



MILITARY DEPARTMENT OF ARKANSAS
OFFICE OF THE ADJUTANT GENERAL
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MAJOR GENERAL
THE ADJUTANT GENERAL

NGAR-DSR

11 May 2012

MEMORANDUM FOR ALL STATE EMPLOYEES AND SUPERVISORS

SUBJECT: The Adjutant General's Policy 2012-11, Personally Identifiable Information (PII)

1. References:

- a. Privacy Act of 1974.
- b. DoD 5400.11-R, Department of Defense Privacy Program dated 14 May 2007.

2. Biometric records, criminal history, employment history, financial information, phone numbers, education, race, medical information, name, marital status, and social security number are some of the identifiers that distinguish individuals. This information is known as PII.

3. Any compromise, loss, or theft of equipment or files containing PII creates a breach of security and confidentiality which negatively impacts personnel and operations. Files and equipment such as computers, faxes, phones, etc. may hold critical or sensitive information that would adversely affect the State Military Department should criminals or adversaries obtain the information.

4. There are PII's that are considered sensitive when they are used with a person's name, address, phone number, or other unique identifier. These sensitive PII's are as follows:

- Social Security Number
- Full date of birth
- Medical information
- Drivers license number
- Mother's maiden name
- Financial information
- Truncated social security number (last four digits)

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5. The preferred method for email transmission with PII is encrypted. Any documents which are not releasable to the public and/or documents having PII that are For Official Use Only (FOUO) must be transmitted using encrypted email.
6. All faxes will have a cover sheet that stipulates the receiver's and sender's organization, name of the receiver, and phone number. When PII is faxed, the sender must verify by the receiver the fax will not be unattended in order to receive the transmission.
7. Faxes containing PII sent to an incorrect destination are considered a breach. The sender must notify the Chain of Command immediately. The Chain of Command will notify the Joint Operations Center, J6, and COS.
8. Any employee who fails to safeguard PII is subject to adverse action to include termination. Supervisors and managers who fail to maintain and establish physical, administrative and technical safeguards, to include confidentiality and/or responding to a breach, are subject to adverse action to include termination.
9. The point of contact for this memorandum is the Director of State Resources at (501) 212-5115.



WILLIAM D. WOFFORD
Major General
The Adjutant General