
UNCLASSIFIED//
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FROM: DON CIO WASHINGTON DC
TO: ASN(M&RA)
ASN(RD&A)
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AAUSN
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JAG
OLA
CHINFO
AUDGEN
CNR
NAVINGEN
GC
CNO (N09N,N2/N6,N8)
CMC (C4,PP&O)
COMUSFLTFORCOM
COMUSNAVEUR
COMPACFLT
USNA
COMUSNAVCENT
COMNAVRESFORCOM
COMNAVAIRSYSCOM
COMFLTTCYBERCOM
BUMED
NETC
COMNAVSEASYSYSCOM
FLDSUPPACT
COMNAVSUPSYSCOM
DIRSSP
CNIC
COMNAVLEGSVCCOM
NAVPGSCOL
COMNAVFACENCOM
COMNAVSAFECEN
BUPERS
NAVWARCOL
ONI WASHINGTON DC
COMNAVSPECWARCOM
COMSPAWARSYSCOM
COMNAVDIST
NAVHISTHERITAGECOM
NAVY BAND
COMOPTEVFOR
COMNAVNETWARCOM

MSGID/GENADMIN/DON CIO WASHINGTON DC//

SUBJ/PROCESSING OF MAGNETIC HARD DRIVE STORAGE MEDIA FOR DISPOSAL //

REF/A/DOC/DON/30JUN2006//
REF/B/DOC/NAVAUDSVC/28APR2009//
REF/C/DOC/DON/MAY2000//

REF/D/DOC/ASDC3I/04JUN2001
REF/E/DOC/DON/NOV2007//

NARR/REF A IS SECNAV M-5510.36, DON INFORMATION SECURITY PROGRAM. REF B IS NAVAL AUDIT SERVICE AUDIT REPORT N2009-0027. REF C IS DON IA PUB 5239.26 REMANENCE SECURITY PUBLICATION. REF D IS ASD MEMORANDUM SUBJECT DISPOSITION OF UNCLASSIFIED DOD COMPUTER HARD DRIVES. REF E IS SECNAV M-5210.1 DON RECORDS MANAGEMENT PROGRAM.//

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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 AND MARINE CORPS), AND DON INFORMATION SECURITY PROGRAM AUTHORITY (CNO N09N2) MESSAGE ESTABLISHING POLICY FOR THE DISPOSAL AND MANDATORY PHYSICAL DESTRUCTION OF MAGNETIC HARD DRIVE STORAGE MEDIA.

2. APPLICABILITY AND SCOPE. THIS POLICY APPLIES TO ALL DON COMMANDS AND ORGANIZATIONS USING CLASSIFIED (COLLATERAL ONLY) AND UNCLASSIFIED (GENSER) INTERNAL AND REMOVABLE MAGNETIC HARD DRIVES. THIS INCLUDES, BUT IS NOT LIMITED TO, STORAGE AREA NETWORK (SAN) DEVICES, SERVERS, WORKSTATIONS, LAPTOPS/NOTEBOOKS, PRINTERS, COPIERS, SCANNERS, AND MULTI-FUNCTION DEVICES (MFD) WITH INTERNAL HARD DRIVES, REMOVABLE HARD DRIVES AND EXTERNAL HARD DRIVES. THIS POLICY IS ALSO APPLICABLE TO ALL IT RESOURCES WITH MAGNETIC HARD DRIVES, WHETHER IT IS DON-OWNED, LEASED, OR PURCHASED AS A SERVICE BY DON COMMANDS AND ORGANIZATIONS. COMMANDS SHALL ENSURE ALL CONTRACTS AND PURCHASE AGREEMENTS FOR SUCH SERVICES MUST INCLUDE APPROPRIATE TERMS AND CONDITIONS THAT ENSURE COMPLIANCE WITH THIS POLICY. CONTRACT LANGUAGE FOR ALL NEW DON CONTRACTS AND PURCHASE AGREEMENTS WILL STATE THAT UPON DISPOSAL, REPLACEMENT OR TURN-IN, NON-GOVERNMENT OWNED HARD DRIVES SHALL BECOME THE PROPERTY OF THE U.S. GOVERNMENT. DISPOSAL OF SOLID STATE HARD DRIVES, HAND HELD DEVICES (E.G., BLACKBERRY AND PALM), FLASH BASED STORAGE MEDIA SUCH AS "THUMB" DRIVES AND CAMERA MEMORY CARDS (WHEN AUTHORIZED), AND OTHER AUTHORIZED DON IT DEVICES CAPABLE OF STORING INFORMATION WILL BE ADDRESSED IN FOLLOW-ON GUIDANCE.

