

**BY ORDER OF THE COMMANDER
30TH SPACE WING**

30TH SPACE WING INSTRUCTION 31-411

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Security

BASE DESTRUCTION FACILITY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication extends guidance from Air Force Instruction (AFI) 31-401, *Information Security Program Management*. This instruction describes responsibilities, policies and procedures for using the Vandenberg Air Force Central Destruction Facility (CDF) located in Building 7423 to destroy classified and sensitive materials. Types of records media that are officially destroyed in the CDF are: paper, CD ROMs, DVDs, floppy disk, microfiche, laminates, transparencies, audio and videocassette tapes and typewriter ribbons. All tapes and ribbons must be completely removed from casings and unwound before actual destruction. Base Records Management (30 SCS/SCXPR) personnel will provide training and instructions for use of the destruction equipment. This instruction applies to all 30th Space Wing and subordinate units assigned or attached to Vandenberg AFB. Send comments and suggestions for this instruction on AF Form 847, *Recommendation for Change of Publication*, 30 SCS/SCQ, 867 Washington Ave, Ste 205, VAFB CA 93437-6120. Ensure that all records created as a result of the processes prescribed in this publication are maintained IAW AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://afrims.af.mil/afrims/rims.cfm>.

SUMMARY OF CHANGES

This instruction has been substantially revised and must be completely reviewed. The publication number has been changed to follow the correct series. This instruction has been revised to accommodate the new equipment gained in the facility and to delete the requirements for older equipment no longer housed in the CDF, user sign-in requirement and training on destruction equipment will be provided and documented (paragraph 1.1.2), CDF Manager does

not destroy materials for users (paragraph 1.1.3), orientation to the facility will include equipment training (paragraph 2.2), placement of equipment operating instructions to prevent misuse of equipment (paragraph 3), number of personnel required to destroy Top Secret material (paragraph 3.1.1), number of personnel required to destroy Secret or Confidential material (paragraph 3.1.3), ensure equipment operating instructions are followed (paragraph 3.1.4), shutdown procedures for various destruction machines (paragraph 3.2.1), cleaning items housed in the CDF (paragraph 3.2.2), safety equipment requirement (paragraph 4.1), DSC 500X Data Destroyer media flap safety (paragraph 4.4) and Attachment 2 is now Material to Paper Ratio. A margin bar indicates newly revised material.

1. Responsibilities:

1.1. Base Records Management (30 SCS/SCXPR):

1.1.1. Controls and manages the CDF in Bldg 7423.

1.1.2. The CDF Manager will ensure training and instruction for destruction equipment is provided when users sign out Bldg 7423 key. The CDF will also ensure the name and date trained on equipment is documented in the Base Records Management office.

1.1.3. The BDF Manager will ensure all users sign-in upon arrival.

1.1.4. The BDF Manager will ensure training and instruction for destruction equipment is provided during the orientation to the BDF and ensure the name and date trained on equipment is documented in the Base Records Management office.

1.1.5. (DELETED)

1.1.6. The BDF Manager does not destroy materials for users.

1.2. Users/Operators will:

1.2.1. Sign out Bldg 7423 key from CDF Manager (30 SCS/SCXSR) 606-4620, located in Bldg 12000

1.2.2. Comply with this instruction while operating the CDF.

1.2.3. Ensure the CDF is secure during equipment usage.

1.2.4. Immediately report equipment breakdown to the BDF Manager in person if the BDF Manager is unable to witness.

1.2.5. Immediately report equipment breakdown to the CDF Manager by calling 606-4260.

1.2.6. Bring back Bldg 7423 key to CDF Manager (30 SCS/SCXSR) 606-4620, located in Bldg 12000.

2. Policy:

2.1. **Equipment Failure:** In event of equipment breakdown, users must never abandon the area until all materials are completely cleared and the CDF Manager (30 SCS/SCXSR) 606-4620, Unit Security Manager (30 SCS/SCXSI) 605-2448 and the Base Information Protection Office (30 SW/IP) 606-4615 are officially notified and present. If equipment breaks down and/or a failure requires a trouble call to the equipment manufacturer and it is determined by the CDF Manager that it was caused by misuse or abuse, users can be held

financially liable for all costs of the repairs. Misuse is defined as use other than that prescribed in this instruction (refer to paragraph 3 , paragraph 4 and [Attachment 2](#)).

2.2. Operators Orientation: All personnel requesting use of the facility must first complete the Base Destruction Facility User Orientation in Building 7423 on the day of their appointment. During orientation, the BDF Manager will provide training and instruction on the use of requested destruction equipment.

2.3. Top Secret (TS) Material: If the machine becomes jammed while destroying TS material, users must provide an individual with the appropriate security clearance to monitor the clearing process. Users are responsible for providing and signing the AF Form 143, *Top Secret Register Page*. The BDF Manager is not required to sign the AF Form 143.

