



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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11120.1H

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FEB 29 2016

COMBAT CENTER ORDER 11120.1H

From: Commanding General
To: Distribution List

Subj: USE OF COMBAT CENTER HIGH SECURITY DISINTEGRATOR FACILITY

Ref: (a) DoD Manual 5200.01-V3, DoD Information Security Program, "Protection of Classified Information," current edition
(b) SECNAV M-5510.36
(c) MCO P5510.18A W/Ch 1
(d) NSA/CSS EPL 02-02, "NSA Evaluated Products List for High Security Disintegrators" January 31, 2012
(e) NSA/CSS Policy Manual 9-12, "Storage Device Sanitization Manual" December 15, 2014
(f) CNSSI No. 4004.1, "Destruction and Emergency Protection Procedures for COMSEC and Classified Material"

1. Situation. Reference (a) indicates that burning, cross-cut shredding, wet-pulping, mutilation, chemical decomposition, or pulverizing are authorized methods that may be used to destroy classified information. Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) provides a High Security Disintegrator Facility that meets the requirements of references (b) and (c) and has been evaluated for the destruction of up to TOP SECRET materials.

2. Cancellation. CCO 11120.1G.

3. Mission. To provide information and establish regulations concerning the use of the Combat Center High Security Disintegrator Facility.

4. Execution. This Order does not alter existing authority, responsibility, or requirements to properly account for and safeguard materials to be destroyed, in accordance with procedures set forth and issued by higher authority governing specific programs and operations.

a. Commander's Intent and Concept of Operations.

(1) Commander's Intent

(a) Commanding Officers (COs), Assistant Chiefs of Staff (ACs/S), Special Staff Officers, and Officers-in-Charge (OICs) shall destroy classified and controlled information when no longer required for operational purposes, as prescribed per this order.

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(b) COs, ACs/S, Special Staff Officers, and OICs shall establish at least one day each year as "clean-out" day, when specific attention and efforts are focused on disposition of unneeded classified material. Classified material that cannot be destroyed because of its historical value shall be reevaluated and, when appropriate, downgraded, declassified, or retired to a designated record center.

(2) Concept of Operations. The Combat Center High Security Disintegrator Facility is located in Building 1986 and is under the control of the AC/S G-6. The facility provides for the destruction of paper and optical media (compact discs and digital video discs), and meets the requirements set forth by the National Security Agency standards, as listed in reference (d).

b. Subordinate Element Missions

(1) COs, ACs/S, Special Staff Officers, and OICs

(a) Provide the G-6 with two persons, with appropriate clearance and access, who will conduct the destruction. The term "appropriate clearance" means possession of a clearance for the highest classification of the material to be destroyed.

(b) Contact the G-6 at (760) 830-7149 to schedule destruction. On the day scheduled, the person conducting the destruction will report to Building 1986 and fill out any destruction reports (if required).

(c) Personnel shall also inspect and ensure the disintegrator is empty of all material, and a clean-up of the area shall be conducted upon completion of destruction.

(2) AC/S G-6, Personnel

(a) Accompany destruction personnel, and ensure the disintegrator is operated properly and in a safe manner.

(b) Inspect and verify that a complete cleanup was conducted and that no readable material can be found.

c. Coordinating Instructions. Use of the High Security Disintegrator Facility for emergency destruction will be coordinated with the G-6 and conducted in accordance with procedures set forth in the references.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx>.

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6. Command and Signal

b. Command. This Order is applicable to all MAGTFTC, MCAGCC special staff sections, units, tenant commands, and organizations.

c. Signal. This Order is effective the date signed.


J. F. HARP
Chief of Staff

Distribution: A