



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
111 E CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-5256

IMKN-HRA

6 November 2019

MEMORANDUM FOR All Garrison Personnel

SUBJECT: Fort Knox Policy Memo No. 33 Privacy Act Policy

1. References.

a. Department of Defense (DoD) Regulation 5400.11, DoD Privacy and Civil Liberties Programs, 29 January 2019.

b. Army Regulation (AR) 25-22, The Army Privacy Program, 1 May 2017.

c. 5 United States Code (U.S.C) § 552a, Records Maintained on Individuals, 7 January 2011.

d. 32 Code of Federal Regulations (CFR) 310, DoD Privacy Program, 1 July 2011.

2. Applicability. All military, civilian, and contractor personnel assigned to and/or under the operational control of the Garrison Commander.

3. Purpose. To ensure the security and confidentiality of information and records are protected against possible threats or hazards and permit access only to authorized persons. All records (paper and electronic) will be protected as prescribed in DoD Regulation 5400.11 and AR 25-22.

4. Responsibility. Privacy is everyone's responsibility! Personnel will ensure privacy practices and procedures are followed. The Privacy Act promotes and safeguards personally identifiable information (PII) maintained by a system of records. Personnel are 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).

5. Requirements. 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 (PAS), and System of Records Notice (SORN).

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

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

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

6. The POC for this policy is Garrison Privacy Official, 502-624-2575, alicia.m.flickinger.civ@mail.mil.

CJ KING
COL, LG
Commanding