3. Facility Operating Procedures: The CDF Manager will ensure operating procedures for each machine are placed in plain view for each machine. Deviations from the equipment's operating procedures could result in misuse or abuse of the equipment.

3.1. Operating Equipment:

3.1.1. Two personnel with Top Secret access are required to operate the CDF equipment and to observe the destruction of Top Secret material.

3.1.2. One cleared person is required to destroy Secret or Confidential material.

3.1.3. Ensure equipment operating instructions are followed.

3.1.4. If the equipment trash bins become full during or after destruction, users must pull out the trash bag from the machine, and tie the bag and dispose of it in the dumpster outside which is adjacent to Bldg 7423. Users will ensure proper lifting procedures are used when transporting trash bags.

3.1.5. Put a new trash bag in the destruction bin. Double bagging is suggested when large volumes of data are destroyed.

3.1.6. If the equipment jams, do not attempt to fix the equipment by yourself.

3.1.7. Turn off the main power during any emergency and notify the CDF Manager.

3.2. Shutdown Procedures:

3.2.1. For the DSC 500X Data Destroyer only: After the last piece of media has dropped into the media flap, the user must wait 3 to 5 minutes before pushing down the red stop button to ensure all materials have been thoroughly destroyed. All other equipment can be turned off immediately after use.

3.2.2. Clean the area and all equipment that was used. The facility houses a vacuum, a broom and a dust pan to clean up fine particles of dust and paper produced by the destruction equipment.

3.2.3. Replace all equipment to its original location and put all cleaning supplies back in the metal cabinet.

3.2.4. Ensure no classified or sensitive materials are left in the CDF.

3.2.5. Turn off the light switch by the front entrance.

3.2.6. Lock the facility.

3.2.7. (DELETED)

4. Equipment Safeguard Items: Failure to observe the following instructions can cause personal injury or serious equipment damage:

- 4.1. Always follow safety and operating instructions provided by the CDF Manager while utilizing the destruction equipment.
- 4.2. Do not attempt to clear the equipment. Only the CDF Manager can clear the equipment.
- 4.3. Do not overfeed the equipment; establish a safe-feed rate by “feel” or sound of the cutting blades.
- 4.4. Do not look into the media flap while the DSC 500X Data Destroyer is running as the flap prevents small fractions of material from flying out of the machine and possibly injuring the user.

5. Adopted Forms.

AF Form 143, *Top Secret Register Page*

AF Form 847, *Recommendation for Change of Publication*

DAVID J. BUCK
Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 31-401, *Information Security Program Management*, 01 Nov 2005

AFMAN 33-363, *Management of Records*, 01 Mar 2008

Terms

Classified—Official information that has been determined to require, in the interests of national security, protection against unauthorized disclosure and which has been so designated.

Secret—With respect to classified matter, the condition that prevents unauthorized persons from having access to official information that is safeguarded in the interests of national security.

Top Secret—A category to which national security information and material is assigned to denote the degree of damage that unauthorized disclosure would cause to national defense or foreign relations of the United States and to denote the degree of protection required. There are three such categories. a. top secret--National security information or material that requires the highest degree of protection and the unauthorized disclosure of which could reasonably be expected to cause exceptionally grave damage to the national security. Examples of "exceptionally grave damage" include armed hostilities against the United States or its allies; disruption of foreign relations vitally affecting the national security; the compromise of vital national defense plans or complex cryptologic and communications intelligence systems; the revelation of sensitive intelligence operations; and the disclosure of scientific or technological developments vital to national security. b. secret--National security information or material that requires a substantial degree of protection and the unauthorized disclosure of which could reasonably be expected to cause serious damage to the national security. Examples of "serious damage" include disruption of foreign relations significantly affecting the national security; significant impairment of a program or policy directly related to the national security; revelation of significant military plans or intelligence operations; and compromise of significant scientific or technological developments relating to national security. c. confidential--National security information or material that requires protection and the unauthorized disclosure of which could reasonably be expected to cause damage to the national security.

Attachment 2**MATERIAL TO PAPER RATIOS**

A2.1. Laminates and Transparencies. Laminates and transparencies must be destroyed with paper to facilitate the cutting process. Too little paper will cause the blades to overheat and melt the plastic instead of cutting it. This will result in jams, unnecessary wear on the blades and could cause a fire.

Table A2.1. Table of Material to Paper Ratio.

Material	Paper Ratio
Paper	NA
Laminate	3:1
Transparencies	3:1
Typewriter Ribbons	4:1
Tapes	4:1

A2.2. Fastening Devices. All fastening devices must be removed (i.e., paper clips, staples, fasteners, screw posts, etc.) to prevent chipping of the blades.