

**BY ORDER OF THE COMMANDER
SIXTEENTH AIR FORCE (ACC)**

**SIXTEENTH AIR FORCE
INSTRUCTION 16-1401**



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Operation Support

***DISINTEGRATION AND
DESTRUCTION OF CLASSIFIED
MATERIAL AND MEDIA DEGAUSSING***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 16-14, *Security Enterprise Governance*. It provides guidance for the destruction of classified and sensitive unclassified material. AF SAP information is not authorized to be destroyed in the DDS Facility. Guidance for the destruction of SAP information can be provided by ACC/A58Z. It also provides guidelines for the data removal from magnetic storage devices (i.e., hard drives and magnetic tapes utilizing the EMP 1000 Degausser prior to turn-in to the Defense Reutilization and Marketing Organization (DRMO) or local government recycling center; and compact discs (CD) utilizing the Security Engineered Machinery (SEM) Model-2). It applies to all internal and external customers of the Sixteenth Air Force (16 AF) Document Disintegration System (DDS) facility, building 2000, to include, but not limited to 16 AF staff offices, collocated units, tenant units, and 16 AF subordinate units in the San Antonio area, and 16 AF-gained Air National Guard and Air Force Reserve units. This instruction immediately applies to any 16 AF activities that operates or will operate a DDS facility or employ the use of degaussing and declassifying equipment. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all direct supplements must be routed through the OPR prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (e.g., T-0, or T-3) number following the compliance statement. Requests for waivers must be submitted through chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Maintain records created

as a result of the processes prescribed in this publication in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Contact your supporting Records Manager as required. This publication does not generate information collection and reports as outlined in AFI 33-324, *The Air Force Information Collections and Reports Management Program*.

Chapter 1

1. DISINTEGRATION RESPONSIBILITIES.

1.1. Headquarters 16 AF/A6X DDS will:

- 1.1.1. Supervise all DDS operations.
- 1.1.2. Inspect DDS operations to ensure compliance with governing directives.
- 1.1.3. Advise using agency chiefs when their activities violate procedures, so corrective action can be taken.
- 1.1.4. Ensure that a user education program is in effect.

1.2. Users will:

1.2.1. Ensure that only paper products are placed in bags with an affixed 16 AF Form 107, *Paper Waste Bag label* and plastic products are placed in bags with an affixed 16 AF Form 108, *Plastic Waste Bag label*.

1.2.1.1. Place only the internal magnetic media in the "PLASTIC" DDS bags (media is removed from the casing, placed in DDS bag and the outer casing is discarded as regular trash). Security classification markings must be removed from the casings prior to being discarded as regular trash. Users must hand-carry plastic waste to the DDS facility and give to DDS personnel (do not use the chutes for plastic material).

1.2.2. Remove all metal objects (i.e., fasteners, clips, staples, etc.) before placing material in bags identified for the DDS facility.

1.2.3. Verify that objects such as staplers, staple removers, scissors, keys, letter openers, etc., have not been inadvertently placed inside of the bag. Use other designated facilities for disposal of office trash. The DDS is not a general refuse facility.

1.2.4. Prepare an AF Form 310, *Document Receipt and Certificate of Destruction*; AF Form 143, *Top Secret Register Page*, or AF Form 1565, *Entry, Receipt and Destruction Certificate*; if required before putting material in bags destined for the DDS. In item 10, AF Form 310, select "*committed to central destruction facility on*" for material being destroyed by the DDS staff. Certifying and witnessing officials are not required to be present when their material is destroyed. DDS personnel do not provide receipts for classified material delivered for disintegration.

1.2.5. Use the drop chutes, located on second and third floors, for lightweight "PAPER ONLY" bags. Do not drop heavy or bulky bags into the chute because the bags may burst on impact and create an additional, unnecessary workload. Do not use the chutes to drop "PLASTIC ONLY" bags; hand carry "PLASTIC ONLY" bags to the DDS facility.

1.2.6. Deliver special project material to the DDS by appointment only. Call the DDS operators at Comm. 210-977-2610 (DSN 969) if this material requires additional disintegration service.

1.2.7. Ensure section supervisors take the necessary corrective action, to include disciplinary actions (if needed), to prevent unauthorized material from being placed in DDS bags. This

action ensures the safety of DDS personnel and provides a trouble-free operation of the DDS facility.

