



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION NEW RIVER  
PSC BOX 21001  
JACKSONVILLE, NC 28545-1001

5510.1  
SMO

APR 07 2021

COMMANDING OFFICER'S POLICY LETTER 03-21

From: Commanding Officer, Marine Corps Air Station New River  
To: Distribution List

Subj: SHREDDER USE AND PURCHASE POLICY

Ref: (a) ASO 5510.6K  
(b) DoDI 5200.48

Encl: (1) Procurement Waiver for Document Shredder

1. Purpose. To publish Marine Corps Air Station (MCAS) New River's command policy addressing concerns of improper data collection through the act of "dumpster diving" whereby individuals can obtain access to improperly disposed of documentary material that contains Controlled Unclassified Information (CUI) or unclassified information that could reveal a higher classification or control requirement through compilation.

2. Information. This policy provides the following:

a. Process for shredding paper documents.

b. When funding allows, authorized shredder types when departments are purchasing office shredders.

c. This policy does NOT require the following:

(1) Departments to purchase new office shredders.

(2) The use of commercial shredding vendors.

3. Documents. All Station Headquarters departments and Headquarters and Headquarters Squadron departments shall shred 100 percent of all documents regardless of classification or control requirements. At no time will documents be discarded in trash bins or recycling bins or otherwise.

a. Classified National Security Information (CNSI)

All CNSI must be destroyed and controlled in accordance with reference (a).

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distribution is unlimited.

Subj: SHREDDER USE AND PURCHASE POLICY

b. CUI. All CUI shall be destroyed using a cross-cut shredder that produces 1 millimeter (mm) by 5 mm (0.04 inch (in) by 0.2 in) particles (or smaller); or pulverized/disintegrated using a disintegrator device equipped with a 3/32 in (2.4 mm) security screen in accordance with references (a) and (b).

c. Unclassified Documents. All other unclassified documents developed by the command shall be shredded using standard cross-cut shredders or any higher security level shredder.

#### 4. Purchasing Shredders


a. All departments within the organization handle or are in some way involved with CUI. Therefore, when funding allows, departments may purchase their own office shredders. All new shredders shall meet the requirements outlined in paragraph (3) of this policy.

b. The Security Management Office (SMO) shall approve all new shredder purchase requests by utilizing enclosure (1).

c. Station Supply shall ensure all new Servmart or purchase requests for shredders contain enclosure (1) before procurement approval.

5. Applicability. This Policy Letter is applicable to all departments within Station Headquarters and Headquarters Squadron.

6. The point of contact for this policy is the SMO at (910) 449-5735/4790 or at nr.securitymanager@usmc.mil.

  
C. V. EBITZ

DISTRIBUTION: A



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From: Command Security Manager, Marine Corps Air Station New River  
To: Supply Officer, Marine Corps Air Station New River

Subj: PROCUREMENT WAIVER FOR DOCUMENT SHREDDER

Ref: (a) DoDI 5200.48  
(b) CUI Notice 2019-03

1. Purpose. To conduct security review and endorsement for the procurement of shredders. Documents containing Controlled Unclassified Information (CUI) shall be shredded to a level that produces particles that are 1 mm by 5 mm.
2. A review of the **[Section Name]** purchase request was conducted and it was determined that the proposed shredder meets the requirements of references (a) and (b), and appears on the current National Security Agency (NSA) approved shredders list.
3. The Security Management Office approves **[part number of shredder]**.
4. Point of contact for this waiver is the Security Management Office at 910-449-5735/4790 or nr.securitymanager@usmc.mil.

I. M. SECURITY

Enclosure (1)