CILs). This policy is being implemented in an attempt to minimize the unauthorized accessibility to SBU material in the 919 SOW. Forward recommended changes on an AF Form 847, **Recommendation for Change of Publication**, to the 919 SOW OPSEC Officer.

**1. Roles and Responsibilities:**

1.1. 919 SOW OPSEC Officer: Responsible to the 919 SOW Commander (CC) for implementation of this instruction and management of the program, to include any 919 SOW/CC established inspection procedures used to ensure individual groups/units are in compliance with this instruction.

1.2. 919 SOW Group/Unit Commanders are responsible for:

1.2.1. Implementing this instruction and recycling all recyclable products within their groups/units to include all paper products such as: office produced documents, newspapers, and shredded materials, etc.

1.2.2. Implementing 100 percent destruction policy for all documentation containing SBU information, through shredding. This includes: FOR OFFICIAL USE ONLY, Privacy Act, and information contained on wing, group and CILs. (Current CILs can be obtained from the wing, group or unit OPSEC Program Manager). The resulting shredded paper product should then be packaged for recycling.

1.2.3. Ensuring group/unit personnel are aware of and follow established shredding and recycling procedures.

1.2.4. Ensuring only authorized and properly marked shredding equipment is purchased, used, and that serviceability of shredders is maintained at all times.

1.2.5. Ensuring these instructions are implemented throughout each group/unit security program.

1.2.6. Implementing 919 SOW/CC established inspection procedures to ensure individual groups/units complies with this instruction.

1.3. Group/Unit OPSEC Program Managers (PM):

1.3.1. Responsible for the implementation and management of their group/unit's SBU destruction program.

1.3.2. Responsible for conducting any 919 SOW/CC established inspection procedures used to ensure compliance with this instruction. Findings of all inspections will be reported to the Wing OPSEC Officer as required.

1.4. Supervisors: Responsible for implementing and ensuring the commander's shredding and recycling policies are followed by assigned or attached personnel.

1.5. 919 SOW Personnel: Follow established shredding and recycling procedures outlined in this instruction.

**2. Procedures:**

2.1. Each commander is responsible for ensuring the policies in this instruction are adhered to and he/she may establish specific procedures used to implement their own internal shredding and recycling program.

2.2. At no time will any recyclable paper product or material containing SBU information be disposed of using a trash collection system.

2.3. All SBU material is shred into ¼ to ½-inch strips when no longer required then packaged for recycling. Crosscut shredders are authorized for SBU material if they meet or exceed the ¼ to ½ inch requirements.

2.4. All paper products not covered in item 2.3. will be disposed of using the recycling bins provided by the Base Recycling Program. (Example: newspapers, magazines, service flyers, etc.)

2.5. Effective 1 May 2002, it is essential that all offices be equipped with approved shredders for destroying SBU designating materials.

**3. Equipment:**

3.1. Units will procure ¼ to ½-inch, strip shredders. This will ensure that shredded material containing SBU information can no longer be read, but is still recyclable. **NOTE:** All shredders will be marked with the use of either the AACVA 31-19, *Not Authorized for Destruction of Classified Information*, or AACVA 31-20, *Authorized for Destruction of Classified*, as required.

3.2. For more information on approved strip shredders a list of GSA approved shredders can be found at the GSA web site <https://www.gsaadvantage.gov/cgi-bin/advwel>. Enter the word "shredder" in

the Keyword search block and the local zip code in the Shipping Zip block. For additional information contact the 919 SOW OPSEC Officer at ext 3-6622.

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Commander