



MARINE CORPS BASE HAWAII POLICY STATEMENT ON DESTRUCTION OF CONTROLLED UNCLASSIFIED INFORMATION



Your personal information and unclassified information about Marine Corps Base Hawaii (MCBH) and our tenants is valuable to someone whether we know it or not. Criminals and Adversaries seek unclassified and personal information to gain the upper hand on us every day. As the Commanding Officer of MCBH, I am charged with ensuring the protection of sensitive information to protect our people, our base, and our tenants. In support of that obligation, I have placed an emphasis on the importance of protecting Controlled Unclassified Information (CUI) used aboard MCBH.



CUI includes Personally Identifiable Information, For Official Use Only information, and operationally sensitive information. Improper destruction of CUI through unauthorized methods places our people and our missions at risk. In the past, CUI has been found in trash receptacles and recycling bins across the installation; this is unacceptable. It is the responsibility of all personnel to properly destroy such documents and media.

Best practices implemented aboard MCBH for authorized destruction of CUI are detailed in Marine Corps Base Hawaii Order 5510.1A, Information and Personnel Security Program. Paper CUI can be shredded using authorized cross-cut shredders. Optical media (CDs, DVDs), thumb drives, memory cards, and laminated paper can be destroyed using disintegrators. Magnetic media such as magnetic tape, hard disk drives, and floppy disks are to be degaussed. The Base Security Manager's Office is located in building 216, room 79. There you can obtain additional information and resources on how to properly destroy CUI. For additional details please contact the Security Manager, Mr. Richard A. Hill, at (808) 257-8846/8856.

It will take the efforts and participation of all employees at all levels to successfully safeguard CUI. I charge all MCBH service members and civilian employees to do their part in keeping our mission and people safe from compromise.

A handwritten signature in black ink, appearing to read "S. C. Koumparakis".

S. C. KOUMPARAKIS
COLONEL, U.S. MARINE CORPS
COMMANDING OFFICER, MARINE CORPS BASE HAWAII