What office within FORT BRAGG handles the reporting of incidents involving the compromise, loss or theft of Personally Identifiable Information?

The Administrative Services Division of the Directorate of Human Resources administers the Freedom of Information Act (FOIA) and Privacy Act (PA) Program for Fort Bragg in accordance with the following laws and regulations. The Privacy Act Officer is responsible for ensuring incidents regarding the compromise, loss or theft of Personal Identifiable Information (PII) is reported to the U.S. Army PII Reporting System and U.S. Computer Emergency Readiness Team.

- 5 USC 552 and 552a, FOIA & PA Act
- 32 CFR 518 and 505, FOIA/PA Code of Federal Regulations
- DOD 5400.7-R, DOD FOIA Program
- DOD 5400.11-R, DOD Privacy Program
- AR 25-55, DA FOIA Program
- AR 340-21, DA Privacy Program
- DA Pam 25-51, Army Privacy Program
- AR 25-1, Army Knowledge Management and Information Technology
- AR 25-400-2, Army Records Mgt Info System
- DA Pam 25-403, Guide to Army Record Keeping

For additional information contact the Fort Bragg FOIA & PA Officer,
Phone: 910-907-3642
E-mail: FOIA2@conus.army.mil

Services Provided by the
FREEDOM OF INFORMATION/PRIVACY ACT OFFICE

- Freedom of Information Act
- Privacy Act
- PII Reporting Assistance

FORT BRAGG FREEDOM OF INFORMATION/PRIVACY ACT OFFICE

FREEDOM OF INFORMATION ACT OFFICE
DIRECTORATE OF HUMAN RESOURCES
ATTN: IMSE-BRGG-HRA-F
2175 REILLY ROAD, STOP A
FORT BRAGG, NC 28310-5000

Phone: 910-907-3642
E-mail: FOIA2@conus.army.mil
Administrative Services Division:

Other Freedom of Information/Privacy Act Office and number:

U.S. Army Special Operations Command
Phone: 910-432-9233

82nd Airborne Division
Phone: 910-432-3876

Womack Army Medical Center
Phone: 910-907-6484

Home of the Airborne & Special Operations

FORT BRAGG Personally Identifiable Information (PII) Incident Reporting Procedure

What is the Privacy Act of 1974?

A federal law which established the safeguards for the protection of records the federal government collects and maintains on U.S. citizens and lawful permanent residence. The purpose is to balance the government's need to maintain information with the rights of individuals to protect against unwarranted invasion of their privacy stemming from federal agencies collection, maintenance, use and disclosure of personal information.

What is Personal Information?

Personal data which is intimate or private to an individual. Disclosure could: interfere with personal privacy, cause embarrassment or jealousy among co-workers. Information which is NOT part of official functions or public life.

What is Personally Identifiable Information (PII)?

PII is information which can be used to distinguish an individual's identity. This includes such items as a person's name, SSN, or biometric records. These identifiers can either stand alone or when combined with other PII data become linked or traced to a specific individual.

What is a PA System of Record?

A group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifier. The Privacy Act requires each agency to publish notice of its systems of records in the Federal Register and is generally referred to as a Systems of Records Notice (SORN).

What are examples of information considered personal data?

Financial and credit data	Personal Telephone Number
Leave Balance	Rehabilitation Participation
Types of Leave Used	National Origin
Home Address	Security Clearance Level
Drug Test Results	Mother's Maiden Name
Race	Other Names Used
Medical Data	Personal Web Address
Social Security Number	Performance Rating
Birth Date	Family Data

Full Name*	Past/Present/Future Duty Stations*
Promotion Sequence No.	
Advance Degrees	Source of Commission
Annual Salary	Military Schools*
Official Duty Telephone*	Gross Pay*
Rank & Date of Rank*	Performance Standards*
	Position, Title, Grade, Series

* Protect when assigned to sensitive, routinely deployed units or stationed in foreign territories.

How Should PII Be Safeguarded?

- Collect PII only as authorized and be sure you have the legal authority to do so. Ensure a Privacy Act System of Records Notice is in place which describes the use of the information.

- When collecting PII, do not create unapproved paper or electronic records, forms or processes.

- If you are electronically collecting or maintaining PII, be sure your databases or IT systems have an approved Privacy Impact Assessment (PIA).

- Limit the use of PII by only accessing it when you have an official purpose.

- Only share PII with others within your organization who have a need to know for official duties.

How do I respond to a inquiry for personal information without violating the Privacy Act of 1974?

Do NOT give out someone's personal information without their prior written consent nor take it upon yourself to deny it. Denial of information must be coordinated through the Freedom of Information Act and Privacy Act Request System.

Where do I report a Privacy Act Violation within FORT BRAGG?

Upon discovery of the loss, theft or compromise of PII contact the Fort Bragg Privacy Act Officer immediately. The PA Officer will assist with determining if a valid breach has occurred, reporting the incident thru proper channels and notifying the individual. Incidents must be reported within one hour to the U.S. Computer Emergency Readiness Team (www.uscert.gov) and the U.S. Army PII Incident Reporting System (www.rmda.army.mil) within 24 hours.

What should I do if I receive a notification my personal information has been compromised?

Immediately take steps to minimize the potential for the theft of your identity by:
- Consult with your financial institutions to monitor your accounts for fraud and change your account passwords.
- Place an initial fraud alert on your credit report by contacting on the three nationwide consumer reporting companies: Equifax, Experian and TransUnion.
- Watch for signs your information is being misused, such as receiving credit cards you didn't apply for or getting calls or letters from debt collectors for merchandise or services you didn't purchase.