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SUBJECT: DEPARTMENT OF THE NAVY (DON) PERSONALLY IDENTIFIABLE INFORMATION (PII) ANNUAL TRAINING POLICY

RMKS/1. REF A ADDRESSES THE SERIOUSNESS OF THE LOSS OF PII. AS A FOLLOW-UP, I AM ESTABLISHING TWO POLICY CHANGES THAT FOCUS ON INDIVIDUAL AWARENESS, TRAINING, COMPLIANCE, AND REPORTING AS OUTLINED BELOW.

A. ONLINE TRAINING. COMMANDERS/COMMANDING OFFICERS/ OFFICERS-IN-CHARGE WILL ENSURE THAT ALL ASSIGNED PERSONNEL (CIVILIAN, MILITARY, AND CONTRACTORS) THAT HAVE ACCESS TO PERSONALLY IDENTIFIABLE INFORMATION COMPLETE 2007 PRIVACY 101 AND 103 TRAINING AT [HTTP://PRIVACY.NAVY.MIL](http://PRIVACY.NAVY.MIL) OR [HTTPS://HQDOD.HQMC.USMC.MIL/PII.ASP](https://HQDOD.HQMC.USMC.MIL/PII.ASP). FOR DESIGNATED PERSONNEL, THIS TRAINING MUST BE COMPLETED NO LATER THAN 1 JAN 08 AND ANNUALLY THEREAFTER. SUPERVISORS MUST ALSO COMPLETE 2007 PRIVACY 102 TRAINING. INDIVIDUAL AUDITABLE RECORDS OF COMPLETION WILL BE MAINTAINED BY THE COMMAND TRAINING OFFICER OR THE CONTRACTING OFFICER REPRESENTATIVE IN THE CASE OF CONTRACTOR PERSONNEL. THESE RECORDS WILL CONSIST OF A SIGNED AND DATED CERTIFICATION SHEET THAT READS SIMILAR TO THE FOLLOWING:

THIS IS TO CERTIFY THAT I HAVE RECEIVED ANNUAL TRAINING ON MY PRIVACY RESPONSIBILITIES. I UNDERSTAND I AM RESPONSIBLE FOR SAFEGUARDING PERSONALLY IDENTIFIABLE INFORMATION (PII) WHILE PERFORMING OFFICIAL DUTIES. I ALSO UNDERSTAND THAT I MAY BE SUBJECT TO DISCIPLINARY ACTION FOR FAILURE TO PROPERLY SAFEGUARD PII, FOR IMPROPERLY USING OR DISCLOSING SUCH INFORMATION, AND FOR FAILURE TO REPORT ANY KNOWN OR SUSPECTED LOSS OF SUCH INFORMATION. A BLANK CERTIFICATION SHEET CAN BE FOUND AT THE END OF EACH TRAINING PRESENTATION. DEPLOYED UNITS MAY DEFER ANNUAL TRAINING AND CERTIFICATION 60 DAYS PRIOR TO DEPARTING CONUS AND 60 DAYS UPON RETURN TO CONUS. COMMANDERS/COMMANDING OFFICERS/OFFICERS-IN-CHARGE WILL ENSURE THOSE RETURNING ARE ADDED TO THE COMMAND*S TRAINING PROGRAM/TRAINING CYCLE. A NKO/DKO PII TRAINING MODULE WILL BE IN PLACE FOR THE NEXT TRAINING CYCLE.

B. SPOT CHECKS. UTILIZING THE CHECKLIST AVAILABLE AT [HTTP://PRIVACY.NAVY.MIL](http://PRIVACY.NAVY.MIL) OR [HTTPS://HQDOD.HQMC.USMC.MIL/PII.ASP](https://HQDOD.HQMC.USMC.MIL/PII.ASP), COMMANDERS/COMMANDING OFFICERS/OFFICERS-IN-CHARGE WILL ENSURE THAT SUPERVISORS CONDUCT A SPOT CHECK OF THEIR ASSIGNED AREAS OF RESPONSIBILITY, FOCUSING ON THOSE AREAS THAT DEAL WITH PII ON A REGULAR BASIS (E.G., HUMAN RESOURCES, PERSONNEL SUPPORT, MEDICAL, ETC.). THIS ACTION MUST BE COMPLETED BY 1 JAN 08 AND IS MEANT TO ENSURE THAT BASIC PII SAFEGUARDS ARE IN PLACE. SPOT CHECKS WILL BE CONDUCTED ON A SEMI-ANNUAL BASIS. AUDITABLE RECORDS WILL BE MAINTAINED BY THE COMMAND PRIVACY ACT COORDINATOR OR OTHER DESIGNATED OFFICIAL. CORRECTIVE ACTION SHOULD BE TAKEN IMMEDIATELY WHERE WEAKNESSES ARE IDENTIFIED.

2. THE FOLLOWING ARE FORTHCOMING: A REVISED PII INCIDENT REPORTING PROCEDURE; DATA AT REST GUIDANCE; AND ADDITIONAL POLICY CHANGES DESIGNED TO SIGNIFICANTLY REDUCE THE EXPOSURE AND POTENTIAL COMPROMISE OF PII. I EXPECT THAT THE COMBINATION OF THESE TOOLS, FOCUSED TRAINING, AND STRONGER SAFEGUARDING PROCEDURES WILL DRAMATICALLY REDUCE THE COMPROMISES OF PII IN THE DON.

3. DON PRIVACY POCS. DON CIO: STEVE MUCK, 703-602-4412 OR STEVEN.MUCK@NAVY.MIL. CNO (DNS 36): MS. DORIS LAMA, 202-685-6545/DSN 325-6545 OR DORIS.LAMA@NAVY.MIL. USMC(ARSF): MS. TERESA ROSS, 703-614-4008/DSN 224-4008 OR TERESA.D.ROSS@USMC.MIL. HQMC C4IA DIVISION: MS. CHRISTINE HESEMANN, 703-693-3490 OR CHRISTINE.HESEMANN.CTR@USMC.MIL.

4. RELEASED BY THE HONORABLE DONALD C. WINTER, SECRETARY OF THE NAVY.//

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