**UNITED STATES MARINE CORPS**
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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CCO 5211.2B
RMD 3B

MAR 07 2019

COMBAT CENTER ORDER 5211.2B

From: Commanding General
To:   Distribution List

Subj: PRIVACY ACT PROGRAM

Ref:  (a) Section 552a, Title 5 U.S.C., Privacy Act
      (b) SECNAVINST 5211.5E
      (c) U.S. Marine Corps Enterprise Cyber Security Directive 011, Personally Identifiable Information
      (d) DoD Instruction 1000.30, "Reduction of Social Security Number (SSN) Use within DoD," August 1, 2012
      (e) DONCIO WASHINGTON DC 171625Z Feb 12
      (f) DONCIO WASHINGTON DC 081745Z Nov 12
      (g) CCO 5720.10H
      (h) CCO 5213.9D

Encl: (1) System of Records Notices

1. <u>Situation</u>. This Order provides procedures for the implementation of the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Privacy Act (PA) Program.

2. <u>Cancellation</u>. CCO 5211.2A.

3. <u>Mission</u>. To establish procedures for the PA Program and assign responsibility for their administration, in accordance with the references.

4. <u>Execution</u>

   a. <u>Commander's Intent and Concept of Operations</u>

      (1) <u>Commander's Intent</u>. The PA Program is implemented to regulate the collection, use, and dissemination of information subject to reference (a), and ensure protection of all information containing Personally Identifiable Information (PII).

      (2) <u>Concept of Operations</u>

         (a) <u>General and PA Records Management</u>. Commanding Officers, Assistant Chiefs of Staff (ACs/S), Division Directors, Special Staff Officers, and Officers in Charge are responsible for economical and efficient management of records and compliance with the PA. Procedural guidance for the PA Program is contained in references (b) and (c).

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(b) Social Security Number (SSN) Usage Reduction. All use of the SSN, whether full, partial, masked, encrypted, or disguised, is subject to review and justification. If not operationally necessary, it must be eliminated, per reference (d).

b. Subordinate Element Missions

(1) Commanding Officers (COs), Headquarters Battalion, Marine Corps Tactics and Operations Group, Marine Corps Logistics Operations Group, Marine Corps Mountain Warfare Training Center, ACs/S, Division Directors, Special Staff Officers, and OICs

(a) Designate a PA Program Manager (Program Manager) for the unit or staff section to perform the duties described in paragraph 4c(1). Ensure the appointed individual provides contact information to Commandant of the Marine Corps (CMC) (ARSF) in accordance with reference (b).

(b) Designate PA Systems of Records Managers (System Manager) for each system of records maintained or accessed within the unit or staff section and from which records are retrieved by personal identifier, to perform the duties described in paragraph 4c(2).

(c) Upon initial discovery of a PII breach, immediately contact the Installation System Security Manager (ISSM), and take immediate action to identify the individuals affected, determine the cause, and provide the mitigation required to reduce harm.

(2) CO, Marine Aviation Wing Tactical Squadron One. Will comply with the Marine Corps Air Station Yuma's current Station Order 5211.1_ regarding PII.

(3) AC/S Resources Management Directorate (RMD), Manpower (Mnpr) Adjutant. The RMD Mnpr Adjutant is directly responsible for implementing an active and enduring PA program. The MAGTFTC, MCAGCC PA Officer and PA Coordinator will be assigned in writing and are located in the RMD Mnpr Adjutant section. They will serve as the focal point for general assistance and training. Specific duties include:

(a) Maintain a roster of designated Program Managers and System Managers for MAGTFTC, MCAGCC activities.

(b) Work with Program Managers and System Managers to ensure that all PA systems of records have a published System of Records Notice (SORN), and transmit requests to create or revise new SORNs to Headquarters, Marine Corps, as necessary.

(c) Coordinate with subordinate units, directorates, and the ISSM to identify, report, and mitigate PII breaches.

(d) Conduct periodic staff assist visits and inspections with subordinate units and directorates to ensure compliance with the references.

(e) Provide classroom training and individual assistance to Program Managers and System Managers.

(f) Review all directives, forms, practices, and procedures to ensure compliance with the references.

(g) Maintain an updated listing of all PA points of contact to include name, title, contact information of all subordinate elements, and provide this information to CMC (ARSF).

(h) Conduct an annual review of their PA SORNs to ensure they are necessary and accurate.

(i) Process any and all PA complaints.

(j) Maintain a positive relationship with the Installation Communications Strategy and Operations Officer in order to ensure that PII is not placed on public web sites.