1.2.8. Organizations located outside buildings 2000 and 2007 will deliver their classified/sensitive waste, paper and plastic products to the DDS by the most appropriate means. Classified DDS bags must be transported in a covered vehicle by an authorized courier.

1.2.9. Label all bags destined for the DDS facility using the 16 AF Form 107 or 16 AF Form 108, whichever is applicable.

1.2.10. Do not leave DDS bags unattended in the hall by the chutes or DDS facility. Secure your DDS bags until properly transferred to the DDS facility or placed in the chutes. You can phone the Print Plant for assistance Comm. 210-977-4893 (DSN 969).

1.2.11. Communications Security (COMSEC) custodians must remain with their material to adhere to COMSEC material destruction requirements.

Chapter 2

2. DEGAUSSING RESPONSIBILITIES.

2.1. Document Destruction Systems will:

2.1.1. Provide degaussing equipment capability for the Information System Security Officer (ISSO), the Information System Security Manager (ISSM) and Equipment Custodian (EC) as customers of the DDS.

2.1.2. Provide access to the degausser and document training/instructions on how to degauss hard drives.

2.2. The ISSM/ISSOs, EC.

2.2.1. May be accompanied by the ISSM/ISSO and/or the Information Technology Asset Management EC for the account of the equipment being sanitized to assist in the degaussing process. This will ensure strict custody of the material at all times.

2.2.2. Will contact the DDS, Comm. 210-977-2610 (DSN 969) to make an appointment to degauss magnetic storage media. The ISSM/ISSOs, ECs will transport only hard drives that can be degaussed by the EMP 1000 Degausser as indicated on the annual National Security Agency (NSA) Product Listing. Remove the metal shielding or mounting bracket material, which may interfere with magnetic fields, from the hard drives. Do not remove the platters from the hard drives. (T-3)

2.2.3. Will transport media for degaussing on Monday – Friday. DDS personnel will allow ISSM/ISSO, EC's transporting material for degaussing access to the EMP 1000 Degausser. (T-3)

2.3. DDS Operators will:

2.3.1. Follow existing directives and operating instructions for the operation and maintenance of the DDS facility.

2.3.2. Accept material according to established procedures.

2.3.3. Segregate, store, and destroy the material according to applicable security directives.

2.3.4. Provide training on the use of the EMP 1000 Degausser to each ISSM/ISSO or EC as required.

2.3.5. Notify Document Disintegration Section Chief when unauthorized materials are discovered in classified waste bags. The Document Disintegration Section Chief will have the prerogative to inform higher echelon personnel of any negative trends that might jeopardize the safety of DDS personnel or cause damage to the equipment.

2.3.6. Separate the microfiche for central shipping to the NSA.

2.3.7. Take apart and ship to NSA for disposal magnetic tapes that do not fit into the cavity of the degausser or the EMP 1000 Degausser.

2.3.8. Personnel will offer degaussing and destruction services to customers on a case-by-case basis. DDS operators will accept hard drives from customers and will degauss and destroy hard drives using prescribed methods.

Chapter 3

3. PROCEDURES FOR THE ISSM/ISSO.

3.1. CD/Digital Video Disc (DVD).

- 3.1.1. Place CDs and DVDs into destruction bags with 16 AF Form 108 identifying them as "PLASTIC" waste prior to delivering to the DDS facility.
- 3.1.2. Hand deliver plastic waste bags to DDS personnel (do not use the chutes).
- 3.1.3. Do not place any other type of material in plastic waste bags. DDS personnel will properly dispose of contents.

3.2. Hard Drives.

- 3.2.1. Remove and discard all steel shielding materials from the hard drives (i.e., cabinets, casings, and mounting brackets) prior to degaussing. Platters and plastic need not be removed for degaussing.
- 3.2.2. Remove the platter for degaussing in the rare event that the need arise to degauss drives larger than 3.5 inches (from a very old computer). The degausser will only degauss hard drives 3.5 inches or smaller.
- 3.2.3. The individual(s) degaussing will count and document the total weight of the hard drive prior to placing in degausser.
- 3.2.4. Remove any classified material and review at least one percent of total sanitized hard drives for media as a representative sampling.

