

NATIONAL RECONNAISSANCE OFFICE

14675 Lee Road
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Security and Counterintelligence Enterprise Policy Note

2016-07

12 August 2016

**INSTALLATION OF SHREDDERS AND THE HANDLING AND DESTRUCTION OF
HARD COPY MATERIAL AT HEADQUARTERS NRO**

- REF: A) NRO Directive 100-29, NRO Information Systems Media and Component Sanitization, 3 April 2013
- B) Facility Bulletin WF-0006/16, Installation of Shredders and Handling of Shredded Material, 31 March 2016

The National Reconnaissance Office (NRO) Management Services and Operations (MS&O) manages and operates the centralized sanitization and destruction capability for the NRO. All NRO Directorates and Offices (Ds&Os) shall use the MS&O centralized sanitization and destruction capability unless alternate methods have been approved by MS&O and the Office of Security and Counterintelligence (OS&CI). In order to prevent inadvertent disclosure of classified (e.g., Top Secret, Secret, Confidential, or Reserve) or sensitive unclassified NRO information (e.g., personally identifiable information (PII)), the NRO shall destroy **ALL** hard copy material (e.g., paper documents) by shredding. Material required to be shredded includes, but is not limited to documents, presentations, messages, e-mails, notes, calendars, and other such information.¹

The NRO, particularly the Westfields Headquarters Facility, including surrounding locations , shall use **ONLY** shredders that meet National Security Agency (NSA) standards for the destruction of hard copy material. The NSA approved Evaluated Products List (EPL) for high security crosscut paper shredders (EPL 02-01) can be found at UMIS link: <https://www.nsa.gov/resources/everyone/media-destruction/>. Material awaiting destruction shall continue to be protected in accordance with its classification and sensitivity level until it is destroyed. Properly shredded material may then be disposed of, or recycled, as unclassified waste.

(b)(3)

Classified and sensitive unclassified NRO material awaiting

¹ Materials such as newspapers, commercial and non-mission-related magazines and publications, candy wrappers, paper cups and plates, tissues, napkins, paper towels, cardboard boxes, and empty sanitized folders may be disposed of as unclassified waste without further destruction.

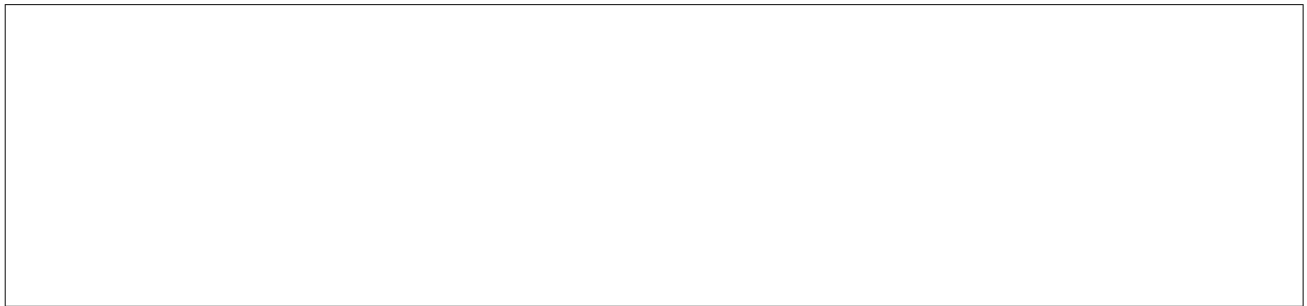
Unless otherwise noted at the redaction site, (b) (3) denials in this document are made pursuant to 10 U.S.C. § 424.

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destruction shall be stored in burn bags. If material is determined to be especially sensitive (e.g., PII), personnel may tear the material into quarters and distribute the pieces among multiple different burn bags. **NOTE:** Pre-shredding of material for any reason is prohibited with the exception of tearing into quarters as previously described.

Destruction of classified and sensitive unclassified material may only be performed using NSA approved equipment which results in unclassified waste. In areas or locations without NSA approved shredders, NRO personnel shall collect material to be shredded in burn bags; secure (tape or staple) the bags, and dispose of the bags at designated locations (e.g., burn bag chute or central collection point). Torn or otherwise damaged burn bags shall not be used for collection or storage of classified or sensitive unclassified material due to the potential risk of unauthorized disclosure.



