



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
5211
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MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 3-12

From: Commander, Marine Corps Installations Command
To: Distribution List

Subj: USE OF PERSONAL INFORMATION PROTECTED BY THE PRIVACY ACT

Ref: (a) 5 U.S.C. 552a
(b) DoDR 5400.11-R
(c) SECNAVINST 5211.5E
(d) MARADMIN 162/10

1. Purpose. To establish policy and guidance regarding the handling and distribution of data protected by the Privacy Act (PA) under the references. This policy and guidance applies to all MCICOM personnel to include contractors.

2. Discussion.

a. Protected personal information (PPI) includes information that may be used to distinguish or trace an individual's identity, such as their name, social security number (SSN), or biometric codes (e.g., fingerprints). For purposes of this Policy Letter, the term PPI is intended to subsume the data termed Information in Identifiable Form (IIF) and Personally Identifiable Information (PII) in the references.

b. The privacy rights of our service members and civilian employees (members) demand that we properly collect, process, maintain, and disseminate PPI. Improper safeguarding and handling of PPI can result in a compromise of a member's privacy information. Such compromises can cause harmful financial and privacy consequences to a member and his/her family that may potentially take years to reconcile, often at great expense and frustration to our members. Ultimately, the compromise of PPI and resulting consequences can also negatively impact unit mission accomplishment.

3. Policy.

a. I consider the protection of our members' PPI from unauthorized collection and disclosure to be a paramount concern. All commands and members must ensure that they properly collect, process, maintain, disseminate, and dispose of PPI in accordance with the references. These duties apply not only to PPI in document form, but also to PPI maintained and disseminated using electronic media. Only PPI needed to support a command function or program authorized by law should be collected. Per references (b), (c), and (d), for example, full nine-digit social security numbers should not be used in most correspondence

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except when specifically authorized by law. Rather, only the last four digits of a member's SSN should be used in printed personnel reports, rosters, award certificates, local forms, and correspondence within a command or between activities. Furthermore, dissemination of PPI to DoD personnel should only occur when the receiving personnel have an "official need to know," and being part of the DoD does not in itself entitle personnel to unfettered access to another member's PPI.

b. Commands must maintain appropriate administrative, technical, and physical safeguards to ensure that records containing PPI are protected from unauthorized alteration or disclosure. For example, commands should train their members to properly safeguard documents and material containing PPI within their work section. PII should ordinarily remain in unit workspaces where it is properly safeguarded. Removal of PII to locations outside normal work spaces should not occur without the approval of leadership.

4. Action. The Staff Judge Advocate is the Privacy Act Coordinator for MCICOM. Personnel authorized to access and handle PPI should treat those documents and materials with the due care they would expect their own PPI to be handled. When posting or transmitting PPI in document form or using electronic media, ensure that the following legend is posted on the document: "FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE: Any misuse or unauthorized disclosure of this information may result in both criminal and civil penalties." Reference (c) further directs that the member affected be notified within 10 days of the unauthorized disclosure. Personnel having questions about this policy or the references are directed to contact the Staff Judge Advocate, Marine Corps Installations Command, at 571-256-7147 for guidance and assistance.



J. A. KESSLER

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