

\*\*\*\*\* UNCLASSIFIED / \*\*\*\*\*

Precedence: ROUTINE  
DTG: 281759Z Aug 12  
Originator: DON CIO WASHINGTON DC(UC)

UNCLASSIFIED//

FROM: DON CIO WASHINGTON DC  
TO: ASN(M&RA)  
ASN(RD&A)  
ASN(EI&E)  
ASN(FM&C)  
DON/AA  
JAG  
OLA  
CHINFO  
AUDGEN  
CNR  
NAVINGEN  
GC  
CNO (DNS/N09N/N093/N095/N097/N1/N2N6/N3/N5/N4/N8/N9)  
CMC (C4, PP&O)  
COMUSFLTFORCOM  
COMUSNAVEUR  
COMPACFLT  
USNA  
COMUSNAVCENT  
COMNAVRESFORCOM  
COMNAVAIRSYSCOM  
COMFLTCYBERCOM  
BUMED  
NETC  
COMNAVSEASYSYSCOM  
FLDSUPPACT  
COMNAVSUPSYSCOM  
DIRSSP  
CNIC  
COMNAVLEGSVCCOM  
NAVPGSCOL  
COMNAVFACENCOM  
COMNAVSAFECEN  
BUPERS  
NAVWARCOL  
ONI WASHINGTON DC  
COMNAVSPECWARCOM  
COMSPAWARSYSCOM  
COMNAVDIST  
NAVHISTHERITAGECOM  
NAVY BAND  
COMOPTEVFOR  
NAVCYBERCOM  
COMNAVNETWARCOM

MSGID/GENADMIN/DON CIO WASHINGTON DC//

SUBJ/PROCESSING OF ELECTRONIC STORAGE MEDIA FOR DISPOSAL//

REF/A/GENADMIN/DON CIO WASHINGTON DC/221633ZAUG2010//

REF/B/DOC/DON/30JUN2006//

REF/C/DOC/ASD(C3I)/04JUN2001

REF/D/DOC/DON/NOV2007//

REF/E/DOC/NIST/SEP2006//

REF/F/DOC/CNSS/AUG2006//

NARR/REF A IS DON CIO MESSAGE, PROCESSING OF MAGNETIC HARD DRIVE STORAGE MEDIA FOR DISPOSAL. REF B IS SECNAV M-5510.36, DON INFORMATION SECURITY PROGRAM. REF C IS ASSISTANT SECRETARY OF DEFENSE FOR COMMAND, CONTROL, COMMUNICATIONS, AND INTELLIGENCE (ASD(C3I)) MEMORANDUM, DISPOSITION OF UNCLASSIFIED DOD COMPUTER HARD DRIVES. REF D IS SECNAV M-5210.1, DON RECORDS MANAGEMENT PROGRAM. REF E IS NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY (NIST) SPECIAL PUBLICATION (SP) 800-88, GUIDELINES FOR MEDIA SANITIZATION. REF F IS THE COMMITTEE ON NATIONAL SECURITY SYSTEMS (CNSS) INSTRUCTION 4004.1, DESTRUCTION AND EMERGENCY PROTECTION PROCEDURES FOR COMSEC AND CLASSIFIED MATERIAL (AVAILABLE ON NATIONAL SECURITY AGENCY (NSA) IAD SIPR WEBSITE).//

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PASSING INSTRUCTIONS:

CNO: PLEASE PASS TO DNS/N09N2/N093/N095/N097/N1/N2N6/N3/N5/N4/N8//

CMC C4: PLEASE PASS TO ALL MAJOR SUBORDINATE COMMANDS//

NAVY ECHELON II COMMANDS: PLEASE PASS TO CO/OIC IAM AND CSM//

MARINE CORPS SUBORDINATE COMMANDS: PLEASE PASS TO CSM//

RMKS/1. PURPOSE. THIS IS A COORDINATED DEPARTMENT OF THE NAVY CHIEF INFORMATION OFFICER (DON CIO), DON DEPUTY CIO (NAVY), DON DEPUTY CIO (MARINE CORPS), AND DON INFORMATION SECURITY PROGRAM AUTHORITY (CNO N09N2) MESSAGE

UPDATING POLICY FOR THE DISPOSAL AND MANDATORY PHYSICAL DESTRUCTION OF ELECTRONIC STORAGE MEDIA. THIS MESSAGE SUPERSEDES REFERENCE A AND AMPLIFIES THE ELECTRONIC STORAGE MEDIA GUIDANCE IN REFERENCES B, C, AND D. THE REMAINDER OF REFERENCES B, C, AND D REMAIN IN EFFECT.

