



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON FORT LEAVENWORTH
290 GRANT AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-1292

AMIM-LVG-ZA (25-22g)

10 April 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #04, Privacy Act Policy

1. References:

- a. 5 U.S.C. § 552a, 32 CFR 310
- b. DOD Regulation 5400.11-R (DOD Privacy Program)
- c. AR 25-22 (The Army Privacy Program)

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), <https://ecfr.io/fritle-32/pt32.2.310>.

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 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.

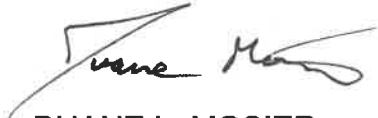
7. We must ensure the security and confidentiality of information and records, protection against possible threats or hazards and permit access only to authorized persons. All records (paper and electronic) will be protected as prescribed in DOD Regulation 5400.11-R (DOD Privacy Program) and AR 25-22 (The Army Privacy Program), <https://armypubs.army.mil/>.

AMIM-LVG-ZA (25-22g)

SUBJECT: Command Policy Letter # 04, Privacy Act Policy

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

9. Point of contact for this memorandum is Mr. Thomas Reitmeier, Executive Officer, at email thomas.c.reitmeier.civ@army.mil or phone number (913) 684-2993.



DUANE L. MOSIER
COL, SF
Commanding

DISTRIBUTION:

DFMWR

DHR

DPTMS

DES

DPW

PAIO

DRM

IMO

PAO

RSO

Safety

EEO

C:\Users\1023081772121002.CIV\OneDrive - US Army\GARCMD -
Common\Admin\ADMIN 2023\Policy Letters 2023