



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON, FORT GORDON  
307 CHAMBERLAIN AVENUE  
FORT GORDON, GEORGIA 30905-5730

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OCT 08 2025

MEMORANDUM FOR RECORD FOR ALL Fort Gordon Garrison Personnel

SUBJECT: Controlled Unclassified Information (CUI) Documentation Destruction Policy  
Memorandum No. 29

1. References:

- a. Executive Order 13556, CUI, November 4, 2010
- b. 32 Code of Federal Regulations, Part 2002 CUI, Amended May 31, 2024
- c. DoD 5200.48, CUI, March 6, 2020

2. Purpose: To provide guidance on the destruction of paper documentation produced within Fort Gordon Garrison facilities by Service Members, Department of the Army (DA) Civilians and Non-Appropriated Fund (NAF) Employees, Contract Personnel, and those who support garrison operations.

3. Applicability: This policy is applicable to all personnel assigned, attached, Operational Control (OPCON), or in support Fort Gordon Garrison.

4. Policy:

a. All paper documentation includes, but is not limited to, 100% unclassified work-related documents produced or generated by Garrison employees, CUI in accordance the above References must be shredded and/or destroyed prior to their disposal, and will be destroyed by shredding, burning, or other permanent destruction method that prohibits reconstruction of the document. The list of authorized shredders for "CUI and other Classified material on the National Security Agency/Central Security Service (NSA/CSS) Evaluated Products List for Paper Shredders (<https://www.nsa.gov/Resources/Media-Destruction-Guidance/NSA-Evaluated-Products-Lists-EPLs/>).

b. All Garrison Directorates (Leaders, Chiefs, and Managers) will ensure a 100% "shred as you go" standard, or every Friday or last workday "close of business". "SHRED ALL" compliance will be applied/met for all employees prior to them leaving. Utilize backward planning to ensure proper time management so overtime is not used to meet OPSEC standards.

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c. Garrison personnel will shred all paper documentation including notes, messages, and other small paper documents with any identified CUI material. Any misuse or unauthorized disclosure of operational related information could result in both criminal, civil penalties, and reported as a Security Violation. No CUI or Classified documents will be simply put in the Recycling Bins for the Recycling team to shred.

d. Military personnel who fail to comply with these orders, directives or policy guidelines could be subject to punitive actions/violations under Article 92 of the Uniform Code of Military Justice (UCMJ) or under other applicable disciplinary or administrative actions.

e. Personnel not subject to the UCMJ who fail to protect critical and/or sensitive information from unauthorized disclosures could be subject to administrative, disciplinary, contractual, or criminal actions accordingly.

f. For Garrison directorates without a shredder, organizational management will purchase one to meet command intent so that at least one functional shredder is within each staff workplace. For concerns involving the disposal of bulk CUI paper products, a commercial shredding service can be authorized provided regulatory steps are taken to ensure that no work-related documents identified are provided to commercial sources for destruction. The Fort Gordon Recycling Center is not an authorized location for bulk CUI and Classified documents destruction. All non-compliant shredders must be removed from all site locations to include personal "STRIP SHREDDER".

5. Individual Duty: All persons subject to this policy are charged with becoming familiar with this policy and complying with this guidance. All personnel are required to do on-line CUI Training Annually and provide training certificates to individual organizational security managers.

6. Unit Commander/Directorates Responsibilities: The Headquarters and Headquarters Company (HHC) Commander, Directorate Chiefs and supervisors are to ensure that their personnel are briefed on this policy and that this policy is posted on staff common area boards, recycle bins, and at all shredders.

7. This policy becomes effective immediately and will remain in effect until rescinded or superseded.

8. This point of contact for this policy memorandum is Mr. Euron Deal, Garrison Security Manager at COMM: (706) 791-8972 or DSN (312) 780-8972.

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A handwritten signature in black ink, appearing to read 'Anthony J. Kazor', with a long horizontal stroke extending to the right.

ANTHONY J. KAZOR  
COL, CM  
Commanding

DISTRIBUTION:  
Garrison Directorates