19 April 2016

MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF THE NAVY REVISION OF PERSONALLY IDENTIFIABLE INFORMATION (PII) BREACH REPORTING FORMS

Ref: (a) DON CIO WASHINGTON DC 291652Z FEB 08, Loss of Personally Identifiable Information (PII) Reporting Process

The purpose of this memorandum is to announce revisions of OPNAV Forms 5211/13 and 5211/14, currently in use throughout the Department of the Navy (DON) for reporting the known or suspected loss of personally identifiable information (PII). These revisions do not change current DON policy for PII breach reporting, provided in reference (a), but modify the forms as follows:

- Designates OPNAV Form 5211/13 as SECNAV Form 5211/1 for initial and supplemental reporting. The title remains the same: Department of the Navy (DON) Loss or Compromise of Personally Identifiable Information (PII) Breach Reporting Form.

- Designates OPNAV Form 5211/14 as SECNAV Form 5211/2 for after action reporting. The title remains the same: Department of the Navy (DON) Loss or Compromise of Personally Identifiable Information (PII) After Action Reporting Form.

- Adds questions that will:
    - Assist in determining whether individual notification is warranted;
    - Document whether the individual(s) responsible for a breach has completed annual PII awareness training requirement;
    - Assist in developing improved metrics; and
    - Document whether the use of the Social Security number (SSN) associated with a breach has been justified in writing.

- Removes the United States Computer Emergency Response Team (US-CERT) from automatic distribution for every DON breach reported. The DON Chief Information Officer (CIO) Privacy team will review breach reports and determine which to report to US CERT.

DON commands will transition to SECNAV Forms 5211/1 and 5211/2 by 1 June 2016. The DON CIO point of contact for this effort is Mr. Steve Daughety, 703-697-0045 or steve.daughety1@navy.mil.

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