



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH ARMY
UNIT #15236
APO AP 96205-5236

OCT 15 2013

EACG

MEMORANDUM FOR All Eighth Army Assigned Soldiers and Civilian Employees

SUBJECT: Eighth Army Command Policy Letter #1, Reduction of Use of Personally Identifiable Information (PII) in Electronic Form

1. References:

- a. Eighth Army OPORD 25-10 (Removal of Personally Identifiable Information (PII) on the SharePoint Portal).
- b. Eighth Army OPORD 12-08, Annex D PII Incident Reporting Checklist.
- c. Directive - Type Memorandum (DTM) 07-015-USD (P&R), 28 March 1978, subject: Department of Defense (DoD) Social Security Number Reduction Plan.
- d. DoD Memorandum, Use of Best Judgment for Individual Personally Identifiable Information (PII), 2 August 2012.
- e. DoD 5400.11-R, Department of Defense Privacy Program, 14 May 2007.
- f. OMB Memorandum M-07-16, Safeguarding Against and Responding to the Breach of Personally Identifiable Information (PII), 22 May 2007.
- g. ALARACT 050/2009, Personally Identifiable Information (PII) Incident Reporting And Notification Procedures. https://www.rmda.army.mil/privacy/docs/ALARACT_050_2009_1.pdf.
- h. DoD Memorandum 'Safeguarding Against and Responding to the Breach of Personally Identifiable Information (PII)', 5 June 2009.

2. Purpose. Personally Identifiable Information (PII) is information about an individual that identifies, links, relates, is unique to, or describes him or her (e.g. a social security number (SSN)/Korean Resident Registration Number (KID); age; military rank; civilian grade; marital status; race; salary; home/office phone numbers; other demographics, such as mother's maiden name, biometric data, personnel, medical, and financial information, etc). Personnel must protect all PII that distinguish or trace an individual's identity linked or linkable to a specified individual.

3. Background. A number of the elements included in the above definition of PII are public information subject to release under the Freedom of Information Act (FOIA) and DoD 5400.11-R (e.g. name, civilian grade, and salary). Other elements are For Official Use Only (FOUO) and commonly shared in the work environment (e.g. name, business phone, and military rank).

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4. Discussion.

a. In an effort to reduce the amount of PII in electronic form, units will collect and electronically store only the PII that is relevant and necessary for mission success. Name and rank is usually necessary. SSNs are seldom required and will only be accessible to individuals with a valid need-to-know. All data elements containing PII are analyzed and PII is removed when not necessary for mission success. As directed in reference (b), units will eliminate the use of the SSN in all forms, to include truncated versions, when not required for mission success.

b. Treat all PII electronic and hard copies as FOUO or Sensitive. Everyone will safeguard PII in their possession and prevent its loss or compromise. Posting PII on a public interfacing website is a breach/compromise of PII and is handled accordingly.

c. Prior to storing or posting any PII electronically, users will coordinate with unit Knowledge Management Officers (KMO) to ensure proper safeguards are in place.

5. Proponent. The proponent of this policy is the Eighth Army G1 at commercial 011-822-7914-4549/6499 or DSN 315-724-4549/6499.



BERNARD S. CHAMPOUX
Lieutenant General, USA
Commanding