



UNCLASSIFIED//FOR OFFICIAL USE ONLY

DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII
BUILDING 580 KOLEKOLE AVENUE
SCHOFIELD BARRACKS, HAWAII 96857-6000

REPLY TO
ATTENTION OF

APVG-G2-SSO

3 March 2017

MEMORANDUM FOR RECORD

SUBJECT: Destruction of Classified Material Procedures

COA 1: Subordinate BDEs, at a minimum, procure a classified shredder for use by the unit. Enclosure 1 is the NSA Evaluated Products List for High Security Crosscut paper shredders (also posted on the G2 Sharepoint) that meet or exceed the criteria for classified destruction as stated in AR 380-5. Enclosure 1 provides POCs for all listed shredders so units can complete the purchase process efficiently.

COA 2: If the unit intends to use bulk destruction equipment at Ft. Shafter, the unit will have to fill out Enclosure 2 (DA Form 3964: Classified Document Accountability Record) for all documentation intended to be destroyed so that proper accountability of all materials can be maintained. In addition, the unit will have to provide a detail of Soldiers (depending on bulk) to serve as couriers and to assist in the operation and clean-up of the destruction equipment as well as transportation to and from Ft. Shafter (must be GOV). SSO will provide personnel to assist and serve as witness for the destruction of materials as well as to maintain accountability of the process. Please call the SSO office to coordinate with USARHAW for the dates when you are ready to go down to Ft. Shafter.

NOTE: To minimize the accountability process, individual burn bags can be counted as one item as long as they are properly marked with the highest level classification on the exterior of the bag, and only classified materials are stored in them. This means no other types of trash (candy wrappers, plastic bottles, etc.) or garbage. Other types of media (CD/DVD, HDD, etc.) will need placed in separate burn bags, and accounted for by item and/or serial number on the DA Form 3964.

The POC for this action is the 25th ID Special Security Officer/Command Security Manager CW3 Evonne Stewart, at 808-655-0632 or usarmy.schofield.25-id.list.25th-g2-ssso@mail.mil.

Encl:
1 NSA-CSS
2 DA3964

//ORIGINAL SIGNED//
EVONNE STEWART
CW3, CI Tech
25ID Special Security Officer

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