



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

AMIM-HMG-ZA

11 July 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Humphreys Command Policy Letter #30 – Privacy Act

1. References:

- a. The Privacy Act of 1974, Title 5, United States Code Subpart 552a and 32 Code of Federal Regulation 310.
- b. Department of Defense Issuance (DoDI) 5400.11 (DoD Privacy and Civil Liberties Programs).
- c. Army Regulation 25-22 (The Army Privacy and Civil Liberties Program).

2. Applicability: This policy is applicable to all Military personnel, Civilian Employees, Contractors and Local Nationals assigned and/or under the operational control of the Garrison Commander.

3. Policy: 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 in accordance with the references above.

- a. Any PII collection must be coordinated with the Privacy 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).

- b. All possible, suspected, or actual breaches must be reported within 24 hours of discovery, whether suspected or confirmed to your Privacy Act Officer and immediate supervisor. Breaches may be reported in DPIMS IAW Command Policy (SecDef Policy Memo, Safeguarding Against and Responding to the Breach of PII, September 2017).

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

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

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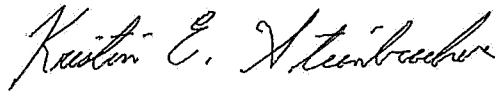
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persons. All records (paper and electronic) will be protected as prescribed in the references above.

4. Individuals who perceive an alleged violation or who want to file a complaint should contact the proponent below.

5. This policy supersedes Command Policy Letter No. 30, Privacy Act, 12 Oct 2023.

Proponent: The Proponent for this policy is the Garrison Privacy Act Official at DSN 757-2085 (Primary) or 757-2505 (Alternate).

A handwritten signature in black ink, reading "Kristin E. Steinbrecher". The signature is written in a cursive style with a large, stylized 'K' and 'S'.

KRISTIN E. STEINBRECHER
COL, AD
Commanding