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U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
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IMML-ZA

11 July 2016

U.S. ARMY GARRISON WEST POINT POLICY #12

SUBJECT: Sanitization and Disposal of Excess Information Technology (IT) Equipment Policy

1. REFERENCES.

- a. AR 25-1; Army Knowledge Management and Information Technology, dated 25 June 2013.
- b. DA PAM 25-1-1, Army Information Technology Implementations Instructions, dated 26 September 2014.
- c. AR 25-2, Information Assurance, dated 24 October 2007, Rapid Action Revision dated 23 March 2009.
- d. Army Best Business Practice, subject: Reuse of Army Computer Hard Drives, Version 1.0, dated 24 January 2004.
- e. Memorandum, Assistant Secretary of Defense for Command, Control, Communications and Intelligence, 4 June 2001, subject: Disposition of Unclassified DoD Computer Hard Drives.

2. PURPOSE. To establish the United States Army Garrison West Point (USAG WP) policy on the proper sanitization and disposal of excess IT equipment.

3. APPLICABILITY. This policy applies to all employees assigned to the USAG WP.

4. BACKGROUND. The protection of government information from unauthorized disclosure is a key component of a proactive operational security (OPSEC) program. The turn-in of excess IT equipment brings with it an inherent responsibility to ensure all information stored on the hard drives of the equipment is completely removed and unreadable. Since the ultimate disposition of excess IT equipment disposed of through the Defense Reutilization and Marketing Office (DRMO) is unknown, proper sanitization of hard drives is essential.

5. POLICY. All Garrison and tenant activities will sanitize all hard drives and storage devices in excess IT equipment in accordance with (IAW) the Army's Best Business

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Practice, subject: Reuse of Army Computer Hard Drives Prior to Turn-in. Additionally, they will prepare the required documentation verifying equipment sanitization, securely attach a copy to each item being turned-in, and present three copies at turn-in to the Logistics Readiness Center (LRC). LRC will ensure the documentation accompanies the excess equipment when turned in to DRMO.

6. RESPONSIBILITIES.

a. Garrison IMO:

(1) Provide technical support to assist in resolving any issues preventing proper sanitization of hard drives prior to turn-in.

(2) Coordinate with Network Enterprise Command (NEC) for initial and refreshing training of IMO personnel on the use of approved hard drive sanitization software.

(3) Ensures each Garrison Dept IMO has hard drive disposition labels and are properly filled out and accompany the excess equipment when turned in to LRC.

(4) If the equipment condition prevents running of sanitization software coordinate with NEC for the use of their degaussing machines as the alternative sanitization method.

(5) Revise this policy, as necessary, to ensure continual compliance with established sanitization requirements.

b. NEC, West Point: The NEC will provide all technical support that is outlined in the IAW C4IM services list (Encl).

c. Logistics Readiness Center (LRC):

(1) Provide subject matter expertise on equipment turn-in requirements on an as needed basis.

(2) Checks hard drive disposition labels on excess IT equipment at turn-in to ensure they are properly filled out and secured to the equipment. Additionally, ensures copies of the documentation including the certificate are included in the packing list

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and with the turn-in document. This provides DRMO with backup documentation in the event the originals affixed to the equipment are lost in transit.

(3) Reject any IT equipment presented for turn-in that does not have the proper hard drive sanitization documentation accompanying the equipment.

d. Internal Review and Compliance:

(1) Conduct bi-annual audit to validate enforcement/compliance with this policy for sanitization and disposal of excess IT equipment.

(2) Provide results of bi-annual audit to the Garrison Commander IAW established procedures.

7. EXPIRATION. This policy memorandum remains in effect until rescinded or superseded.


ANDREW S. HANSON
COL, SF
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