

Security  
**INSTALLATION INCINERATOR OPERATING PROCEDURES**

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**SUMMARY.** This regulation establishes the authority and operating procedures for the operation of the installation incinerator.

**APPLICABILITY.** This regulation applies to personnel using the installation incinerator for the destruction of classified material.

**SUPPLEMENTATION.** Supplementation by subordinate headquarters is prohibited unless approved by Commander, Headquarters Command, AFZF-HC.

**INTERIM CHANGES.** Interim changes to this regulation are not official unless they are authenticated by the Directorate of Information Management (DOIM). Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**SUGGESTED IMPROVEMENTS.** The proponent of this regulation is Headquarters Command, III Corps and Fort Hood. Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-HC, Fort Hood, Texas 76544-5056.

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**OVERVIEW**

	<u>1</u>
Purpose	The purpose of this regulation is to establish the authority and operating procedures for the operation of the installation incinerator, building 4659. <span style="float: right;"><u>1a</u></span>
References	AR 380-5 (Department of the Army Information Security Program, w/FORSCOM Suppl 1, C1, and FH Suppl 1). <span style="float: right;"><u>1b</u></span>
Objectives	To provide users with information and rules regarding the use and operation of the installation incinerator. <span style="float: right;"><u>1c</u></span>

**RESPONSIBILITIES**

	<u>2</u>
Cdr, HQ CMD	The Commander, Headquarters Command (HQ CMD) is responsible for <ul style="list-style-type: none"><li>• having personnel from the HQ CMD S2 operate the incinerator.</li><li>• maintaining regular operating hours.</li><li>• with the assistance of the Directorate of Engineering and Housing (DEH), performing required maintenance of the facility and equipment.</li></ul>

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Cdr, HQ  
CMD (cont)

- ensuring the facility is operated within the guidelines of the Texas Clean Air Act.
- ensuring ash is properly removed before each day of operation

2a

DEH

DEH is responsible for

- providing repair and maintenance service on an as needed basis.
- providing inspections to ensure compliance with existing permit requirements with regard to air emissions.

2b

Corps  
Surgeon

Corps Surgeon is responsible for

- ensuring annual inspections by Environmental Health for compliance with environmental requirements.

2c

Users

Users of the facility are responsible for

- ensuring that classified waste to be destroyed contains no more than 10 percent plastic by volume.
- using the two-person rule or one person and a destruction certificate for material classified Secret and the two-person rule and a destruction certificate for Top Secret material (except exempted waste materials such as typewriter ribbons, carbon paper, etc).
- complying with the operating rules in paragraph 3b.

2d

**POLICY**

3

Operating  
Hours

Normal operating hours are

**Mon, Wed, & Fri                    0900-1200**

**Tues                                    0800-1100**

**Thurs, Sat, & Sun                Closed**

Users may coordinate special hours with proper justification.

3a

Operating  
Rules

Only classified material will be destroyed in the incinerator (no For Official Use Only, unclassified computer cards, sensitive items, etc.).

Classified waste must contain no more than 10 percent plastic by volume (when necessary, users may substitute unclassified paper to reach this balance).

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Operating Rules (continued)

Only plastic base and paper base waste will be destroyed in the incinerator (no food items, cans, bottles, metal fasteners, etc.).

Do not "save" classified material for periodic burning.

Use the facility regularly, otherwise you may have a storage problem when the facility is down for maintenance.

3b

Points of Contact

HQ CMD S2	building 1001	287-7427
Installation incinerator	building 4659	287-0707

3c

**The proponent of this regulation is the Headquarters Command, III Corps and Fort Hood.**

FOR THE COMMANDER:



ROBERT S. COFFEY  
Brigadier General, USA  
Chief of Staff

WILLIAM E. PARKER  
LTC, SC  
DOIM

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