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MARFORPAC IG Basics

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Personally Identifiable Information (PII)

What is PII?

PII is defined as "information used to distinguish or trace an individual's identity, such as name, social security number (SSN), date and place of birth, mother's maiden name, biometric records, home phone numbers, other demographic, personnel, medical, and financial information. PII includes any information that is linked or linkable to a specified individual, alone, or when combined with other personal or identifying information."

Reference: DODD 5400.11, Glossary

Per MARFORPACO 5211.3A, the following items (list is not all inclusive) are to be treated as PII and protected under the Privacy Act of 1974:

Full Name	**Date of Birth**	**Financial Data**	**Security Clearance Level**
Home Address	**Biometrics**	**Personal Email**	**Mother's Maiden Name**
Family Data	**Performance Ratings**	**Timecards**	**Government Travel Card Information**
Medical Information	**Drug Test Results**	**Investigative Records**	**Other Names Used**

Reference: MARFORPACO 5211.3A, par 5.d(4)

How is PII Protected?

The references contain detailed guidance regarding protection of PII. Below are some of the basics:

1. Do not include full SSNs or "last 4s" as part of any printed product unless required under the provisions of the Privacy Act. If printed, documents containing PII **shall** have a cover sheet stating "**For Official Use Only**" (FOUO) and each page of the document **shall** be marked "**For Official Use Only**."
2. Do not transfer or grant access to a record containing PII to anyone who has not demonstrated a valid and official need to know, in order to conduct agency business.
3. PII maintained on network/shared drives **shall**, at a minimum, be password protected.
4. PII **shall not** be stored in any folders (electronic or hard copy) with unrestricted access.
5. Email containing PII **must** be encrypted via the Common Access Card using PKI authentication and digitally signed. Additionally, the subject line **must** begin with "FOUO," and the following statement shall be placed in the body of the email: **"FOR OFFICIAL USE ONLY—PRIVACY SENSITIVE (FOUO). ANY MISUSE OR UNAUTHORIZED ACCESS MAY RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES."**
6. When a PII breach occurs, report it immediately to the MARFORPAC Force Adjutant.

References: Marine Corps Enterprise IA Dir 011, MARADMIN 733/12, MARFORPACO 5211.3A

Bottom Line

Compromising Personally Identifiable Information puts at risk the individual whose information was compromised, the command, and the Marine Corps! Violations of the rules and regulations regarding the protection of PII can carry fines of up to $5,000 per incident; these fines may be levied on the command and/or the individual responsible for the incident.

It is imperative that we safeguard all files and folders containing PII. Remember, it is the responsibility of **everyone** assigned to MARFORPAC to protect and properly control PII.

"Commanders will ensure their Marines understand the consequences when they fail to protect classified information and PII. Commanders will hold accountable those found to have compromised classified information or PII."

35th Commandant of the Marine Corps
Gen James F. Amos

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