



**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON ALASKA
1046 MARKS ROAD #6000
FORT WAINWRIGHT, ALASKA 99703-6000**

MAR 14 2022

AMIM-AKH-A

MEMORANDUM FOR All United States Army Garrison Alaska Personnel

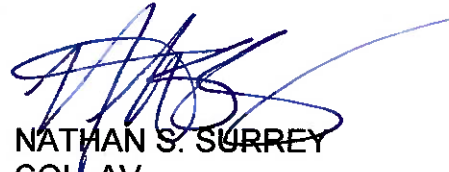
SUBJECT: Privacy Act Policy (USAG Alaska Policy #11)

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/or under the operational control of the USAG Alaska Commander.
3. The creation of a system of records that includes PII must be coordinated with the Privacy Office for approval prior to use or, if currently being used, to ensure compliance. Additional requirements may include a Privacy Impact Assessment (PIA), Privacy Policy or Notice, Privacy Act Statement, and System of Records Notice (SORN).
4. All suspected or actual breaches involving the unauthorized access to PII or the transmission of PII to an unauthorized recipient must be reported within one hour of discovery at <http://www.us-cert.gov> or by calling 1-866-606-9580.
5. Employees must collect the minimum amount of PII that is legally authorized and necessary to support operations.
6. 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).
7. Individuals who perceive an alleged violation or who want to file a complaint should contact the point of contact (POC) below.
8. This policy supersedes USAG Alaska Policy #11, subject: Privacy Act Policy, dated 09 Nov 19.

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9. The POC for this policy is the USAG Alaska Privacy Official, (907) 353-7624.

A handwritten signature in blue ink, appearing to read 'N.S. Surrey', with a long horizontal flourish extending to the right.

NATHAN S. SURREY
COL, AV
Commanding