



# Destruction Facility Scheduling Request Form

Location: Building 3152B located at the corner of Collier Avenue and 3rd Division Drive

## Unit Security Manager Requesting Appointment

Security Manager Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Rank: \_\_\_\_\_ Unit: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Information Authorized for Shred Services

The installation Destruction Facilities (IDF) primary mission is to destroy bulk Classified material. As a courtesy the IDF will assist with the destruction of sensitive information such as For Official Use Only (FOUO) and Personally Identifiable Information (PII).

**Classified Information:** Top Secret/SCI, Secret and Confidential Information

**PII:** Information about an individual that identifies, links, relates, or is unique to, or describes him or her (e.g., a social security number; age; military rank; civilian grade; marital status; race; salary; home or office phone numbers; other demographic, biometric, personnel, medical, and financial information, information which can be used to distinguish or trace an individual's identity, such as; mother's maiden name; including any other personal information which is linked or linkable to a specified individual.

**FOUO:** Information that pertains solely to the internal rules and practices of the agency. Intra-agency memoranda which are deliberative in nature, internal documents which are part of the decision making process and contain subjective evaluations, opinions and recommendations. Records or information compiled for law enforcement purposes. These documents are to be marked FOUO.

**APPOINTMENT INFORMATION:** *All appointments are requested through the S2 Unit Security Manager.* Please select the type of information and how many boxes per type of information is being requested for destruction. We estimate the amount in "**Printer Paper Size Boxes**" to identify the amount of time it will take to conduct the appointment. For Example, (5) boxes of Classified information takes more time to process than (5) boxes of FOUO/PII. We have (2) Large Disintegrators for shredding. One is for FOUO/PII only and the other is for all Classified information. Because the disintegrators must be separate, due to different shred standard, appointments with Classified Information will require increased time due to shred process taking longer. *Classified will be separated from FOUO/PII during appointments, if a unit is requesting an appointment for both types of information.*

**Max of (10) Printer Paper Size Boxes per Appointment**

*3-5 boxes of Secret and 3-5 boxes of FOUO = 10 Total Boxes Estimate*

<b>Classified Information:</b>	Top Secret/SCI	Secret	Confidential	
<b>Amount:</b>	2-4 Boxes	4-6 Boxes	7-10 Boxes	Maps/Overlays Amount: _____

<b>Unclassified:</b>	PII	FOUO	Technical Manuals	Field Manuals	Maps/Overlays
<b>Amount:</b>	2-4 Boxes	4-6 Boxes	7-10 Boxes	Maps/Overlays Amount: _____	

**Hours of Operation:** Monday thru Friday from 09:00 to 16:00, Closed for Lunch 11:30-13:00

**User Agreements:** All Personnel attending appointments shall execute the User Agreement and forward with the Scheduling Request Form to the Destruction Facility email account below. Units that do not follow the User Agreement may be turned away from the appointment for not preparing the documents for bulk shredding.

**Cancellations:** We require 24 hour advance notice to cancel appointments. For units that do not cancel and do not show up for their appointment, it is considered a No-Show appointment. No-Show appointments are annotated on the Destruction Facility No-Show Tracker. After (2) No-Show appointments the Chain of Command will be notified and the unit may be barred for 90 days from using the Destruction Facility.

**What to expect Next:** You will receive a calendar invite to confirm the appointment time and a confirmation email. If you are unable to make that appointment, decline the calendar invite and propose a new time or reply to the confirmation email.

**Destruction Facility Email:** Send all completed requests to [usarmy.jblm.imcom.list.dptms-security-destroy@mail.mil](mailto:usarmy.jblm.imcom.list.dptms-security-destroy@mail.mil).

**Completed Request:** (A) Scheduling Request Form  
(B) Destruction Facility User Agreement for all Personnel attending the appointment.