



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

AFI10-701_YOKOTAABSUP_YOKOTAABGM1

23 Apr 2012

MEMORANDUM FOR ALL 374TH AIRLIFT WING PERSONNEL

FROM: 374 AW/CC
Unit 5078
APO AP 96326-5078

SUBJECT: Yokota AB Guidance Memorandum on 100% Shred Guidance

Releasability: There are no releasability restrictions on this publication

By Order of the Commander, 374th Airlift Wing, this is a Yokota Air Base Guidance Memorandum immediately implementing guidance for 100 percent shred policy for the 374 AW (AFI 10-701, *Operations Security*). Compliance with this Memorandum is mandatory. To the extent its direction is inconsistent with other Air Force Publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

1. An integral piece of the OPSEC program is the shredding of day-to-day documents that individually may seem insignificant but when pieced together constitute a lapse in OPSEC. Supervisors must thoroughly understand their unit's critical information list and protect it. Shredding of discarded paper products is a major component of protecting critical information, and defends against identity theft of USAF personnel.
2. To defend against OPSEC compromises and identity theft, 374 AW personnel will shred all papers containing Privacy Act, For Official Use Only, or Health Insurance Portability and Accountability Act information. If shredders are limited or unavailable, the use of the base incinerator is an acceptable alternative to destroy these documents. Unit commanders and supervisors are expected to ensure burn bags, shred containers, or easy access to shredders are readily available to unit personnel. Easy access to secure disposal containers is the surest method to prevent sensitive information from ending up in the trash.
3. This memorandum supersedes the any previous policy letter by the same subject.
4. Please direct any questions regarding this program to 374 AW/XP, OPSEC Program Manager, Capt Charles B. Erickson at DSN 225-7811.

Ensure all records created as a result of processes prescribed in this Memorandum are maintained in accordance with AF Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at

<https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

The policy in this Memorandum becomes void after 180 days have elapsed from the date of this Memorandum, or upon release of an AF publication incorporating the guidance, whichever is earlier.

WILLIAM M. KNIGHT, Colonel, USAF
Commander
374th Airlift Wing