



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY**  
**U.S. ARMY HEADQUARTERS SERVICES**  
9301 CHAPEK ROAD  
FORT BELVOIR VA 22060-5527

AAHS-ZA

24 MAR 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Protecting Personally Identifiable Information (PII)

1. References:

- a. 5 U.S. Code § 522a, "The Privacy Act" as amended.
- b. AR 340-21 (The Army Privacy Program), 5 July 1985.
- c. AR 25-2 (Information Assurance), 24 October 2007.
- d. AR 380-5 (Department of the Army Information Security Program), 29 September 2000.

2. This memorandum serves as a reminder to all Army components of the importance of protecting personally identifiable information (PII) and the responsibility to apply the requirements of The Privacy Act of 1974, section 552a of Title 5, to regulate the collection, maintenance, use, or dissemination of personal information.

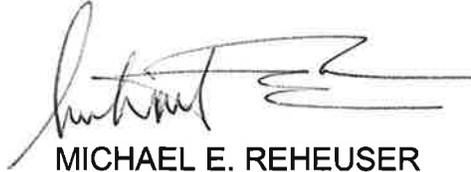
3. As set forth in the references, safeguarding PII is of the utmost importance. Recently a number of high visibility electronic breaches have compromised Army PII. In many cases these breaches are caused when IT patches are employed or when information on one system is migrated to another. These patches and migrations sometimes remove access restrictions on shared drives. When that occurs, PII that was protected can be accessed by numerous personnel who should not be able to see that data.

4. Since December 2014, the Army Web Risk Assessment Cell (AWRAC) has discovered 98 breaches affecting approximately 3,000 individual files containing PII. While having AWRAC assistance is very useful, a more systematic approach to ensuring that our PII is protected should be undertaken. I would ask that commands consider reviewing shared drive permissions to ensure that only those who truly have a need to know have access to PII. This effort requires close coordination between IT personnel and privacy officials at each command. It's also important to have those subject matter experts coordinate before any systems are migrated to reduce the likelihood of PII being breached.

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5. Thank you for your assistance as we work to reduce the number of PII breaches across the Army. Questions regarding this memorandum should be directed to Tracy Rogers, Chief Army Privacy and FOIA Office at [tracy.c.rogers2.civ@mail.mil](mailto:tracy.c.rogers2.civ@mail.mil) or (703) 428-7499.



MICHAEL E. REHEUSER  
Executive Director  
Senior Army Official for Privacy

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SUBJECT: Protecting Personally Identifiable Information (PII)

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