



UNITED STATES MARINE CORPS  
MARINE CORPS SITE SUPPORT ELEMENT  
MARINE AIR CONTROL GROUP 48  
4TH MARINE AIRCRAFT WING  
570 PATRIOT AVE BOX 43  
CHICOPEE MA 01022-1634

IN REPLY REFER TO:  
5210  
MRS  
02 Oct 17

SITE POLICY LETTER 5-17

From: Site Commander, Marine Corps Site Support Element  
To: All Hands, Marine Corps Site Support Element

Subj: PERSONALLY IDENTIFIABLE INFORMATION POLICY

Ref: (a) SEVNAV M-5210.1  
(b) SECNAVINST 5211.5E  
(c) OMB M-07-16  
(d) MCBUL 5210  
(e) DoD 5400.11-R

Encl: (1) FOUO Cover Sheet

Cancellation. Site Policy Letter 7-10

1. Situation. Due to the security risks of negligent handling of personally identifiable information (PII), it is imperative that a policy be established and strictly enforced. Improper handling poses risks to the identity of the Marines, Sailors, and civilians of Marine Corps Site Support Element (MCSSE) Westover. Periodic compliance reviews will be conducted by the Information System Coordinator (ISC). Failure to comply will result in remedial training, and may result in administrative or disciplinary action.

2. Mission. To provide guidance regarding proper handling, reproduction, distribution, and destruction of PII in both physical and electronic formats in order to safeguard critical information, and to ensure adherence with current Marine Corps policy.

a. Definition and Terms

(1) Personally Identifiable Information. Information which can be used to distinguish an individual's identity (i.e. name, social security number (SSN), biometric records, etc.) alone, or when combined with other personal information which is linkable to a specific individual, (i.e. date and place of birth, mother's maiden name, etc.), and an example being a recall roster.

(2) For Official Use Only. When officials and employees of a DoD Component have demonstrated a need for the use of any record or the information contained therein the performance of their official duties.

(3) SSN Reduction Plan. This plan focuses on SSN use in DoD forms and systems, including, but not limited to, surveys, spreadsheets, hard copy list.

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(4) Personal Electronic Devices (PED). Any electronic device that can be connected to the network or a computer on the network (to include USB hard drives).

3. Execution.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To establish a local policy for MCSSE Westover regarding the use of personally identifiable information in order to safeguard critical information and to comply with Marine Corps policy.

(2) Concept of Operation

(a) All physical and/or electronic documents (e.g. letters, memos, documents faxed, unit rosters, etc.) containing personally identifiable information will be marked in accordance with this policy.

(b) Elimination of unnecessary collection and transmittal of SSN's is imperative. Reevaluate the necessity and value of including an SSN in messages, emails, correspondence, and rosters in order to conduct official business. The overuse and misuse of SSNs should be discontinued to avoid potential for identity theft. If a unique identifier is needed, truncate the SSN to the last four digits, which is considered to not be privacy sensitive. DoN activities are discouraged from collecting SSNs when another identifier would suffice. Those systems, processes, or forms that claim "operational necessity" shall be closely scrutinized. Each of use or unwillingness to change are not acceptable justification for this case, per ref (a).

b. Coordinating Instruction. Submit all recommendations concerning this policy to the ISC via the appropriate chain of command

4. Administration and Logistics

a. All printed documents (e.g. letters, memos, documents faxed, unit rosters, etc.) containing personally identifiable information will be marked with "For Official Use Only" (FOUO) on each page, and will contain a cover sheet (encl 1) stating "For Official Use Only."

b. Email containing any amount of PII or attachments containing PII must be digitally signed and encrypted using DoD approved PKI certificates. The subject line of the email must begin with "FOUO:" per ref (c). The body of the email shall contain "FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE: ANY MISUSE OR UNAUTHORIZED DISCLOSURE MAY RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES" per ref (c). This will be applied to all email containing PII, even if it is encrypted.

c. Any PED or removable storage device/media that processes or stores electronic records containing PII, shall be restricted to DoD owned, leased, or occupied workplaces. When storing PII on PEDs or mobile devices, users must ensure that Guardian Edge is properly configured to use Common Access Card (CAC)/PKI certificates and/or password to encrypt and decrypt files.

d. Dispose of records containing PII so as to prevent inadvertent compromise. Proper disposal is defined as any means of destruction that renders a document unrecognizable and beyond reconstruction per ref (d). Appropriate disposal methods for paper records are tearing, burning, melting, chemical decomposition, pulping, pulverizing, shredding, or mutilation.

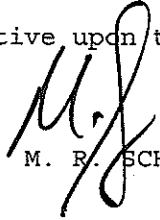
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Appropriate disposal methods for electronic records and media are overwriting, degaussing, disintegration, pulverization, burning, melting, incineration, shredding, or sanding.

5. Command and Signal

a. Command. This policy is applicable to all personnel in MASS 6(-) and MWSS-472, Detachment Bravo.

b. Signal. This policy is effective upon the date signed.

  
M. R. SCHULZ