

Stop the Loss of Personally Identifiable Information

Personally Identifiable Information (PII) is information about an individual that identifies, links, relates, or is unique to, or describes an individual, (e.g., SSN; age; rank; grade; marital status; race; salary; home phone number; security clearance level; drug test results; performance rating; biometric; personnel, medical and financial information). For more info visit <https://hqodod.hqmc.usmc.mil>

TRAIN

- Complete Annual PII Awareness Training.
- Conduct Local Standowns.
- Complete Semi-Annual Compliance Spot Checks.
- Attend Privacy Workshops and Conferences.

PROTECT

- Mark all documents/email that contain PII.
- Maintain positive control of all PII or keep in secured government space (e.g., laptops & portable electronic equip).
- Encrypt data at rest on hard drive.
- Share PII only with those who have a need to know.
- Eliminate unnecessary PII.

REPORT

- Report any loss or suspected loss of PII within one hour per USMC guidelines.
- Mitigate risk of harm to affected personnel.
- Notify affected personnel when directed by DON CIO.

TRAIN PROTECT REPORT

