

Bureau of Naval Personnel

PII

Safeguarding



Historical Overview

- VA PII Breach, May 2006
- PERS “Katrina Breach”, June 2006
- MPTE Task Force PII Initiative:
 - Review of PA System of Records Notices
 - Review of Information Technology security
 - Review of business operation processes
 - Team Concept



Actions

- PERS had massive Privacy Stand-down
- PERS met with Division-level leadership
- PERS bought new shredders
- PERS bought red shred bins
- PERS printed and distributed thousands of privacy posters
- PERS revamped Privacy Act Instruction



Privacy Act Instruction

- BUPERSINST 5211.6 effective April 2008
- Provides guidance for PA and Safeguarding of PII
- Creates NAVPERS Form 5211/14, sign-out for PII portable device removal
- Creates NAVPERS Form 5211/15, checklist for Department Privacy Coordinators
- Requires Privacy Impact Assessments by CIO/IAM
- BUPERSNOTE 5239 (IA component, e.g. encryption solution, etc)



Employee PA/PII Training

- Each new employee reports to Legal Office for a PA/PII brief and signs NAVPERS 5211/13 form indicating that they have received the training
- PA Official speaks at the new employee orientation training held once per month
- Annual employee training
- Specialized PII guidance as necessary



Privacy Team

- Collateral duty among personnel in various departments
- Department Privacy Coordinators conduct rotational monthly office visits – Keep awareness high, use NAVPERS Form 5211/15, report to Head PA Officer
- Privacy Coordinators reinforce the importance of following the protocols outlined in the PA/PII training presentations
- Privacy Coordinators work within their divisions to solve PII business process concerns, report to Head Privacy Officer
- Privacy Coordinators assist the Head Privacy Officer during annual training events
- CNRC uses review by regional and district level officials because of large field command spread



CNPC PII Breach Summary

- Two incidents during Calendar Year 2008
- Total impacted: 8 individuals
- Documents mailed to wrong individuals
- CD Service Record lost in the mail
- Encryption and password-protection feature added this year to CD Service Record



Challenges

- Balance: Use of PII/leveraging technology for most effective and efficient productivity v. maximum safeguarding
- PII is deeply integrated in automated systems
- Need by other DOD and non-DOD agencies to effect pay, benefits, etc.
- One size solutions may not fit all commands or situations – leadership commitment is key



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