

DON CIO MESSAGE

UNCLASSIFIED//

MSGID/GENADMIN/DON CIO WASHINGTON DC//

SUBJ: DEPARTMENT OF THE NAVY (DON) PERSONALLY IDENTIFIABLE INFORMATION (PII) TRAINING REQUIREMENT

REF/A/MSG/SECNAV WASHINGTON DC/042232OCT2007// REF/B/MSG/DON CIO WASHINGTON DC/171952ZAPR2007// REF/C/DOC/SECNAV/28SEP2005// REF/D/MSG/CMC WASHINGTON DC/031636ZSEP2008//

NARR/REF A IS ALNAV 070/07 DON PERSONALLY IDENTIFIABLE INFORMATION ANNUAL TRAINING POLICY. REF B IS THE DON BREACH REPORTING POLICY. REF C IS SECNAVINST 5211.5E. REFS CAN BE FOUND AT WWW.DONCIO.NAVY.MIL. REF D IS MARADMIN 491/08 INTERIM GUIDANCE FOR HANDLING, SAFEGUARDING AND REPORTING BREACHES OF PERSONALLY IDENTIFIABLE INFORMATION (PII), WHICH CAN BE FOUND AT [HTTPS:\(SLASH\)SLASH\)HQDOD.HQMC.USMC.MIL/PII.ASP](https://(SLASH)SLASH)HQDOD.HQMC.USMC.MIL/PII.ASP).

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PASSING INSTRUCTIONS:

CNO: PLEASE PASS TO DNS 36 AND N6

NAVY ECHELON II COMMANDS: PLEASE PASS TO COMMAND INFORMATION OFFICER (IO), N1, N6 AND PRIVACY ACT COORDINATOR

RMKS/1. THE MISHANDLING AND SUBSEQUENT LOSS OR COMPROMISE OF PERSONALLY IDENTIFIABLE INFORMATION (PII) CONTINUES TO BE SYSTEMIC THROUGHOUT THE DON DUE IN LARGE PART TO CARELESSNESS AND HUMAN ERROR. VIRTUALLY ALL OF THE DEPARTMENT OF THE NAVY'S (DON) PII INCIDENTS ARE PREVENTABLE. PII AWARENESS TRAINING IS FOUNDATIONAL TO THE SAFEGUARDING OF PII AND KEY TO UNDERSTANDING OUR BREACH REPORTING RESPONSIBILITIES. DON LEADERSHIP MUST CONTINUALLY REINFORCE PII AWARENESS SO THAT PERSONNEL PROPERLY SAFEGUARD PRIVACY SENSITIVE INFORMATION AND IMPROVE BUSINESS PROCESSES TO ENSURE THAT PRIVACY SENSITIVE INFORMATION IS NOT LOST, STOLEN, OR COMPROMISED. IAW REF A AND REF D, THIS MESSAGE REMINDS DON PERSONNEL OF THE ANNUAL PII TRAINING REQUIREMENT. ALL AUTHORIZED USERS OF DON INFORMATION SYSTEMS MUST COMPLETE ANNUAL PII TRAINING. FOR NAVY, ANNUAL PII TRAINING HAS RECENTLY BEEN ADDED TO THE LIST OF INSPECTOR GENERAL (IG) AUDITABLE ITEMS.

2. COMMANDERS/COMMANDING OFFICERS/OFFICERS-IN-CHARGE WILL ENSURE THAT ALL NAVY PERSONNEL (CIVILIAN, MILITARY, AND CONTRACTORS) COMPLETE PII TRAINING NO LATER THAN 31 JANUARY 2009. FUTURE PII TRAINING MUST BE COMPLETED BY THE END OF AUGUST OF EACH YEAR.

3. FOR 2008, NAVY PERSONNEL HAVE THE OPTION OF COMPLETING EITHER PRIVACY TRAINING 101 AND 103, WITH SUPERVISORS ALSO COMPLETING PRIVACY 102, AVAILABLE ON THE PRIVACY.NAVY.MIL WEBSITE, OR COMPLETE THE NEW

DEFENSE INFORMATION SYSTEMS AGENCY (DISA) PII PERSONALLY IDENTIFIABLE INFORMATION TRAINING COURSE AVAILABLE ON NAVY KNOWLEDGE ONLINE (NKO). THE NEW PII TRAINING IS A WEB-BASED, INTERACTIVE TRAINING COURSE THAT IDENTIFIES WHAT PII IS AND WHY IT IS IMPORTANT TO SAFEGUARD. SIGNIFICANT REQUIREMENTS ARE COVERED FOR HANDLING PII AND REPORTING ANY THEFT, LOSS, OR COMPROMISE OF THIS INFORMATION. THE TRAINING CAN BE ACCESSED ON NKO AT [HTTP:\(SLASH SLASH\) WWW.NKO.NAVY.MIL](http://WWW.NKO.NAVY.MIL). AFTER LOGGING ON TO NKO, SELECT E-LEARNING ON-LINE COURSES UNDER THE LEARNING TAB. THE PII COURSE WILL BE ONE OF THREE MANDATORY COURSES LISTED. THE NAVY PRIVACY 101, 102 AND 103 COURSES WILL BE ELIMINATED FOR THE 2009 TRAINING CYCLE AND REPLACED BY THE DISA COURSE.

4. THE DISA COURSE IS THE OFFICIALLY APPROVED TRAINING OPTION FOR THE MARINE CORPS AND CAN BE FOUND AT [HTTPS:\(SLASH SLASH\) HQDOD.HQMC.USMC.MIL/PII.ASP](https://HQDOD.HQMC.USMC.MIL/PII.ASP) AND MUST BE COMPLETED IN ACCORDANCE WITH REF D. UPON COMPLETION OF ALL PII TRAINING COURSES, A SIGNED AND DATED CERTIFICATION SHEET MUST BE MAINTAINED AT THE LOCAL COMMAND LEVEL FOR BOTH NAVY AND MARINE CORPS.

5. PERSONNEL WHO ARE CURRENTLY DEPLOYED OR IN A COMBAT STATUS WILL BE GRANTED A DEFERMENT FOR THE TRAINING REQUIREMENT FOR UP TO 60 DAYS AFTER RETURN TO THEIR PARENT COMMAND. ADDITIONAL METHODS TO SAFEGUARD PII AND PRIVACY ACT GUIDANCE ARE CONTAINED IN REF C AND CAN BE FOUND AT [HTTP: \(SLASH SLASH\) WWW.DONCIO.NAVY.MIL](http://WWW.DONCIO.NAVY.MIL) AND [HTTP: \(SLASH SLASH\) PRIVACY.NAVY.MIL](http://PRIVACY.NAVY.MIL).

6. REQUEST WIDEST DISSEMINATION.

7. RELEASED BY ROBERT J. CAREY, DEPARTMENT OF THE NAVY CHIEF INFORMATION OFFICER.