(4) AC/S Communications Directorate, ISSM

(a) Ensure that notifications of PII breaches to higher headquarters and affected personnel are made in accordance with reference (c), in coordination with the RMD Mnpr Adjutant and PA Coordinator.

(b) Verify, sign, and forward Privacy Impact Assessments in coordination with the RMD Mnpr Adjutant and PA Coordinator to Headquarters Marine Corps Command, Control, Communications, and Computers Cyber Security Division in accordance with reference (c).

c. Coordinating Instructions

(1) Duties for the PA Program Manager

(a) Serve as principal point of contact for PA matters for the unit or Directorate/staff section.

(b) Maintain a current list of PA systems, SORNs, and System Managers for program oversight, along with PA/PII training records for all personnel who access PA systems of records.

(c) Oversee and coordinate with System Managers to ensure compliance with all provisions of references (a) and (b). This includes an annual review of all PA SORNS to ensure that local practice is consistent with the published SORN. Direct requests to create or revise a SORN to the PA Coordinator.

(d) Stand periodic internal inspections by the RMD Mnpr Adjutant for the PA Program.

(2) Duties for the PA System of Records Manager

(a) Identify the SORN that authorizes each system of records and review it annually for discrepancies with actual practice. Contact the PA Coordinator with any recommendations for changes to a published SORN.

(b) Coordinate with the unit or section Program Manager to ensure compliance with paragraph 7m of reference (b).

(c) Routinely review records to ensure collected information is accurate, timely, and complete.

(d) Maintain the disclosure accounting required by reference (a) in accordance with reference (b).

(3) <u>Responsibilities for All Personnel</u>

(a) Safeguard the privacy of individuals and the confidentiality of PII records at all times.

(b) Properly mark all documents containing PII as "FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE - Any misuse or unauthorized disclosure can result in both civil and criminal penalties." If the document cannot be marked, use the DD Form 2923 as a cover sheet.

(c) Promptly report to your Program Manager or supervisor any unauthorized disclosure of PII, regardless of who is responsible.

(d) Render records containing PII that are authorized for disposal unrecognizable before placing them in a trash or recycle receptacle. Paper records must be shredded and other media (discs, hard drives, etc.) must be completely destroyed.

(4) <u>PA Request Processing</u>

(a) Program Managers and System Managers will respond to first-party requests to access or amend records, in accordance with references (a) and (b). Questions regarding exempt or co-mingled records should be directed to the Freedom of Information/PA Coordinator.

(b) Immediately refer all third-party requests for records to the Freedom of Information Act Coordinator, in accordance with reference (g).

(5) <u>SSN Usage Reduction</u>

(a) Remove SSNs and any unnecessary personal information from all rosters. Recall rosters should contain only names, addresses, and telephone numbers, per reference (e).

(b) Encrypt all emails containing SSNs in any form. Follow the guidance in reference (e).

(c) Ensure that share drive folders used for files containing SSNs or other PII are accessible only to personnel with the need to know the information. Password-protect documents or folders if necessary.

(d) Do not scan documents containing SSNs unless the destination folder is only accessible by users authorized to view the information. See reference (e) for additional guidance.

(e) Do not fax documents containing SSNs, unless the exceptions listed in reference (f) apply. Reference (e) has been modified by reference (f).

(f) Eliminate the use of the SSN in all documents unless the use meets the acceptable use criteria in reference (d). If an identifier is necessary, replace the SSN in correspondence with the electronic data interchange personal identifier (EDIPI). For example, the "To" line of a standard letter would read: Sergeant John Doe 0123456789/0111 USMC.

(g) Review all procedures, administrative processes, and directives to ensure that any prescribed use of the SSN is justified as an acceptable use per reference (d); if the use cannot be justified, the SSN must be eliminated. The procedure for developing and modifying forms is found in reference (h).

(6) Training and Guidance

(a) Reference (b) provides procedural guidance and detailed responsibilities to implement all aspects of the PA Program.

(b) All personnel must complete the annual web-based training DONPII010A, "USMC Personally Identifiable Information (PII) Annual Training" at MarineNet, which may be accessed at https://www.marinenet.usmc.mil/MarineNet/Default.aspx.

(c) The Department of the Navy PA website has comprehensive reference and training resources at http://www.doncio.navy.mil/tagresults.aspx?ID=36.

(d) All subordinate units and directorates may contact the RMD Mnpr Adjutant's office for PA assistance at (760) 830-4189. Classroom training may also be arranged with the Adjutant's Office.

