



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES. ARMY GARRISON, FORT STEWART/HUNTER ARMY AIRFIELD**  
**1791 GULICK AVE., BLDG. 709**  
**FORT STEWART, GEORGIA 31314**

AMIM-SHG-ZA (25-22f2)

MEMORANDUM FOR U.S. Army Garrison Fort Stewart/Hunter Army Airfield Personnel

SUBJECT: U.S. Army Garrison Fort Stewart and Hunter Army Airfield Policy #21,  
Privacy Act Policy

1. 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).
2. This policy is applicable to all military, Civilian and contractor U.S. Army personnel assigned to and under the operational control of the Garrison Commander.
3. 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).
4. All possible, suspected, or actual breaches must be reported within one hour of discovery. Employees must collect the minimum amount of PII that is legally authorized and necessary to support operations.
5. 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 DODD 5400.11, 5400.11-R (DOD Privacy Program) and AR 25-22 (The Army Privacy and Civil Liberties Program). Individuals who perceive an alleged violation or who want to file a complaint should contact the point of contact (POC) below.
6. Proponent. Directorate of Human Resources, ASD at commercial (912) 767-8103, or (912) 767-1600.

MARC J. AUSTIN  
COL, IN  
Commanding