3. BACKGROUND. DON ELECTRONIC STORAGE MEDIA PROCESSING, COPYING OR STORING CLASSIFIED AND/OR CONTROLLED UNCLASSIFIED INFORMATION (CUI) IS SUBJECT TO THE REQUIREMENTS OF REF A AND SHALL BE SAFEGUARDED COMMENSURATE WITH THE LEVEL OF INFORMATION STORED UNTIL DESTROYED. RECENT EVENTS, HOWEVER, INCLUDING A NAVAL AUDIT SERVICE REPORT (REF B) AND AN INCIDENT INVOLVING THE DISPOSAL OF COPIERS USED FOR REPRODUCTION OF CLASSIFIED INFORMATION, INDICATE DON COMMANDS ARE NOT FOLLOWING POLICY IN REF A, PARA 7-15.3(B) AND PROPER MEDIA DESTRUCTION TECHNIQUES OUTLINED IN REFS C AND D, INCREASING THE POTENTIAL FOR A COMPROMISE OF NATIONAL SECURITY INFORMATION OR A BREACH OF PERSONALLY IDENTIFIABLE INFORMATION (PII). THIS MESSAGE IS DESIGNED TO MITIGATE THESE RISKS BY CHANGING DON HARD DRIVE DISPOSAL PROCEDURES TO REQUIRE, EXCEPT AS NOTED IN PARA 6 AND 8, THE PHYSICAL DESTRUCTION OF THAT MEDIA.

4. DISCUSSION. PHYSICAL DESTRUCTION OCCURS WHEN THE MAGNETIC HARD DRIVE STORAGE MEDIA IS MADE INOPERABLE AND UNREADABLE THROUGH SHREDDING, CRUSHING, BURNING, OR MELTING. PHYSICAL DESTRUCTION SPECIFICATIONS CAN BE FOUND AT WWW.DONCIO.NAVY.MIL/PRIVACY. COMMANDS MUST MAINTAIN LOCAL ACCOUNTABILITY RECORDS (I.E., DATABASE OR LOGBOOK).

5. ACTION. ALL DON-OWNED MAGNETIC HARD DRIVE STORAGE MEDIA WHICH ARE CLASSIFIED OR NOT DATA AT REST COMPLIANT WILL REMAIN IN DON CUSTODY AND CONTROL UNTIL DEGAUSSED (CLASSIFIED ONLY), PHYSICALLY DESTROYED, UNLESS SHIPPED TO THE NATIONAL SECURITY AGENCY (NSA). THERE ARE THREE APPROVED DISPOSAL METHODS FOR MAGNETIC HARD DRIVES. COMMANDS MAY USE A DESTRUCTION SERVICE OR PURCHASE THEIR OWN DEGAUSSING AND DESTRUCTION EQUIPMENT BUT WILL BEAR WHATEVER COST IS ASSOCIATED WITH THAT EQUIPMENT. A GSA APPROVED LIST OF RESOURCES CAN BE FOUND AT WWW.DONCIO.NAVY.MIL/PRIVACY. ALL METHODS MUST RESULT IN PHYSICAL DESTRUCTION, UNLESS A WAIVER FROM THE RESPECTIVE DON DEPUTY CIO IS APPROVED (PER PARA. 6).

A. THE FIRST METHOD IS TO SHIP THE MEDIA TO NSA FOR DEGAUSSING AND CRUSHING. NSA IS CURRENTLY ACCEPTING BOTH UNCLASSIFIED AND CLASSIFIED HARD DRIVES FOR DESTRUCTION SUBJECT TO PROCESSING CAPACITY. TURN IN INSTRUCTIONS MUST BE STRICTLY ADHERED TO AND MAY BE DOWNLOADED FROM: WWW.NSA.GOV/CMC. SHIPMENT METHODS IDENTIFIED IN THE NSA CLASSIFIED MATERIAL CONVERSION WEB PAGE ARE IN COMPLIANCE WITH DON GUIDELINES FOR CONUS SHIPMENT (REF A REFERS). FOR OCONUS SHIPMENTS, FOLLOW REF A FOR APPROVED METHODS. COMMANDS ARE RESPONSIBLE FOR ALL SHIPPING COSTS.