2. APPLICABILITY AND SCOPE. THIS POLICY APPLIES TO ALL DON COMMANDS AND ORGANIZATIONS USING CLASSIFIED (COLLATERAL ONLY) AND UNCLASSIFIED, INTERNAL AND REMOVABLE, ELECTRONIC STORAGE MEDIA. THIS INCLUDES, BUT IS NOT LIMITED TO, STORAGE AREA NETWORK (SAN) DEVICES, SERVERS, WORKSTATIONS, LAPTOPS/NOTEBOOKS, PRINTERS, COPIERS, SCANNERS, MULTI-FUNCTION DEVICES (MFD) WITH INTERNAL STORAGE DEVICES, REMOVABLE HARD DRIVES, EXTERNAL HARD DRIVES, SOLID STATE HARD DRIVES, HAND HELD DEVICES (E.G., BLACKBERRY, ANDROID, OR APPLE IOS), FLASH BASED STORAGE MEDIA SUCH AS "THUMB" DRIVES AND CAMERA MEMORY CARDS, BACKUP DATA SYSTEMS (E.G., DAT, LTO, DLT), OPTICAL STORAGE DEVICES (E.G., CD/DVD), AND OTHER IT DEVICES CAPABLE OF ELECTRONICALLY STORING INFORMATION. THIS POLICY IS ALSO APPLICABLE TO ALL IT RESOURCES WITH ELECTRONIC STORAGE MEDIA, WHETHER DON-OWNED, LEASED, OR PURCHASED AS A SERVICE BY DON COMMANDS AND ORGANIZATIONS. THIS POLICY DOES NOT APPLY TO VOLATILE MEMORY, EMBEDDED MEMORY USED EXCLUSIVELY FOR STORAGE OF DEVICE CONFIGURATION DATA, NON-WRITABLE SOFTWARE INSTALLATION MEDIA, OR SYSTEMS NOT SUBJECT TO DON POLICY AND CONTROL.

3. BACKGROUND. DON ELECTRONIC STORAGE MEDIA CONTAINING CLASSIFIED AND/OR CONTROLLED UNCLASSIFIED INFORMATION (CUI) IS SUBJECT TO THE REQUIREMENTS OF REF B AND SHALL BE SAFEGUARDED COMMENSURATE WITH THE LEVEL OF INFORMATION STORED UNTIL DESTROYED. RECENT EVENTS, HOWEVER, INDICATE DON COMMANDS ARE NOT FOLLOWING POLICY IN REF B, PARA 7-15.3(B) AND PROPER ELECTRONIC STORAGE MEDIA DESTRUCTION TECHNIQUES OUTLINED IN REFS E AND F, INCREASING THE POTENTIAL FOR A COMPROMISE OF NATIONAL SECURITY INFORMATION OR A BREACH OF CONTROLLED UNCLASSIFIED INFORMATION (E.G., PERSONALLY IDENTIFIABLE INFORMATION AND FOUO). REF A WAS DESIGNED TO MITIGATE THESE RISKS BY CHANGING DON HARD DRIVE DISPOSAL PROCEDURES TO REQUIRE THE PHYSICAL DESTRUCTION OF THAT MEDIA, EXCEPT AS NOTED IN PARAS 6 AND 8. THIS MESSAGE UPDATES REF A BY ADDRESSING THE DESTRUCTION OF ALL ELECTRONIC STORAGE MEDIA FORMATS.

4. DISCUSSION. PHYSICAL DESTRUCTION OCCURS WHEN THE ELECTRONIC STORAGE DEVICE OR MEDIA IS MADE INOPERABLE AND UNRECOVERABLE THROUGH SHREDDING, CRUSHING, BURNING, OR MELTING. PHYSICAL DESTRUCTION METHODS CAN BE FOUND IN REFS E AND F.

