



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON
BLDG. 237, B AVE, P.O. Box 105021
FORT IRWIN, CA 92310-5000

AMIM-NTG-ZA (25-22)

22 June 2023

MEMORANDUM FOR DISTRIBUTION

SUBJECT: United States Army Garrison, Fort Irwin Policy #21 - Privacy Act Policy

1. References:

- a. AR 25-22, The Army Privacy Program, 22 December 2016
- b. AR 25-55, The Department of the Army Freedom of Information Act Program, 19 October 2020
- c. DoD 5400.11-R, DoD Privacy Program, 14 May 2007
- d. DoDI 5400.11, DoD Privacy and Civil Liberties Program, 8 December 2020
- e. IMCOM OPORD 20-008: Installation Management Command (IMCOM) Personal Identifiable Information (PII) Containment and Mitigation Plan, 23 Oct 2019
- f. Office of the Administrative Assistant to the Secretary, Breach Reporting Requirements, 6 August 2021
- g. The Privacy Act of 1974, as amended, 5 U.S.C. § 552a
- h. Title 32, CFR Part 310, Protection of Privacy and Access to and Amendment of Individual Records under the Privacy Act of 1974

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 United States Code § 552a, Title 32 Code of Federal Regulations 310).

3. IAW AR 25-22, PII is defined as Information which can be used to distinguish or trace an individual's identity, such as name, Social Security Number, DOD ID, and biometric records, alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, and mother's maiden name.

4. This policy is applicable to all military, civilian and contractor U.S. Army personnel assigned to and/or under the operational control of the Garrison Commander.

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

6. All possible, suspected, or actual breaches in any medium or form, including paper, oral or electronic must immediately be reported to your chain of command, your supervisor, and to the Installation Privacy Office. If electronic records and computers are involved, suspected, or actual breaches must also be reported immediately to the Fort Irwin Network Enterprise Center (NEC), Cyber Security Division, (760) 380-9666/9379. The Installation Privacy Office will enter incident data into the Privacy Act Tracking System (PATS) for DD Form 2959 (Breach of PII Information Report) population within 24 hours of discovery. PATS entries alert the Department of the Army Privacy Office, which then reports Information Technology related breaches to Army Cyber (ARCYBER) and the Army Security Operations Center (SOC).

7. All personnel must ensure the security and confidentiality of information and records, protection against possible threats or hazards and permit access only to authorized persons. Personnel must collect only the minimum amount of PII that is legally authorized and necessary to support operations. All records (paper and electronic) must be protected as prescribed in Department of Defense Regulation 5400.11-R (DOD Privacy Program), 14 May 2007 and AR 25-22, (The Army Privacy Program), 22 December 2016. Consideration for release shall be accomplished IAW the Privacy Act and/or Freedom of Information Act. Failure to comply and safeguard PII, may result in administrative and/or disciplinary action.

9. Individuals who perceive an alleged privacy violation or need to file a legitimate privacy complaint, should contact the Installation Privacy Office.

10. The point of contact is Virginia I. Kemp, Installation Privacy Act Office, virginia.i.kemp.civ@mail.mil, (760) 380-4540.


LANE A. BOMAR
COL, AR
Commanding

AMIM-NTG-ZA (25-22)

SUBJECT: United States Army Garrison, Fort Irwin Policy #21 - Privacy Act Policy

DISTRIBUTION:

Commander, Headquarters and Headquarters Company

Director, Emergency Services

Director, Equal Employment Opportunity Office

Director, Family, Morale, Welfare, and Recreation

Director, Human Resources

Director, Plans, Training, Mobilization, and Security

Director, Public Affairs

Director, Public Works

Director, Religious Services

Director, Resource Management

Director, Safety