B. THE SECOND METHOD IS FOR COMMANDS TO CONDUCT DEGAUSSING PROCEDURES USING AN NSA APPROVED DEGAUSSER. THE NSA EVALUATED PRODUCTS LIST OF APPROVED DEGAUSSERS CAN BE DOWNLOADED FROM WWW.NSA.GOV/IA/_FILES/GOVERNMENT/MDG/EPL-DEGAUSSER30MARCH 2009.PDF. AFTER DEGAUSSING, COMMANDS MUST ALSO PHYSICALLY DESTROY THE HARD DRIVES AS IDENTIFIED IN PARA 4, PROVIDING 100 PERCENT ASSURANCE THE DEVICE AND/OR INFORMATION IS NOT RECOVERABLE.

C. THE THIRD METHOD IS FOR COMMANDS TO SHIP HARD DRIVES TO A COMMAND OR A CLEARED CONTRACTOR FACILITY WITH THE CAPABILITY OF DEGAUSSING AND DESTROYING HARD DRIVES PER THIS POLICY.

6. WAIVER FROM PHYSICAL DESTRUCTION REQUIREMENT. WAIVERS MAY BE REQUESTED FROM THE RESPECTIVE DON DEPUTY CIO FOR UNCLASSIFIED HARD DRIVES ONLY, WITH EXCEPTION OF THE CONDITIONS STATED IN PARA 8, PROVIDING THE FOLLOWING CONDITIONS ARE MET:

A. COMPUTER HARD DRIVES ENCRYPTED WITH A DON APPROVED DATA AT REST (DAR) SOLUTION MUST BE INDIVIDUALLY TESTED WHILE STILL IN DON POSSESSION AND PRIOR TO SHIPMENT TO APPROVED FACILITY TO VERIFY NO DATA IS READABLE BEFORE DISPOSAL.

B. THE HOST NETWORK MUST HAVE IMPLEMENTED FULL DISK ENCRYPTION ACROSS THE NETWORK. ALL HARD DRIVE EXCEPTIONS MUST BE DOCUMENTED AND PHYSICALLY DESTROYED. A SINGLE WAIVER MAY APPLY TO A HOST NETWORK WITH DAR SOLUTION.

C. FOR STAND ALONE OR NETWORK COPIERS, PRINTERS, AND MFDS, THE HARD DRIVES MUST BE ENCRYPTED USING FIPS 140-2 CERTIFIED SOFTWARE.

D. JUSTIFICATION WHY PHYSICAL DESTRUCTION IS NOT FEASIBLE WITH A DESCRIPTION OF ALTERNATIVE MITIGATING MEASURES TO PREVENT DATA RECOVERY AND EXPLOITATION FOLLOWING DISPOSAL.

E. CLASSIFIED HARD DRIVES, UNCLASSIFIED NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS) AND NAVY NUCLEAR PROPULSION INFORMATION (NNPI) HARD DRIVES ARE NOT ELIGIBLE FOR A WAIVER FROM THE PHYSICAL DESTRUCTION REQUIREMENT.

F. WAIVER REQUESTS WILL BE REVIEWED 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. UPON REMOVAL OF A HARD DRIVE FROM A NETWORK OR FROM USE AS A STAND ALONE PIECE OF EQUIPMENT, THE COMMAND WILL ENSURE ACCURATE RECORDS ARE SECURELY MAINTAINED FOR EACH HARD DRIVE (MANUFACTURER, SERIAL NUMBER, ASSET NUMBER, TYPE, MODEL, AND CLASSIFICATION, AS APPLICABLE) BEING DEGAUSSED AND PHYSICALLY DESTROYED. LOCAL ACCOUNTABILITY RECORDS USING A DATABASE OR LOGBOOK ARE MANDATORY AND MUST ASSOCIATE THE HARD DRIVE TO A SPECIFIC COMPUTER/DEVICE AND USER (AS APPLICABLE). COMMANDS MUST ALSO ENSURE HARD DRIVES ARE PROPERLY SECURED (IAW REF A FOR CLASSIFIED DRIVES) AND MAINTAIN A CHAIN OF CUSTODY UNTIL PHYSICALLY DESTROYED OR SHIPPED TO AN APPROVED DESTRUCTION FACILITY AS OUTLINED IN PARA 5.

