

Knowledge Management

Managing your information today for tomorrow....

SAFEGUARDING FOR OFFICIAL USE ONLY (FOUO), PERSONALLY IDENTIFIABLE INFORMATION (PII) AND PRIVACY ACT (PA) INFORMATION IS EVERYONE'S BUSINESS!

SMSgt Julie Santos

We all have a duty to safeguard Privacy Act records and keep the information for the minimum time required. Proper maintenance of protected records will ensure we don't inadvertently disclose the record to unauthorized people. Protect information according to its sensitivity level.

General protection guidelines follow:

A Privacy Act system of records is **For Official Use Only (FOUO)**, and as such is protected in accordance with DOD 5400.7-R_AFMAN 33-302, *Freedom of Information Act Program*.

Use **AF Form 3227, Privacy Act Cover Sheet**, to protect Privacy Act information.

Protect information systems with a password log-on protocol to guard against unauthorized access.

USE AFVA 33-276, *PERSONAL DATA PRIVACY ACT OF 1974*, label to help identify and protect Privacy Act (PA) information by placing the label on the covers of removable electronic storage media and/or deployment folders. For the AFDF folders, creating labels yourself is also authorized.

Dispose of protected records by shredding, macerating, burning, or tearing into unreadable pieces. Ensure the personal identifier is separated from the personal information.

Safeguard doors or cabinets when Privacy Act information is not being used. Lock them at the end of the business day. IMMEDIATELY report any suspected or confirmed breaches of Privacy act records to the local PA monitor or PA officer.

When transmitting personal information over email, add in the Subject Line **"FOR OFFICIAL USE ONLY (FOUO)"** and then the subject. Add the following statement to the first line in the email. "This email contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties. Further distribution is prohibited without the approval of the author of this message unless the recipient has a need to know in the performance of official duties. If you have received this message in error, please notify the sender and delete all copies of this message." **DO NOT forget to encrypted the email.**

Paper documents such as recall rosters should be marked in the header or top **"FOR OFFICIAL USE ONLY"**, with the following statement in the footer or bottom: **"The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties"**

What information needs to be protected?

The following are SOME examples of information that is not releasable without the written consent of the subject.

This list is NOT all-inclusive:

- * **Marital status** (single, divorced, widowed, separated).
- * Number, name, and sex of dependents
- * Civilian educational degrees and major areas of study (unless the request for the information relates to the professional qualifications for Federal employment)
- * School and year of graduation
- * Home of record
- * Home address and phone
- * Age and date of birth (year)

Do not release information simply because it is not on this list. Whenever you are not sure, always contact your unit Privacy Act Monitors or the Wing Privacy Act Officer, (SSgt Charles Wentworth x 4414).

Don't guess -- always lean towards the protection of the information -- that means don't release it if you don't know if it is protected information or not, when in doubt DO NOT give it out but instead give us a call.

Know who is your unit Privacy Act/ Civil liberties Monitor is.

Remember, if you see someone not protecting PA/PII correctly to include receiving an email that is not encrypted and marked properly, it is your responsibility to let the individual know what they did and the correct way to do it.