

FM CNO WASHINGTON DC//N09//

TO NAVADMIN

UNCLAS//

NAVADMIN 125/10

PERSONAL FOR COMMANDERS, COMMANDING OFFICERS, AND OFFICERS-IN-CHARGE  
FROM ADMIRAL GREENERT// MSGID/GENADMIN/CNO WASHINGTON DC/N09/MAR//

SUBJ/SAFEGUARDING PERSONALLY IDENTIFIABLE INFORMATION (PII)//

RMKS/1. DURING THE PAST YEAR, THE DEPARTMENT OF THE NAVY EXPERIENCED NUMEROUS INADVERTENT RELEASES OF PII. THIS COMPROMISED THE IDENTITY OF OUR PEOPLE AND THEIR FAMILIES. CARELESS LOSS OR COMPROMISE OF PII NOT ONLY LEADS TO IDENTITY THEFT AND OTHER CRIMINAL BEHAVIOR, BUT PREVENTS OUR PEOPLE FROM FOCUSING ON DAILY TASKS AND OVERALL MISSION. WE RELY ON OUR PEOPLE TO ACCOMPLISH THE MISSION; THEY RELY ON THOSE THAT HAVE ACCESS TO THEIR PII TO SAFEGUARD IT. THIS IS A LEADERSHIP RESPONSIBILITY.

2. HUMAN ERROR CAUSES EIGHTY PERCENT OF PII BREACHS. THEREFORE, THE FOCUS ON NON-TECHNICAL SOLUTIONS IS ESSENTIAL. TO THAT END, ALCON MUST COMBINE TECHNICAL AND NON-TECHNICAL SOLUTIONS TO INCLUDE TRAINING AND PROCESS IMPROVEMENT.

3. THIS ISSUE DEGRADES INDIVIDUAL AND UNIT READINESS. COMMUNICATION, AWARENESS AND TRAINING ARE FUNDAMENTAL IN RESOLVING INADVERTENT COMPROMISE OF PII. MAKE THIS A PRIORITY IN YOUR COMMAND OR ORGANIZATION.

4. ENSURE WIDEST DISSEMINATION OF THE CONTENTS OF THIS MESSAGE. PLACE EMPHASIS ON THE IMPORTANCE OF SAFEGUARDING PII THROUGH ENFORCEMENT OF PRIVACY ACT AND THROUGH PII TRAINING FOR YOUR PERSONNEL. TRAINING, POLICY, GUIDANCE, TIPS, REPORTING PROCEDURES, AND OTHER PRIVACY RELATED INFORMATION CAN BE FOUND AT: [WWW.DONCIO.NAVY.MIL](http://WWW.DONCIO.NAVY.MIL) AND [WWW.PRIVACY.NAVY.MIL](http://WWW.PRIVACY.NAVY.MIL) WEB SITES.

5. VICE CHIEF SENDS.//