A. ADMINISTRATIVE RECORD OF DISPOSITION FOR CLASSIFIED HARD DRIVES. HARD DRIVE STORAGE MEDIA IS NOT CONSIDERED DESTROYED UNTIL A SIGNED NOTICE OF DESTRUCTION (E.G. CLASSIFIED MATERIAL CONVERSION (CMC) RECEIPT FOR DESTRUCTION OF CLASSIFIED MATERIAL, 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 APPLICABLE MEDIA HAS BEEN PROPERLY DISPOSED. IF THE COMMAND DOES NOT RECEIVE THE DESTRUCTION RECEIPT WITHIN 30 DAYS OF SHIPMENT, IT MUST CONTACT THE DESTRUCTION FACILITY FOR A STATUS UPDATE AND LOG ALL FOLLOW-UP ACTIONS. DESTRUCTION RECEIPTS MUST BE RETAINED PER REF E, SSIC 5511.3 OR SSIC 4500.2 AND ARE AUDITABLE RECORDS FOR FUTURE INSPECTOR GENERAL (IG) VISITS OR NAVAL AUDITS.

B. ADMINISTRATIVE RECORD OF DISPOSITION FOR UNCLASSIFIED HARD DRIVE STORAGE MEDIA. COMMANDS SHALL MAINTAIN LOCAL ACCOUNTABILITY RECORDS (I.E. DATABASE OR LOGBOOK) PERTAINING TO THE DISPOSITION OF UNCLASSIFIED HARD DRIVE STORAGE MEDIA. LOCAL ACCOUNTABILITY RECORDS

WILL ALSO BE MAINTAINED FOR ALL UNCLASSIFIED HARD DRIVES THAT HAVE BEEN GRANTED A WAIVER FROM PHYSICAL DESTRUCTION. LOCAL ACCOUNTABILITY RECORDS ARE REQUIRED TO ENSURE APPLICABLE UNCLASSIFIED HARD DRIVE STORAGE MEDIA HAS BEEN PROPERLY DISPOSED. DISPOSITION RECORDS MUST BE RETAINED FOR 2 YEARS PER REF E, SSIC 4500.2 AND ARE AUDITABLE RECORDS FOR FUTURE IG VISITS OR NAVAL AUDITS.

8. EXISTING CONTRACTS FOR LEASED EQUIPMENT AND EQUIPMENT PURCHASED AS A SERVICE. ALL NON-DAR UNCLASSIFIED HARD DRIVES MUST BE PHYSICALLY DESTROYED IAW THE THREE DISPOSAL METHODS IN PARA 5. ALL CLASSIFIED, NCIS AND NNPI HARD DRIVES MUST BE DEGAUSSED AND PHYSICALLY DESTROYED IAW METHODS DESCRIBED IN PARAS 5 AND 7.

A. ALL UNCLASSIFIED MAGNETIC HARD DRIVES ASSOCIATED WITH STAND ALONE OR NETWORK COPIERS, PRINTERS, AND MFDS MUST BE DEGAUSSED, OVERWRITTEN OR PHYSICALLY DESTROYED UNTIL NEW CONTRACTS ARE IN EFFECT. PER REF D, COMMANDS SHALL ENSURE THAT ALL COPIER, PRINTER AND MFD HARD DRIVES 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. A STORAGE AREA NETWORK (SAN) DISK OR A NETWORK ATTACHED STORAGE DEVICE (NAS) HARD DRIVE WHICH IS NO LONGER SERVICEABLE WILL NOT BE RETURNED TO THE MANUFACTURER BUT WILL BE PHYSICALLY DESTROYED. AN EXCEPTION MAY BE GRANTED BY THE RESPONSIBLE DON DEPUTY CIO FOR UNSERVICEABLE DISKS FROM A SAN DEVICE OR A NAS DRIVE WHERE THE DATA IS STORED ACROSS THE ARRAY IN SUCH A WAY THAT READABLE DATA CAN NOT BE REASONABLY OBTAINED FROM THAT SINGLE STORAGE DISK.

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

10. RELEASED BY ROBERT J. CAREY, DEPARTMENT OF THE NAVY CHIEF INFORMATION OFFICER.//