



Installation Classified Destruction Facility (IDF) USER AGREEMENT

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

Applicant Information

Name: _____ Unit: _____
Rank: _____ Phone Number: _____
Email: _____ Date: _____

Destruction Facility Appointment Requirements

Facility Capabilities: The Installation Destruction Facility is designed to destroy bulk Classified material through the processes of shredding information up to the classification of Top Secret/SCI and Sensitive Information such as For Official Use Only (FOUO) and Personally Identifiable Information (PII). In addition to the destruction of these types of product, the facility can destroy magnetic and optical media such as CD/DVDs, Floppy Disks, USB Drives, and VHS Tapes that meet the classification and sensitive standards. The Facility has (2) large disintegrators. One disintegrator is for Classified Information and the Second is for FOUO/PII. The disintegrators shred the information into the specific shred standards per the regulatory requirements for FOUO/PII (cross cut shred) and for Classified (8mm x .5mm) shred size. Because Classified information can only be shredded on one disintegrator and its to a small more stringent standard, classified information takes longer to shred.

User Responsibilities: Personnel attending the appointment are responsible for ensuring that all material is properly prepared prior to the Destruction Appointment. This will maximize the efficiency of the appointment so that all material requested to be shredded will be shredded in the allotted appointment time. Below are the requirements to maximize efficiency. Please check next to the statement that you understand your responsibilities and will comply.

Special Instructions for appointments with Classified Material:

All Classified (Top Secret/Secret/Confidential) Material will be separated from Unclassified (FOUO/PII). It will not be brought in the same box as FOUO/PII material.

Personnel transporting the classified material to the facility are to be designated as couriers and have possession of the DD Form 2501 designating the level of classification that they are authorized to transport. If the courier does not have the DD Form 2501, courier orders may be used. The material will be wrapped in a manner as to control access IAW AR 380-5.

If destruction documentation is required, the user will contact the unit security manager to prepare the appropriate documents and ensure the appropriate witnesses accompany the material; the facility operator will not sign destruction receipts.

Properly prepared Appointment Requirements:

All documents shall be separated from 3-ring binders, plastic protectors, any binding material (other than normal staples), large clips and file folders. If the file folders have social security numbers on them, the social security number shall be removed and brought for shredding. The remaining parts of the file folder will be recycled and not brought to the destruction facility.

Technical & Field Manuals: Users shall identify that TM's and FM's require destruction per the Distribution Statement. Please visit the website at: <http://www.lewis-mcchord.army.mil/DPTMS/security/destruction.htm>. At the bottom of the screen it will discuss Distribution Statements and which are required to be shredded.

Technical & Field Manuals Part 2: If the TM's and FM's require destruction, it will be pulled apart so that the information can be shredded. The shredders cannot shred a whole manual. They must be taken apart prior to arrival at the appointment.

FOUO/PII Material will be safeguarded a not thrown into Recycle bins, it will be shredded.

Destruction Operator Responsibilities to the User: The facility operator will provide the users with appropriate safety equipment, safety instructions and an overview of the destruction process. The operator will control the operation of the equipment and, if required, perform any maintenance, such as clearing jams. The users are responsible for feeding their material onto the conveyors and witnessing its delivery into the disintegrators /shredders. Once all the material is destroyed, the users will police up the area ensuring any packaging residue used in transport is cleaned up. For Classified Material Appointments the Operator will ensure that the users are shredding classified information only on the approved classified shredder. The Operator will also verify that the classified was transported to the facility correctly by a courier whom is issued a courier card or orders.

Cancellations: You must notify the Destruction Facility (24) hours prior to appointment. Cancellations may be done by calling the Installation Destruction facility at (253) 966-9412 or emailing the Destruction Facility email account at: usarmy.jblm.imcom.list.dptms-security-destroy@mail.mil. If the unit does call to cancel and does not show up it is a No-Show. The unit will be called and provided a warning. After two No-Show appointments the unit will be barred for 90 days from use of the IDF.

I _____ understand that If I violate any items on this user agreement I will be issued an initial warning. I also understand that at the time of arrival at the appointment, if the Destruction Facility operator deems that the material was not prepared per this user agreement, I may be turned away from use of the Destruction Facility and will need to reschedule. I also understand that if the second offense may result in the loss of privileges to use the Destruction Facility.

Signature _____