5. ACTION. ALL DON-OWNED, LEASED, OR PURCHASED ELECTRONIC STORAGE MEDIA AND INFORMATION SYSTEMS SHALL REMAIN IN DON CUSTODY AND CONTROL UNTIL PHYSICALLY DESTROYED IN ACCORDANCE WITH REFERENCES E AND F UNLESS SHIPPED TO THE NATIONAL SECURITY AGENCY (NSA). COMMANDS SHALL ENSURE ALL CONTRACTS AND PURCHASE AGREEMENTS FOR SUCH SERVICES INCLUDE APPROPRIATE TERMS AND CONDITIONS THAT ENSURE COMPLIANCE WITH THIS POLICY. CONTRACT LANGUAGE FOR ALL NEW DON CONTRACTS AND PURCHASE AGREEMENTS SHALL REQUIRE THAT NON-GOVERNMENT OWNED ELECTRONIC STORAGE MEDIA BECOME THE PROPERTY OF THE U.S. GOVERNMENT UPON DISPOSAL, REPLACEMENT, OR TURN-IN. COMMANDS MAY USE A DESTRUCTION SERVICE OR PURCHASE THEIR OWN DESTRUCTION EQUIPMENT, BUT WILL

BEAR ALL ASSOCIATED COSTS. COMMANDS SHALL MAINTAIN LOCAL ACCOUNTABILITY RECORDS (I.E., DATABASE OR LOGBOOK) FOR ALL MEDIA PER PARA 7 OF THIS MESSAGE.

A. THE PREFERRED METHOD IS TO SHIP THE DEVICE OR ELECTRONIC STORAGE MEDIA TO NSA FOR DESTRUCTION. NSA ACCEPTS BOTH UNCLASSIFIED AND CLASSIFIED DEVICES AND ELECTRONIC STORAGE MEDIA FOR DESTRUCTION SUBJECT TO PROCESSING CAPACITY. INSTRUCTIONS ARE AVAILABLE AT [WWW.NSA.GOV/CMC](http://www.nsa.gov/cmc). SHIPMENT METHODS IDENTIFIED IN THE NSA CLASSIFIED MATERIAL CONVERSION WEB PAGE COMPLY WITH DON GUIDELINES FOR CONUS SHIPMENT (REF B REFERS). FOR OCONUS SHIPMENTS, FOLLOW REF B FOR APPROVED METHODS. COMMANDS ARE RESPONSIBLE FOR ALL SHIPPING COSTS.

B. COMMANDS MAY CONDUCT DESTRUCTION PROCEDURES USING AN NSA APPROVED DEVICE. THE NSA LISTS OF APPROVED DESTRUCTION DEVICES CAN BE DOWNLOADED FROM [HTTP://WWW.NSA.GOV/IA/MITIGATION GUIDANCE/MEDIA DESTRUCTION GUIDANCE/INDEX.SHTML](http://www.nsa.gov/ia/mitigation_guidance/media_destruction_guidance/index.shtml). DESTRUCTION SHALL BE PERFORMED BY TRAINED AND AUTHORIZED PERSONNEL WITH A SECURITY CLEARANCE GREATER THAN OR EQUAL TO THE CLASSIFICATION LEVEL OF THE INFORMATION ON THE MEDIA. COMMANDS SHALL PHYSICALLY DESTROY THE ELECTRONIC STORAGE MEDIA OR DEVICE, PROVIDING ASSURANCE THE DEVICE AND/OR INFORMATION IS NOT RECOVERABLE.

C. COMMANDS MAY SHIP DEVICES AND ELECTRONIC STORAGE MEDIA TO A COMMAND, APPROVED THIRD-PARTY GOVERNMENT AGENCY, OR A CLEARED CONTRACTOR FACILITY WITH THE CAPABILITY TO DESTROY DEVICES AND ELECTRONIC STORAGE MEDIA PER THIS POLICY.

