

# OPSEC Hot Tip

**April 2024**  
***Spring Cleaning***

Did you know that according to the American Cleaning Institute, every year 80% of American households accomplish a Spring cleaning? This includes cleaning out those hard to get to areas like underneath and behind furniture and appliances, cleaning windows, gutters, garages, and just de-cluttering your home from the winter. For some, this includes returning that board game or tool that you borrowed from your neighbor last July... (this is me). Either way, you are getting rid of stuff that is no longer needed and ensuring that your home is clean.

So, what does Spring cleaning and OPSEC have in common? Let me ask, when was the last time you cleaned out your desk of old documents you no longer need? You probably have documents that were printed and later stuffed in your desk. Do you really need those papers from a year or two ago??

Maybe it's time for us to do a spring cleaning and destroy those documents that are no longer needed. If you or your office decide it's time to clean, take the little extra time to properly destroy those documents. Remember, the wing has a 100% shred policy. Ensure those documents are shredded instead of tossing it into the trash bin. If you see someone else throw paper away, inform them that everything gets shredded.

Think about this, when you throw that document into the trash, that information makes it out to an unsecure dumpster that later gets dumped into a public dump. Do you know who is going through that trash to find information on the military or personnel information on you? Those "trash pandas" could be providing information to our enemy and that document you decided to put in the trash could provide that last piece of the puzzle they needed to critically disrupt our mission.

**Think OPSEC!**