DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON
14000 MSCOE LOOP, SUITE 120
FORT LEONARD WOOD, MISSOURI 65473-8300

AMIM-LDH (340a) 17 July 2026

MEMORANDUM FOR All U.S. Army Garrison Personnel

SUBJECT: Privacy Act Guidance

1. References.

a. 5 U.S.C. § 552a, Records Maintained on Individuals

b. 32 CFR 310, Protection of Privacy and Access to and Amendment of Individual Records Under the Privacy Act of 1974

c. DOD Regulation 5400.11-R, Department of Defense Privacy Program

d. Army Regulation 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 is 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).

3. This policy is applicable to all military, Civilian, and contractors 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 to the garrison commander or deputy garrison commander.

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, as well as the 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).

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

9. The POC for this policy is the Garrison Privacy Official at (573) 596-5246.

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RENEA L. LAZZARINI
Deputy Garrison Commander