



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 55TH WING (ACC)
OFFUTT AIR FORCE BASE, NEBRASKA

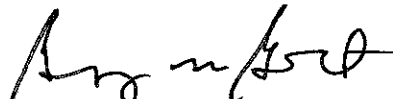
AUG 01 2013

MEMORANDUM FOR 55TH WING PERSONNEL/ASSOCIATE UNITS

FROM: 55 WG/CC

SUBJECT: Clean Desk Policy

1. The disclosure of classified or sensitive unclassified information can have severe consequences on national security. It is not uncommon for sensitive documents or media to be inadvertently disclosed when left unattended in a work area. The risk of unauthorized disclosure is greatly reduced when sensitive unclassified and classified materials are properly stored during any period of absence. As a result I have instituted a Clean Desk Policy for all 55th Wing personnel, Associate Unit personnel and Contractors.
2. Sensitive unclassified and classified materials must be appropriately secured before leaving your work space unattended. All personnel are expected to keep their desk in a clean orderly fashion. Keep all sensitive unclassified materials in either locked desk drawers or locked filing cabinets when not being utilized. Classified materials must be returned to an approved safe or an approved open storage area when no longer needed. At the end of each work day, conduct end-of-day security checks in all areas where classified material is worked with or stored. Ensure the SF 701, Activity Security Checklist, is used to document these checks.
3. This policy is to be implemented immediately and is to remain in effect until rescinded by proper authority.
4. The Information Protection office, 55 WG/IP, is prepared to assist you with any specific questions or concerns and can be reached at 294-1239.


GREGORY M. GUILLOT, Colonel, USAF
Commander

The Sun Never Sets on the 'Fightin' Fifty-Fifth