

**BY ORDER OF THE COMMANDER  
2D BOMB WING**



**BARKSDALE AIR FORCE BASE  
INSTRUCTION 33-109**

**5 NOVEMBER 2010**

***Communications and Information***

**CLASSIFIED MATERIAL CENTRAL  
DESTRUCTION FACILITY (CDF)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**ACCESSIBILITY:** This publication is available digitally.

**RELEASABILITY:** There are no releasability restrictions on this publication.

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OPR: 2 CS/SCOK

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(Maj Marc J. Packler)

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This instruction extends guidance from Air Force Instruction 31-401, Information Security Program Management. It outlines procedures for all users of the Barksdale Air Force Base Central Destruction Facility (CDF) to follow when destroying classified and unclassified material. It applies to all agencies having a need to destroy classified and unclassified material at the CDF. It provides guidance regarding CDF availability, procedures for operation, security procedures, and safety precautions. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Contact supporting records managers as required. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, Recommendation for Change of Publication.

**1. General.** The CDF disintegrator is approved and will be used to destroy classified material, For Official Use Only (FOUO), and Privacy Act information. The CDF is located in building 4946.

**2. Key Control.** The Base Records Manager (BRM) exercises control of the keys to the CDF. Personnel having a need to destroy material at the CDF must contact their unit shredder POCs to schedule an appointment with the BRM by contacting the 2 CS/SCOK offices at 456-2682 or 456-2211. A representative from the BRM office will meet personnel at the scheduled time at building 4946 to open the facility.

**3. Availability.** The CDF will be available Monday-Thursday, between the hours of 0800 and 1500 using the following schedule:

- (1) Monday – MDG and 2 BW Staff
- (2) Tuesday – Base Populace and MSG
- (3) Wednesday – MXG
- (4) Thursday – OG.

\* Units will coordinate additional usage with Base Records Management via OPSEC unit coordinators and shredder POCs.\*

#### **4. Responsibilities.**

##### 4.1. Users will:

- 4.1.1. Prepare all materials for destruction prior to arrival at the CDF. This includes removing all binder clips, paper clips, fasteners, plastic, and common staples etc., from material to be destroyed.
- 4.1.2. Retain responsibility for proper packaging, certification, transportation, control, and safeguarding of classified material from their work center to the CDF until destruction is complete.
- 4.1.3. Conduct a security inspection of equipment to ensure all material was properly destroyed.
- 4.1.4. Comply with the operating instructions printed on the posted visual aid.
- 4.1.5. Avoid overloading the shredder by not feeding documents at a rate in excess of the shredder's capacity. This disintegrator will destroy up to approximately 100 sheets of paper per load (1/4 inch).
- 4.1.6. Contact the 2 CS/SCOK office at 456-2682 or 456-2211 immediately in the event that any shredder maintenance issues arise during use.
- 4.1.7. Ensure that the shredder and surrounding areas are cleaned and all waste is removed prior to departing the CDF.

##### 4.2. 2 CS/SCOK will:

- 4.2.1. Retain key control for the CDF.
- 4.2.2. Maintain a log on all users of the CDF.
- 4.2.3. Will contact the base recycling center representative at extension 573-4485/573-4487 to have the refuse bags emptied from the dumpster located outside of the building.
- 4.2.4. Ensure that the users conduct a security inspection of the equipment to verify that all material was properly destroyed.
- 4.2.5. Ensure that only trained personnel are given access to the CDF.

#### **5. Security.**

5.1. Users must protect and safeguard their classified material. The BRM and facility monitors will report security violations to the user's unit security manager and Security Forces Information Security. Classified material packaging, transporting, safeguards, accountability and destruction procedures are prescribed in DoD 5200.1R.

5.2. The BRM and facility monitors assume no responsibility for the security of classified material other than to report through proper channels any security violations noted.

**6. Emergency Procedures.** In the event of an evacuation, power failure, or an emergency during the destruction of classified material, users will:

- 6.1. **Not risk** injury or loss of life to secure classified material.
- 6.2. Properly secure all classified material not destroyed until the emergency is terminated or take action to secure it in an approved security container for transport.
- 6.3. Properly shut-down (if power is not out) and unplug machines.
- 6.4. Close and lock the CDF and evacuate the building.
- 6.5. Return to the CDF to complete disposal of classified material once the area has been declared safe to enter.

**7. Safety.** Due to the potentially hazardous effects of the equipment, all users will follow the following safety precautions:

- 7.1. Do not wear loose clothing, jewelry, ID lanyards, or other articles that could get caught in or on the equipment.
- 7.2. NEVER allow horseplay in the CDF. The shredder could injure or maim a person if any body part comes in contact with the machinery while it is operating.
- 7.3. NEVER reach into the machine while it is operating. The shredder could injure or maim a person if any body part comes in contact with the machinery while it is operating.
- 7.4. Do not load any unauthorized materials in the machine.
- 7.5. All users must wear ear protection whenever the shredder is in operation.
- 7.6. Once the Command Post declares a black flag, all shredder appointments will be cancelled.

STEVEN L. BASHAM, Colonel, USAF  
Commander

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

DOD 5200.1R, *DOD Information Security Program*, January 1997

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 31-401, *Information Security Program Management*, 1 November 2005