3.3. Magnetic Tapes. Magnetic tapes will be sent to NSA for disposal.

3.4. Computer/Printer Memory Chips/Memory Sticks . All computer/printer memory chips must be transported to the DDS in a properly labeled classified container or bag for return to NSA for destruction, as required.

3.5. Circuit Boards . Classified circuit boards will be returned to NSA for destruction by the 16 AF/A6X.

DAVID M. GAEDECKE, Brigadier General, USAF
Vice Commander

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

AFPD 16-14, *Security Enterprise Governance*, 30 December 2019

AFPD 33-3, *Information Management*, 7 September 2011

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

Prescribed Forms

16 AF Form 107, *Paper Waste Bag Label*

16 AF Form 108, *Plastic Waste Bag Label*

Adopted Forms

AF Form 143, *Top Secret Register Page*

AF Form 310, *Document Receipt and Certificate of Destruction*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1565, *Entry, Receipt and Destruction Certificate*

Abbreviations and Acronyms

16 AF—Sixteenth Air Force

AFPD—Air Force Policy Directive

AFI—*Air Force Instruction*

AFRIMS—Air Force Records Information Management System

AFMAN—Air Force Manual

CD—Compact Disc

COMSEC—Communications Security

DDS—Document Disintegration System

DRMO—Defense Reutilization and Marketing Organization

DVD—Digital Video Disc

EC—Equipment Custodian

HD—High Density

IAW—In Accordance With

ISSM—Information System Security Manager

ISSO—Information System Security Officer

JCS—Joint Chief of Staff

NATO—North Atlantic Treaty Organization

NSA—National Security Agency

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

ROM—Read Only Memory

SAP/SAR—Special Access Programs/Required

SCI—Sensitive Compartmented Information

SEM—Security Engineered Machinery

AFRIMS—Air Force Records Information Management System

SPECAT—Special Category

SOIP-ESI—Single Integrated Operational Plan – Extremely Sensitive Information

Terms

Classified Waste Drop Chutes—The chutes transport classified material bags directly to the DDS. They are located in building 2000, Suites 251B and 339, next to the elevator entrances on the second and third floors, respectively. The chutes are open from 0700 to 1530, Monday through Friday. However, the DDS operates from 0700 to 1600, Monday, Tuesday, Thursday, and Friday, and accepts material for disintegration on these days until 1600. On Wednesday, the DDS closes at 1200 for general maintenance and training and suspends all services to the customer until 0700 Thursday.

Degaussing and Declassifying Magnetic Storage Devices—The process for the data removal from magnetic storage devices (i.e., hard drives, CD-ROMs, DVDs, and magnetic tapes) utilizing the EMP 1000 Degausser prior to turn in of eligible items to the DRMO or destruction using SEM Model 0300.

Document Disintegration System—The DDS, operated by the 16 AF/A6X, executes the destruction of classified and unclassified material. The DDS facility is located in building 2000 (Ardisana Hall), Suites 139 A/B/C. The DDS is responsible for the destruction of all classified and unclassified waste originating at 16 AF activities in the San Antonio metropolitan area. The DDS also executes the destruction of classified and unclassified material waste for other United States government agencies in the surrounding area. DDS personnel operate an industrial type pulper, ensuring proper destruction of sensitive, classified and unclassified, material according to NSA standards and federal law.

Paper Waste—Material (classified and unclassified) in paper form placed in the appropriately marked DDS bag identified for disintegration by mechanical means. All administrative paper products such as working papers, notes, etcetera, located in open storage areas, SCI – working areas or facilities will be protected and destroyed as classified waste.

Plastic Waste—Material (classified and unclassified) in plastic form (i.e., CDs, DVDs, floppy disk magnetic media, typewriter ribbons, cassette tapes, etc.), identified for disintegration by mechanical means.

Special Project Material—Collateral material requiring special handling such as North Atlantic Treaty Organization (NATO); Special Category (SPECAT); Special Access Programs/Required (SAP/SAR); Single Integrated Operational Plan – Extremely Sensitive Information (SIOP-ESI); and collateral Top Secret. When certifying and witnessing officials are required to destroy special project material, the officials must hand-carry the material to the DDS.