



THE UNDER SECRETARY OF THE NAVY
WASHINGTON DC 20350-1000

October 30, 2009

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.



Robert O. Work

cc:

UNSECNAV

DA&M OSD

DNS

DMCS

Director, Defense Privacy Office

AUDGEN

NAVINSGEN

OLA

CHINFO

NCIS

DONCIO

AAUSN

OPA

DUSN (BOAT)

DUSN (PPOI)