



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

AMIM-HMH (100)

12 04 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 3, Privacy Act

1. References:

a. 5 U.S.C. § 552a, Privacy Act of 1974.

b. DoD Instruction 5400.11, DoD Privacy and Civil Liberties Programs, 29 January 2019.

c. AR 25-22, the Army Privacy Program, 22 December 2016.

d. AR 600-20, Army Command Policy, 24 July 2020.

2. We are responsible for ensuring our privacy practices and procedures are followed. Privacy is everyone's responsibility! The Privacy Act promotes and safeguards personally identifiable information (PII) maintained by a system of records. It's our job to ensure collection, storage, use, maintenance, processing, dissemination, and disclosure of personal information adheres to statutory and regulatory compliance (5 U.S.C. § 552a, 32 CFR 310).

3. This policy is applicable to all military, Civilian and contractor US Army personnel assigned to and/or under the operational control of the Garrison Commander.

4. Any PII collection must be coordinated with the Privacy Act Office for approval prior to use or if currently being used to ensure compliance. Additional requirements may include Privacy Impact Assessment (PIA), Privacy Policy or Notice, Privacy Act Statement, and System of Records Notice (SORN).

5. All possible, suspected, or actual breaches must be reported within one hour of discovery.

6. Employees must collect the minimum amount of PII that is legally authorized and necessary to support operations.

7. We must ensure the security and confidentiality of information and records, protection against possible threats or hazards, and permit access only to authorized

AMIM-HMH (100)  
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persons. All records (paper and electronic) will be protected as prescribed in the above references.

8. Individuals who perceive an alleged violation or who want to file a complaint should notify the point of contact (POC) below.

9. POCs for this policy are the USAG Humphreys Privacy Act Officials at DSN 757-2085 (Primary) or 757-2505 (Alternate).



RYAN K. WORKMAN  
COL, AR  
Commanding

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