

DON CIO Naval Message: DTG 201839Z NOV 08
UNCLASSIFIED//

MSGID/GENADMIN/DON CIO WASHINGTON DC//

SUBJ: PROTECTING PERSONALLY IDENTIFIABLE INFORMATION ON DEPARTMENT OF
THE NAVY SHARED DRIVES AND APPLICATION BASED PORTALS

REF/A/MSG/DON CIO WASHINGTON DC/171952Z APR 07//
REF/B/DOC/SECNAV/28SEP2005// REF/C/DOC/SECNAV/31DEC2005//
REF/D/DOC/SECNAV/16NOV2007//

NARR/REF A IS ALNAV 070/07 DON PERSONALLY IDENTIFIABLE INFORMATION
ANNUAL TRAINING POLICY. REF B IS SECNAVINST 5211.5E, DEPARTMENT OF THE
NAVY PRIVACY PROGRAM. REF C IS SECNAVINST 5210.8D, DEPARTMENT OF THE
NAVY RECORDS MANAGEMENT PROGRAM. REF D IS SECNAV M-5210.1, THE DON
RECORDS MANAGEMENT PROGRAM RECORDS MANAGEMENT MANUAL. REFS CAN BE FOUND
AT WWW.DONCIO.NAVY.MIL.

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PASSING INSTRUCTIONS:

CNO: PLEASE PASS TO DNS 36 AND N6

NAVY ECHELON II COMMANDS: PLEASE PASS TO COMMAND INFORMATION OFFICER
(IO), N1, N6, PRIVACY ACT COORDINATOR AND RECORDS MANAGER

USMC MAJOR SUBORDINATE COMMANDS: PLEASE PASS TO COMMAND INFORMATION
OFFICER (IO), G1, G6, PRIVACY ACT COORDINATOR, AND RECORDS MANAGER

RMKS/1. THIS MESSAGE REINFORCES CURRENT DEPARTMENT OF THE NAVY (DON)
POLICY AIMED AT REDUCING THE NUMBER AND POTENTIAL IMPACT OF LOST,
STOLEN, OR COMPROMISED PERSONALLY IDENTIFIABLE INFORMATION (PII) TO
SAILORS, MARINES, GOVERNMENT PERSONNEL, DEPENDENTS, AND DON
CONTRACTORS. RECENT PII BREACH REPORTS HIGHLIGHT A POTENTIALLY SYSTEMIC
PROBLEM WITH LOCALLY MAINTAINED SHARED DRIVES THROUGHOUT THE DON THAT
REQUIRES IMMEDIATE CORRECTIVE ACTION. THIS INCLUDES APPLICATION BASED
PORTALS SUCH AS NAVY KNOWLEDGE ONLINE AND DEFENSE KNOWLEDGE ONLINE.
LESSONS LEARNED HAVE ILLUSTRATED A COMMON PROBLEM EXISTS. FILES ARE
INDISCRIMINATELY STORED TO SHARED DRIVES WITHOUT CONSIDERATION TO
PRIVACY ACT REQUIREMENTS AND POTENTIAL IDENTITY THEFT IMPLICATIONS.
ONLY THOSE PERSONNEL WITH A NEED TO KNOW SHOULD HAVE ACCESS TO THESE
PRIVACY SENSITIVE FILES. BECAUSE SHARED DRIVES ARE LOCALLY MAINTAINED
AND CONTROLLED, ANY ELECTRONIC FILE, INCLUDING WORD, EXCEL, AND PDF
DOCUMENTS, ARE SUSCEPTIBLE TO A LACK OF PERMISSION CONTROL ALLOWING
UNRESTRICTED ACCESS. SHARED DRIVES AND PORTALS ARE PARTICULARLY
VULNERABLE WHEN SERVER MAINTENANCE IS PERFORMED AND CONTROLS HAVE NOT
BEEN RESET.

2. IAW REFS A AND B, DOCUMENTS CONTAINING PII MUST BE DELETED,
RESTRICTED TO PERSONNEL WITH A NEED TO KNOW, OR HAVE THE PII REMOVED.
THERE ARE RECORDS MANAGEMENT IMPLICATIONS TO PURGING ELECTRONIC
DOCUMENTS. REFS C AND D SHOULD BE FOLLOWED WHEN DELETING ANY DOCUMENT
THAT MAY BE AN OFFICIAL RECORD AS DEFINED BY REF C.

3. PII REFERS TO INFORMATION WHICH CAN BE USED TO DISTINGUISH OR TRACE AN INDIVIDUAL'S IDENTITY, E.G., NAME, SOCIAL SECURITY NUMBER, DATE AND PLACE OF BIRTH, AGE, MILITARY RANK, CIVILIAN GRADE, MARITAL STATUS, RACE, SALARY, HOME/OFFICE PHONE NUMBERS, MOTHER'S MAIDEN NAME, BIOMETRIC, PERSONNEL, MEDICAL, FINANCIAL INFORMATION, AND OTHER DEMOGRAPHIC DATA, INCLUDING ANY OTHER PERSONAL INFORMATION WHICH IS LINKED OR LINKABLE TO A SPECIFIED INDIVIDUAL. PII FOUND ON SHARED DRIVES AND PORTALS IS MOST OFTEN FOUND IN DOCUMENTS RELATED TO AWARDS, RECALL DATA BASES, TRAINING RECORDS, LEGAL ISSUES, MEDICAL RECORDS, TRAVEL, HIRING AND PERSONNEL ACTIONS AND FINANCIAL DATA. COMMAND LEADERSHIP MUST ENSURE PROPER CONTROLS AND PERMISSIONS ARE IN PLACE TO SAFEGUARD THIS DATA. WORK RELATED PII SUCH AS WORK PHONE NUMBER, POSITION TITLE, OR PAY GRADE IS NOT LIKELY TO PRESENT A RISK OF HARM TO DON PERSONNEL SO SHARED DRIVE AND PORTAL ACCESS CONTROLS SHOULD BE LEFT TO THE DISCRETION OF THE COMMAND/UNIT.

4. REF A REQUIRES COMMANDS/UNITS TO CONDUCT A SEMI-ANNUAL COMPLIANCE SPOT CHECK TARGETING THOSE OFFICES THAT HANDLE PII ON A REGULAR BASIS (E.G., HUMAN RESOURCES, PERSONNEL SUPPORT, RECRUITING, FINANCIAL MEDICAL AND LEGAL) THE COMPLIANCE SPOT CHECK FORM IS FOUND ON THE DON CIO WEB SITE AND ADDRESSES LOCALLY MANAGED SHARED DRIVES. A RECORD OF THIS SEMI-ANNUAL SPOT CHECK IS AN AUDITABLE RECORD AND MUST BE FORWARDED TO THE LOCAL PRIVACY ACT OFFICE AND MAINTAINED IN COMMAND FILES. THE DON CIO WEB SITE([HTTP:SLASH SLASH WWW.DONCIO.NAVY.MIL](http://www.doncio.navy.mil)) PROVIDES ADDITIONAL INFORMATION TO ASSIST IN SEARCHING A SHARED DRIVE AND PROPERLY SAFEGUARDING PII DISCOVERED IN A SEARCH. MANAGEMENT MUST ENSURE THESE SPOT CHECKS ARE COMPLETED AND THAT IMMEDIATE AND CORRECTIVE ACTION BE TAKEN TO MINIMIZE THE POTENTIAL FOR UNRESTRICTED ACCESS TO PII.

5. REQUEST WIDEST DISSEMINATION.

6. RELEASED BY ROBERT J. CAREY, DEPARTMENT OF THE NAVY CHIEF INFORMATION OFFICER.//