



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

5510
G-6
JUL 27 2022

COMMANDING GENERAL'S POLICY LETTER 007-22

From: Commanding General
To: Distribution List

Subj: POLICY FOR THE DESTRUCTION OF CLASSIFIED AND CONTROLLED
UNCLASSIFIED INFORMATION

Ref: (a) SECNAV 5510.36B
(b) CMS 1 (SERIES)

Encl: (1) Degausser EKMS-SA
(2) Hard Drive Shredder
(3) Degausser Certification Date
(4) Solid State Disintegrator

1. Purpose. To establish the process for destruction of all classified and controlled unclassified information within Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ), in accordance with references (a) and (b).

2. Policy

a. The G-6 Security Manager is the primary advisor to the Assistant Chief of Staff, G-6, in all matters that pertain to the use, storage, issuance and destruction of classified material.

b. All destruction requests will be coordinated via G-6 Operations located in Building 24. Unclassified and Classified drives will be accepted from any staff section within MCIEAST-MCB CAMLEJ, Headquarters and Support Battalion, and Weapons Training Battalion.

c. Any unserviceable classified or unclassified drives can be sanitized by degaussing using the National Security Agency (NSA) data security hard drive HD-1T drawer type degausser located in building 24 and shown in enclosure (1); then shredded using the NSA approved hard drive shredder located in building 25 and shown in enclosure (2). If degaussed, the disk must be

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distribution is unlimited.

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placed horizontally, degaussed once, turned over and degaussed a second time. Once degaussed the hard drives will be turned over to G-6 Telecommunications Support Division for physical destruction. Appropriate Classified Material Control Center documentation stating that the drives have been properly degaussed must accompany the drives or they will be refused. Once shredded, the hard drives will be turned in to the Defense Reutilization and Marketing Office as scrap metal.

d. All sensitive and classified paper documents must be cross-cut shredded or placed in secure designated shredding bins.

e. Magnetic storage tapes are to be degaussed using the hardware described above in subparagraph 2(c). Tapes are only required to have one pass through the degausser. Once degaussed, the tapes must be removed from the housing/casing and shredded using a cross-cut shredder or placed in secure designated shredding bins.

f. Communications Security (COMSEC) Managers must use NSA approved shredders for all classified documents. All COMSEC equipment and Keying Material will be destroyed or shipped to designated destinations in accordance with authorization and guidance from Naval Communications Security Material System and Marine Corps Logistics Command.

3. Applicability. This policy applies to all Marines and Civilians assigned to MCIEAST-MCB CAMLEJ.

4. Certification. Reviewed and approved this date.

5. Point of contact is G-6 Deputy Operations Officer at (910)451-9611.

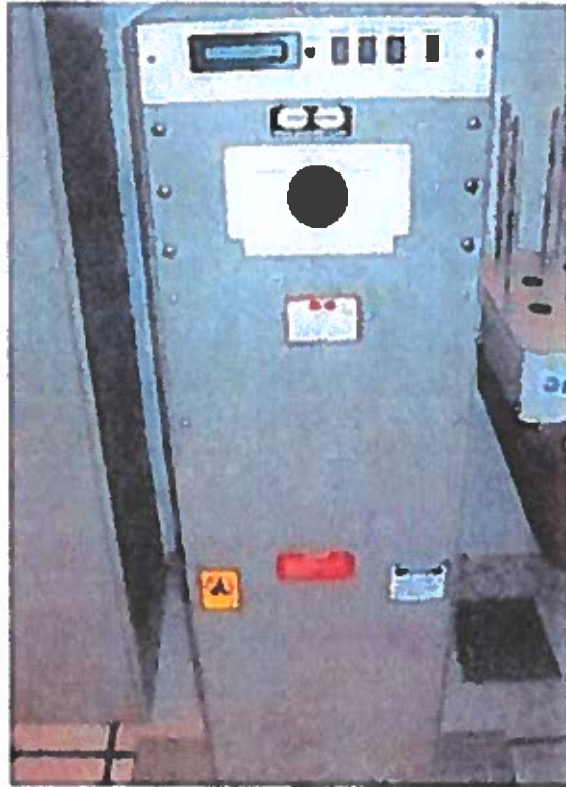


ANDREW M. NIEBEL

DISTRIBUTION: A (plus H&S Bn, and WTBn)

Copy to: Security manager

Degausser EKMS-SA



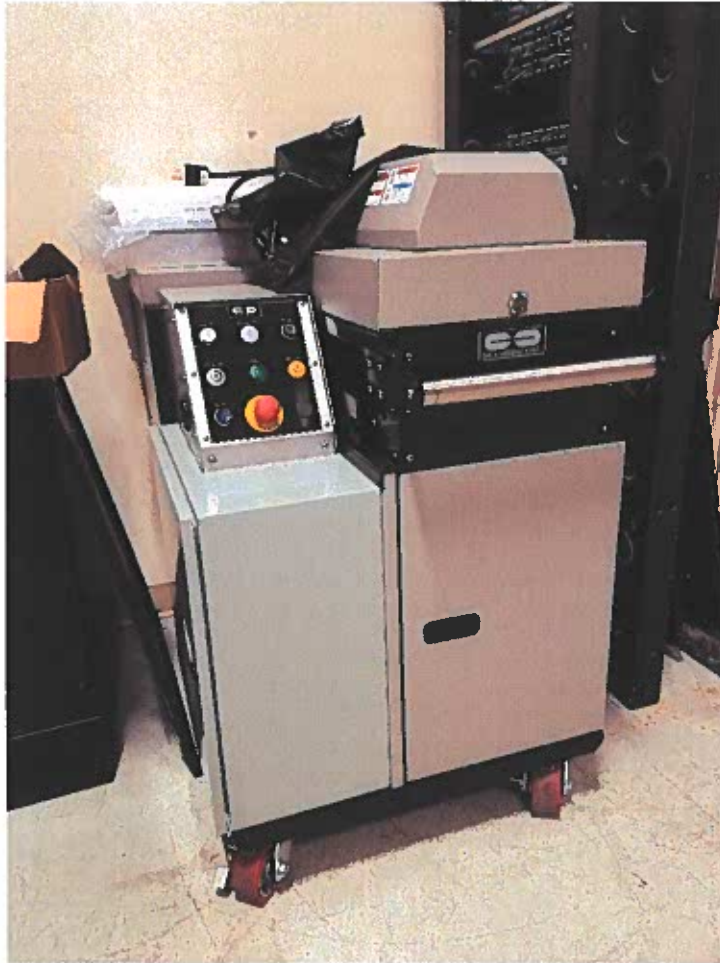
Enclosure (1)

Hard Drive Shredder



Enclosure (2)

Degausser Certification Date



Enclosure (3)

Solid State Disintegrator

DATA SECURITY, INC.

SERIAL 10471

LAST CERTIFIED: 8 2 1-1 11

CERTIFICATION DUE: 8. V. 4.

To schedule certification further information.

1 800 775 7551