



DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

REPLY TO
ATTENTION OF

AMIM-MHG-IM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum IM-3, Joint Base Commander's Information Protection (SecurePrint) and Printer Policy

1. REFERENCES.

- a. Army Regulations 25-1, Army Information Technology, 15 Jul 19.
- b. Army Regulation 25-2, Information Assurance, 4 Apr 19.
- c. National Institute of Standards and Technology (NIST) Special Publication 800-122, Guide to Protecting the Confidentiality of Personal Identifiable Information (PII), April 2010.

2. PURPOSE. Provide guidance to all JBM-HH personnel on the Joint Base Information Protection (SecurePrint) and Printer Use Policy.

3. APPLICABILITY. This policy is applicable to all military, civilians, contractors and volunteers who handle PII and are assigned to and/or under the operational control of the JBM-HH.

4. POLICY.

a. Protecting sensitive information is the personal responsibility of every military, civilian, contractor, and volunteer who handles PII in the performance of their duties. In an effort to improve the safeguarding and handling of sensitive information, SecurePrint technology has been purchased by this command. This policy provides direction on the use of this technology.

b. For the purpose of this policy, the term "Sensitive Information" includes, but is not limited to the following types of information:

- (1) Name, such as full name, maiden name, mother's maiden name, or alias.
- (2) Personal identification number, such as social security number, passport number, driver's license number, taxpayer identification number, patient identification number, and financial account or credit card number.

(3) Address information, such as street address or personal email address.

(4) Asset information, such as Internet Protocol or Media Access Control address or other host-specific persistent static identifier that consistently links to a particular person or small well-defined group of people.

(5) Personal telephone numbers, including home and mobile.

(6) Personal characteristics, including photographic image (especially of face or other distinguishing characteristics), x-rays, fingerprints, or other biometric image or template data (retina scan, voice signature, facial geometry).

(7) Information identifying personally-owned property, such as vehicle registration number or title number and related information.

(8) Information about an individual that is linked or linkable to one of the above (date of birth, place of birth, race, religion, weight, activities, geographic indicators, employment information, medical information, education information, financial information).

c. Users printing documents containing sensitive information will use the SecurePrint feature to ensure information confidentiality. Instructions for using this feature are attached to this policy memorandum. Additional copies may be requested from the Information Management Officer.

d. When using the CAC Scan feature to scan documents containing sensitive information, users will use the encryption option to ensure data confidentiality.

e. Additionally, the purchase of, supplies for, and maintenance of personal stand-alone printers is prohibited. Exceptions to this policy may be granted by the JBM-HH Commander or Chief of Staff on a case-by-case basis. Those with stand-alone printers may continue to use them until the current stock of supplies has been exhausted or the device becomes non-functional. Once current supplies are exhausted, stand-alone printers will be turned in to the Property Book Office for official disposition and removal from the organization's property book. The Government Purchase Card shall not be used to purchase any printing supplies except paper.

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5. PROCEDURES. A copy of this memorandum will be posted on unit and directorate bulletin boards where all unit/directorate members will have access to it.

6. PROPONENT. The JBM-HH S-6 Office is the proponent for this policy. The point-of-contact is the Information Management Officer at commercial (703) 696-0481 or DSN 426-0481.

DAVID D. BOWLING
COL, SF
Commanding

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