6. WAIVER FROM PHYSICAL DESTRUCTION REQUIREMENT. CLASSIFIED ELECTRONIC STORAGE MEDIA ARE NOT ELIGIBLE FOR A WAIVER. IN ADDITION, UNCLASSIFIED NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS) AND UNCLASSIFIED NAVY NUCLEAR PROPULSION INFORMATION (NNPI) ELECTRONIC STORAGE MEDIA ARE NOT ELIGIBLE FOR A WAIVER. WAIVERS FROM THE DESTRUCTION REQUIREMENT FOR UNCLASSIFIED ELECTRONIC STORAGE MEDIA, WITH THE EXCEPTION OF THE REQUIREMENTS STATED IN PARA 8 OF THIS MESSAGE, MAY BE REQUESTED FROM THE DON DEPUTY CIO (NAVY) OR DON DEPUTY CIO (MARINE CORPS), PROVIDED THE FOLLOWING CONDITIONS ARE MET:

A. ELECTRONIC STORAGE MEDIA IS ENCRYPTED WITH A DON APPROVED DATA AT REST (DAR) SOLUTION AND IS INDIVIDUALLY TESTED TO VERIFY NO DATA IS READABLE WHILE STILL IN DON POSSESSION AND PRIOR TO SHIPMENT TO APPROVED FACILITY FOR DISPOSAL.

B. THE HOST NETWORK HAS IMPLEMENTED FULL DISK AND ELECTRONIC STORAGE MEDIA ENCRYPTION ACROSS THE NETWORK. ELECTRONIC STORAGE MEDIA THAT ARE NOT ENCRYPTED MUST BE FULLY DOCUMENTED AND PHYSICALLY DESTROYED. A SINGLE WAIVER MAY APPLY TO A HOST NETWORK WITH DAR SOLUTION.

C. ELECTRONIC STORAGE MEDIA FOR STAND ALONE OR NETWORK COPIERS, PRINTERS, AND MFDS, ARE ENCRYPTED USING FIPS 140-2 CERTIFIED SOFTWARE.

D. DOCUMENTATION IS PROVIDED SUPPORTING THE LACK OF FEASIBILITY FOR PHYSICAL DESTRUCTION AND A DESCRIPTION OF ALTERNATIVE MITIGATING MEASURES TO PREVENT DATA RECOVERY AND EXPLOITATION FOLLOWING DISPOSAL.

E. WAIVER REQUEST IS REVIEWED AND ENDORSED BY A GENERAL OFFICER/FLAG OFFICER/SENIOR EXECUTIVE AT THE ECHELON II OR MAJOR SUBORDINATE COMMAND, AND COORDINATED THROUGH THE COGNIZANT DON DEPUTY CIO FOR FINAL APPROVAL.

7. ACCOUNTABILITY, CONTROL AND DESTRUCTION. COMMANDS SHALL MAINTAIN ACCURATE RECORDS OF ELECTRONIC STORAGE MEDIA AND DEVICES REMOVED FROM DON INFORMATION SYSTEMS, NETWORKS, AND STANDALONE EQUIPMENT. RECORDS SHALL INCLUDE MANUFACTURER, SERIAL NUMBER, ASSET NUMBER, TYPE, MODEL, AND APPLICABLE CLASSIFICATION FOR EACH ITEM PHYSICALLY DESTROYED. LOCAL ACCOUNTABILITY RECORDS USING A DATABASE OR LOGBOOK ARE MANDATORY AND MUST ASSOCIATE THE ELECTRONIC STORAGE MEDIA TO A SPECIFIC COMPUTER/DEVICE AND USER (AS APPLICABLE). COMMANDS SHALL ALSO ENSURE ELECTRONIC STORAGE MEDIA ARE PROPERLY SECURED (IAW REF B FOR CLASSIFIED DRIVES) UNTIL PHYSICALLY DESTROYED OR SHIPPED TO AN APPROVED DESTRUCTION FACILITY AS OUTLINED IN PARA 5 OF THIS MESSAGE.