(7) SORNs. Records maintained or accessed by the MAGTFTC, MCAGCC may be covered by the SORNs listed in the enclosure. Anyone who identifies or requires a PA SORN that is not included in this list should contact the PA Coordinator at (760) 830-4189. The complete text and a more comprehensive list of SORNs which may be applicable can be viewed at http://dpclo.defense.gov/privacy/SORNs/component/DOD_Component_Notices.html.

(8) PII Breach Reporting Procedures

(a) To meet the Federal, Department of Defense, Department of the Navy, and Marine Corps reporting requirements, the ISSM is to electronically submit with OPNAV 5211/13 an initial breach report within one hour of the breach discovery. Supplemental reports to add or correct the initial data will be submitted as necessary.

(b) In order to meet the statutory requirements, all personnel up to the director must immediately engage to document the facts and act to mitigate any harm caused by the breach.

(c) COs, ACs/S, Division Directors, Special Staff Officers, and OICs will send a hasty assessment of the incident to the ISSM and the RMD Mnpr Adjutant to validate the known facts.

(d) The initial assessment provided to the ISSM and RMD Mnpr Adjutant will address the following issues:

<u>1</u>. Date and time of breach, if known.

<u>2</u>. Date and time of discovery.

<u>3</u>. Estimated number and character of individuals affected by the breach (civilians, active, retired, reserve, public, etc.).

    <u>4</u>.  Elements of PII compromised.

    <u>5</u>.  Description of what happened, including specific items/media involved, whether government/personally/contractor owned, password-protected, encrypted, or Public Key Enabled.

    <u>6</u>.  Immediate actions in progress to mitigate the breach.

    <u>7</u>.  Possible cause of the breach, if known.

    (e) After the initial assessment COs, ACs/S, Division Directors, Special Staff Officers, and OICs will continue to identify and correct any contributing factors to the breach and prepare to provide contact information for the affected individuals.

    (f) Within 10 days of the breach discovery, an after action report (OPNAV 5211-14) will be submitted by the ISSM in coordination with the RMD Mnpr Adjutant.  Leaders will provide corrective actions and lessons learned to be included in the after action report.

5.  <u>Administration and Logistics</u>.  Directives issued by this Headquarters are published and distributed electronically.  Electronic versions of Combat Center Orders can be found at https://www.29palms.marines.mil/Staff-Offices/Adjutant-Office/Orders/.

6.  <u>Command and Signal</u>

    a.  <u>Command</u>.  This Order is applicable to all COs, ACs/S, Division Directors, Special Staff Officers, OICs, and activities that fall under the cognizance of the Commanding General, MAGTFTC, MCAGCC.

    b.  <u>Signal</u>.  This Order is effective the date signed.

                                  R. MARTINEZ
                                  Chief of Staff

DISTRIBUTION:  A

System of Records Notices

Records maintained or accessed by the Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center are covered by the following System of Records Notices (SORNs). Anyone who identifies or requires a Privacy Act System of Records that is not included in this list should contact the Privacy Act Coordinator at (760) 830-4189. The complete text and a more comprehensive list of SORNs which may be applicable can be viewed at http://dpclo.defense.gov/privacy/SORNs/component/DOD_Component_Notices.html.

Individuals who wish to access records under the Privacy Act should refer to the instructions in each SORN.