(b)(3)

An MS&O authorized destruction officer shall be present at all times during destruction activities and shall destroy NRO hard copy material using authorized means in accordance with NRO Directive 100-29.

Personnel needing specific instructions or further clarification concerning the proper segregation, packaging, and disposition of classified or sensitive unclassified material such as plastics or other products (e.g., circuit boards or hard drives) should contact the MSO Security Staff at

 for guidance.

(b)(3)

Quarterly Inspection

In the event a non-centralized NSA approved shredder is being used within the NRO, the Program Security Officer (PSO) responsible for the area in which the shredder is located shall conduct shredder function inspections quarterly in accordance with the Attachment to this Policy Note.

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Roles and Responsibilities

Management Service and Operations (MS&O) shall:

- a. Ensure that destruction equipment and methods used to destroy classified and sensitive unclassified NRO material complies with NRO Directive 100-29;
- b. Manage NRO sanitization and destruction activities;
- c. Publish pick-up schedule and location of approved collection points for classified and sensitive unclassified material (i.e., burn bags);
- d. In coordination with OS&CI, develop criteria that Ds&Os shall meet to be authorized to keep or acquire a shredder;
- e. Authorize and assist in the acquisition of NSA approved shredders for the NRO and ensure all shredders are entered and tracked in the Systems Applications and Products/Asset Module (SAP/AM);
- f. Within six (6) months from the date of this Policy Note, ensure all unapproved (non-NSA authorized) shredders within the NRO are removed through the Property Turn-In process; and
- g. As required, provide for the operation and maintenance of NRO shredders.

Office of Security and Counterintelligence (OS&CI) shall:

- a. Conduct periodic reviews of classified and sensitive unclassified material sanitization and destruction operations to ensure proper handling and safeguarding of such material. These reviews shall include inspection of destruction equipment and the residue of destroyed material.

Directorates and Offices (D&O) shall:

- a. Use **ONLY** NSA approved shredders for the destruction of **ALL** hard copy material, regardless of classification;
- b. Seek MS&O assistance and authorization for the acquisition of NSA approved shredders when use of the NRO centralized destruction capability cannot meet demands. If the

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D&O uses organizational funds for the purchase of NSA approved shredders, the D&O shall be responsible for obtaining and funding all operation and maintenance requirements for the device(s); and

c. Assist MS&O [redacted] in the identification and Property Turn-In of all unapproved shredders within six (6) months of the date of this Policy Note. (b)(3)

Program Security Officers (PSOs) shall:

a. Conduct quarterly shredder inspections in accordance with this Policy Note (see Attachment); and

b. If a shredder fails to function or properly destroy hard copy material, contact the MS&O Security Staff and, as required, the owning D&O for maintenance. Shredders failing inspection shall **NOT** be used until repaired by authorized maintenance personnel.

Requests for exceptions to this Policy Note shall be coordinated with the Chief, MS&O, [redacted] and Chief, OS&CI, [redacted] (b)(3)

Questions may be addressed to OS&CI, [redacted]
[redacted]

[redacted] (b)(3)
/s/ Martha K. Courtney
Director, Office of Security and
Counterintelligence

Attachment:
Quarterly Shredder Inspection

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ATTACHMENT

Shredder Function Inspection

PURPOSE

This Attachment outlines the responsibilities of Program Security Officers (PSOs) to ensure cross-cut shredders are performing as required.

GENERAL

The National Security Agency (NSA) Evaluated Products List (EPL) contains a listing of high security crosscut paper shredders that have been evaluated meet the requirements of NSA/CSS Specification 02-01, High Security Crosscut Paper Shredders.

The shredders are approved for use by the NRO, however, on occasions the equipment may become damaged and the teeth no longer shred documents sufficiently. NRO personnel are encouraged to ensure the shredder is performing to specifications during each bag change. If degraded performance is noted, personnel should immediately contact their PSO or the MS&O Security Staff.

All shredder function inspections will be recorded on the "Shredder Function Inspection Log" below.

Shredder Function Inspections Logs should be retained by the PSO for one (1) year after the last entry.

PROCEDURES

PSOs should perform a shredder function inspection quarterly by doing a simple inspection of the top layer of shredded material.

As a reminder, the Shredder Function Inspection should be annotated as a recurring security event on the PSOs Outlook calendar.

Quarterly Inspection: Quarterly inspection of cross-cut shredders shall be conducted by the PSO responsible for the area (e.g., room or suite) in which the shredder is located.

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