A. ADMINISTRATIVE RECORD OF DISPOSITION FOR CLASSIFIED ELECTRONIC STORAGE MEDIA. CLASSIFIED ELECTRONIC STORAGE MEDIA ARE NOT CONSIDERED DESTROYED UNTIL A SIGNED NOTICE OF DESTRUCTION (E.G., CLASSIFIED MATERIAL CONVERSION (CMC) RECEIPT OR SIMILAR FORM) IS RECEIVED FROM THE DESTRUCTION FACILITY. ONCE RECEIVED, COMMANDS SHALL COMPARE THE SIGNED NOTICE OF DESTRUCTION WITH LOCAL ACCOUNTABILITY RECORDS (I.E., DATABASE OR LOGBOOK) TO ENSURE THE ELECTRONIC STORAGE MEDIA HAS BEEN PROPERLY DISPOSED. IF THE COMMAND DOES NOT RECEIVE THE DESTRUCTION RECEIPT WITHIN 30 DAYS OF SHIPMENT, IT SHALL CONTACT THE DESTRUCTION FACILITY FOR A STATUS UPDATE AND LOG ALL FOLLOW-UP ACTIONS. DESTRUCTION RECEIPTS SHALL BE RETAINED PER REF D, USING SSIC 5511.3 OR SSIC 4500.2, AND ARE AUDITABLE RECORDS

B. ADMINISTRATIVE RECORD OF DISPOSITION FOR UNCLASSIFIED ELECTRONIC STORAGE MEDIA. COMMANDS SHALL MAINTAIN LOCAL ACCOUNTABILITY RECORDS (I.E., DATABASE OR LOGBOOK) PERTAINING TO THE DISPOSITION OF UNCLASSIFIED ELECTRONIC STORAGE MEDIA. LOCAL ACCOUNTABILITY RECORDS WILL ALSO BE MAINTAINED FOR ALL UNCLASSIFIED ELECTRONIC STORAGE MEDIA THAT HAVE BEEN GRANTED A WAIVER FROM PHYSICAL DESTRUCTION. LOCAL ACCOUNTABILITY RECORDS ARE REQUIRED TO ENSURE APPLICABLE UNCLASSIFIED ELECTRONIC STORAGE MEDIA HAS BEEN PROPERLY DISPOSED. DISPOSITION RECORDS MUST BE RETAINED FOR 2 YEARS PER REF D USING SSIC 4500.2, AND ARE AUDITABLE RECORDS.

8. EXISTING CONTRACTS FOR LEASED EQUIPMENT AND EQUIPMENT PURCHASED AS A SERVICE. ALL CLASSIFIED, NCIS, NNPI, AND NON-DAR UNCLASSIFIED ELECTRONIC STORAGE MEDIA SHALL BE PHYSICALLY DESTROYED IAW THE THREE DISPOSAL METHODS IN PARA 5 OF THIS MESSAGE.

A. ALL UNCLASSIFIED ELECTRONIC STORAGE MEDIA ASSOCIATED WITH STAND ALONE OR NETWORK COPIERS, PRINTERS, AND MFDS SHALL BE PHYSICALLY DESTROYED UNTIL NEW CONTRACTS ARE IN EFFECT. PER REF C, COMMANDS SHALL ENSURE THAT ALL COPIER, PRINTER AND MFD STORAGE MEDIA ARE OVERWRITTEN, CERTIFIED AND LABELED PRIOR TO TURN-IN. MANY DON COPIERS, MFDS, AND PRINTERS HAVE AN ENCRYPTION OR

OVERWRITE CAPABLE SECURITY KIT CONTRACTED THROUGH THE DEFENSE AUTOMATION AND PROCUREMENT SERVICE INCLUDED IN THE SOLICITATION.

B. ELECTRONIC STORAGE MEDIA IN A STORAGE AREA NETWORK (SAN) DISK OR A NETWORK ATTACHED STORAGE (NAS) DEVICE THAT IS NO LONGER SERVICEABLE SHALL BE PHYSICALLY DESTROYED. THE RESPONSIBLE DON DEPUTY CIO MAY GRANT AN EXCEPTION FOR UNSERVICEABLE ELECTRONIC STORAGE MEDIA FROM A SAN OR NAS DRIVE WHERE DATA IS STORED ACROSS AN ARRAY IN SUCH A WAY THAT DATA CANNOT BE REASONABLY OBTAINED FROM A SINGLE STORAGE DEVICE.

9. THIS DON POLICY IS EFFECTIVE IMMEDIATELY AND SHALL BE IMPLEMENTED WITHIN 60 DAYS OF RECEIPT.

10. RELEASED BY BARBARA HOFFMAN, DEPARTMENT OF THE NAVY PRINCIPAL DEPUTY CHIEF INFORMATION OFFICER.//