



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

AMIM-SHG-ZA (340)

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

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

1. Reference: AR 25-22, The Army Privacy and Civil Liberties Program
2. We are committed to protecting the privacy and civil liberties of Soldiers, DA Civilians, and individuals considered members of the public to the greatest extent possible, consistent with our mission and operational requirements regarding the collection, use and sharing of personal information.
3. The Privacy Act promotes and safeguards personal information maintained by a System of Record (SOR). This policy reinforces the way USAG collects, stores, uses and discloses personal information for compliance with operational requirements of this command and as established by the Privacy Act of 1974 (5 U.S.C. § 552a) and AR 25-22.
4. The policy and procedures outlined below are applicable to all USAG military, civilian and contractor personnel assigned to or under the operational control of USAG Fort Stewart.
5. Policy: USAG employees will only collect personal information that is legally authorized and minimally necessary to support operations.
 - a. Disclosure of records pertaining to an individual from a SOR is strictly prohibited in the absence of the individual's written consent except as authorized by the Privacy Act of 1974 and the Freedom of Information Act.
 - b. Employees will ensure the security and confidentiality of personal records, protect records in their possession against possible threats or hazards and permit access to these records to only those authorized persons with a verified need-to-know.
6. Procedures: USAG employees will only transmit and secure records containing PII using one of the methods shown below

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a. Paper records containing PII will be placed in secured areas (locked file cabinets or locked room) when not being used by an employee to conduct government business.

b. When sending emails that contain social security numbers or other PII, ensure that the email is encrypted. Also, confirm that the recipient's email address is correct. Most importantly, use "Reply All" with extreme caution, if at all.

c. Electronic records being transmitted (via email) to non-DOD personnel (without a .mil account) and a verified need to know, will be sent encrypted using Department of Defense Secure Access File Exchange DoDSAFE at: <https://safe.apps.mil> or other electronic means that require a passphrase to access. This will also be the method to transmit records containing PII when a .mil recipient cannot receive encrypted emails.

d. Transmitting records containing PII by hand to other offices inside or outside USAG, will require the use of a Standard Form (SF) 901 Controlled Unclassified Information (CUI) cover sheet(s).

7. Individuals who perceive an alleged violation or want to file a privacy act complaint, will contact their appointed Privacy Act Officer prior to entering the suspected breach into the Defense Privacy Information Management System (DPIMS) unless the breach happens outside of duty hours. The privacy official for reporting USAG suspected breach, contact the HQ IMCOM Privacy office at (210) 466-0414 or email at usarmy.jbs.imcom-hq.mbx.privacy-management@army.mil. Outside of regular duty hours, report at <https://dpims.disa.mil/eCasePortal/Home.aspx>.

8. The POC for this policy is Garrison Privacy officials are Andrea F. Everett, telephone (571) 801-3323, email andrea.f.everett.civ@army.mil or James E. Ervin, telephone (571) 801-3324, email james.e.ervin.civ@army.mil.

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Commanding