Navy-Marine Corps SORNs

M01040-3 Marine Corps Manpower Management Information System Records
M01070-6 Marine Corps Official Military Personnel Files
M01070-8 Marine Corps Wounded, Ill, and Injured Tracking System
M01754-4 Marine for Life Program
M01754-5 Marine Corps Family Readiness Mass Communication Records
M01754-6 Exceptional Family Member Program Records
M06320-1 Marine Corps Total Information Management Records
M11240-1 Transportation Capacity Planning Tool (TCPT)
M11320-1 Emergency Incident Reporting System
M12400-1 Civilian Workforce Development Application (CWDA)
MIL00012 Licensing Procedures for Military Motor Vehicles
MIL00013 Individual Uniform Clothing Records
MJA00002 General Correspondence Files for Legal Administration
MJA00003 Magistrate Court Case Files
MJA00004 In Hands of Civil Authorities Case Files
MJA00005 Financial Assistance/Indebtedness/Credit Inquiry Files
MJA00009 Marine Corps Command Legal Files
MMN00019 Drug/Alcohol Abuse Reporting Program
N01752-1 Family Advocacy Program System
N01754-1 Navy Family Support Clinical Counseling Records
N05041-1 Naval Inspector General (IG) Investigative Records
N05230-1 Total Workplace Management Services (TWMS)
N05354-1 Military Equal Opportunity Network (MEONet)
N05500-1 Security Inspection and Violation System
N05520-5 Personnel Security Program Management Records System
N05813-4 Trial/Government Counsel Files
N05830-1 JAG Manual Investigative Records
N12293-1 Human Resources Civilian Portfolio
NM01500-2 Department of the Navy (DON) Education and Training Records
NM01543-1 Explosives Handling Qualification/Certification Program
NM01560-1 Navy College Management Information System
NM01560-2 Department of Defense Voluntary Education System (DoDVES)
NM01650-1 Department of the Navy (DON) Military Awards System
NM01700-1 DON General Morale, Welfare, and Recreation Records
NM01730-1 Navy Chaplain Privileged Counseling Files
NM01754-2 DON Family Support Program Volunteers
NM01754-3 DON Child and Youth Program
NM04060-1 Navy and Marine Corps Exchange Sales Control and Security Files
NM05000-1 General Correspondence Files
NM05000-2 Program Management and Locator System
NM05070-1 Library Patron File
NM05100-4 WESS Occupational Injuries/Illnesses System

NM05100-5 Enterprise Safety Applications Management System (ESAMS)
NM05100-6 Driver Record Monitoring System (DRMS)
NM05211 1 Privacy Act Request/Amendment Files and Tracking System
NM05380-1 Combined Federal Campaign/Navy and Marine Corps Relief Society
NM05512-1 Vehicle Parking Permit and License Control System
NM05512-2 Badge and Access Control System
NM05580-1 Security Incident System
NM05720-1 FOIA Request/Appeal Files and Tracking System
NM07010-1 DON Non-Appropriated Funds Standard Payroll System
NM07320-1 Property Accountability Records
NM07421-1 Time and Attendance Feeder Records
NM08370-1 Weapons Registration
NM11101-1 DON Family and Bachelor Housing Program
NM12610-1 Hours of Duty Records
NM12630-1 Voluntary Leave Transfer Program Records
NM12711-1 Labor Management Relations Records System
NM12713-1 Equal Employment Opportunity (EEO) Complaints Tracking System
NM12771-1 Discrimination Complaints
NM12771-2 Administrative Grievance Files
NM12792-7 Drug-Free Workplace Program Records

Department of Defense SORNs

DFMP   06 DoD Priority Placement Program (STOPPER LIST)
DGC    04 Personnel Security Clearance Adjudication Files
DHRA   06 DoD Defense Sexual Assault Incident Database
DHRA   08 DoD Defense Travel System
DMDC   02 Defense Enrollment Eligibility Reporting Systems (DEERS)
DMDC   12 DoD Joint Personnel Adjudication System (JPAS)
DPR    34 DoD Defense Civilian Personnel Data System
DPR    39 DoD DoD Personnel Accountability and Assessment System
F024 AF USTRANSCOM D DoD Defense Transportation System Records
N05520-6 DoD Law Enforcement Defense Data Exchange

Government-Wide SORNs

EEOC/GOVT-1 Equal Employment Opportunity in the Federal Government Complaint and Appeal Records
GSA/GOVT-3 Travel Charge Card Program
GSA/GOVT-4 Contracted Travel Services Program
GSA/GOVT-6 GSA SmartPay Purchase Charge Card Program
DOL/GOVT-1 Office of Worker's Compensation Programs, Federal Employees' Compensation Act File
DOT/ALL-8 Employee Transportation Facilitation
MSPB/GOVT-1 Appeals and Case Records
OGE/GOVT-1 Executive Branch Personnel Public Financial Disclosure Reports and Other Name-Retrieved Ethics Program Records
OGE/GOVT-2 Executive Branch Confidential Financial Disclosure Reports
OPM/GOVT-1 General Personnel Records
OPM/GOVT-2 Employee Performance File System Records
OPM/GOVT-3 Records of Adverse Actions, Performance Based Reduction in Grade and Removal Actions, and Termination of Probationers
OPM/GOVT-5 Recruiting, Examining, and Placement Records

Enclosure (1)

OPM/GOVT-7 Applicant Race, Sex, National Origin, and Disability Status Records
OPM/GOVT-9 File on Position Classification Appeals, Job Grading Appeals, and Retained Grade or Pay Appeals, and Fair Labor Standard Act (FLSA) Claims and Complaints
OPM/GOVT-10 Employee Medical File System Records