



DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND



MEMORANDUM FOR HQ AFRC PERSONNEL

FROM: AFRC/CC

SUBJECT: 100% Shred Policy

1. Effective immediately, HQ AFRC will implement a 100% shred policy. The policy requires everyone to shred all paper associated with performing their job. Anyone who discovers sensitive/critical documents in waste containers, on printers, or tables should immediately contact the OPSEC Program Manager (Mr. Erick Holloway, DSN 497-1144, [erick.holloway.2@us.af.mil](mailto:erick.holloway.2@us.af.mil)).
2. The discovery of sensitive/critical information in designated recycle bins has led to a need for more stringent measures in protecting our information. A “SHRED IT- BAG IT- RECYCLE IT” initiative will take the place of any previous policies. What this entails is:
  - a. Use approved shredders to destroy all paper (non-trash)
  - b. All shredded paper will be bagged and placed in blue recycle bins for pick up
  - c. Disciplinary actions for those who violate this policy
3. It is vital to protect our critical/sensitive information within AFRC. Casually discarding critical/sensitive information places our mission, security and personnel at risk.
4. The intent is to instill OPSEC in our everyday culture. Protecting vulnerable information takes a comprehensive effort, and implementing a 100% shred policy encourages diligence and accountability in the safeguarding of our information from adversarial threats.
5. If it's not required to be filed, if it's not locked up safely, it needs to be destroyed. Even everyday emails can have vulnerable information on them. They can show our mission, show what we're doing in detail, or can be pieced together. It may be just a piece of paperwork to us, but in reality it could be the missing link the enemy needs. Remember, if you no longer need it, SHRED IT!

MARYANNE MILLER  
Lieutenant General, USAF  
Commander

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