MEMORANDUM FOR COMMANDANT OF THE MARINE CORPS
CHIEF OF NAVAL OPERATIONS
ASSISTANT SECRETARIES OF THE NAVY
GENERAL COUNSEL OF THE NAVY
JUDGE ADVOCATE GENERAL

SUBJECT: Department of the Navy Privacy Program and Appointment of the Senior
Military Component Official for Privacy

Effective this date, I am establishing the Senior Military Component Official for
Privacy designation for the Department of the Navy (DON). The Department of the
Navy Chief Information Officer (DON CIO) is hereby appointed the DON’s Senior
Military Component Official for Privacy and delegated the responsibility for oversight of
the Department’s implementation of the Privacy Act of 1974, 5 U.S.C. 552a, in
accordance with all pertinent Department of Defense directives and guidance. As the
Department’s Senior Military Component Official for Privacy, the DON CIO, will:

- Oversee the Department’s Privacy Program.

- Lead policy oversight and coordination in the Department’s development and
evaluation of legislative, regulatory, and other policy proposals that pertain to
information privacy issues, including those relating to the Department’s
collection, use, sharing, and disclosure of personal information.

- Ensure the Services are responsible and accountable for implementation of
information privacy protections, including compliance with federal laws,
regulations, and policies relating to information privacy, such as the Privacy
Act and other federally mandated information privacy policies.

- Ensure the Services take appropriate steps to protect personal information
from unauthorized use, access, disclosure or sharing, and ensure the Services
protect or collaborate with appropriate offices in the protection of associated
information systems from unauthorized access, modification, disruption, or
destruction.

- Provide oversight of the Department’s compliance efforts including the
review of DON information privacy policies and procedures to ensure they
are comprehensive and up-to-date. Ensure the DON CIO Privacy Office, the
DON Privacy Act Program Manager (DNS-36) and Headquarters Marine
Corps (HQMC) coordinate on all Privacy Act and Privacy policy issues to
effect a sustainable and compliant program.
• Ensure the Services take appropriate steps to provide the Department's employees and contractors with appropriate training and education regarding information privacy laws, regulations, policies, and procedures governing the Department's handling of personal information.

The DON CIO Privacy Office will retain responsibility for policy creation and implementation for the DON Information Management/Information Technology Privacy policy program. DNS-36 will retain responsibility for policy creation and implementation for the DON Privacy Act Program. HQMC will retain policy creation, implementation, and operational control for Service level Information Technology Privacy and Privacy Act Programs.

cc:
UNSECNAV
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Director, Defense Privacy Office
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