THE DEPUTY SECRETARY OF DEFENSE
WASHINGTON, D.C. 20301-1000

JUL 15 2005

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
COMMANDERS OF THE COMBATANT COMMANDS
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF DEFENSE FIELD ACTIVITIES

SUBJECT: Notifying Individuals When Personal Information is Lost, Stolen, or Compromised

This directive-type memorandum establishes a new Department of Defense policy. Whenever a DoD Component becomes aware that protected personal information pertaining to a Service member, civilian employee (appropriated or non-appropriated fund), military retiree, family member, or another individual affiliated with the DoD Component (e.g., volunteer) has been lost, stolen, or compromised, the DoD Component shall inform the affected individuals as soon as possible, but not later than ten days after the loss or compromise of protected personal information is discovered. At a minimum, the DoD Component shall advise individuals of what specific data was involved; the circumstances surrounding the loss, theft, or compromise; and what protective actions the individual can take. If the DoD Component can not readily identify the affected individuals, the DoD Component shall provide a generalized notice to the potentially affected population.

If a DoD Component is unable to comply with the notification requirements of this policy, the DoD Component shall inform me immediately of the reasons why notice was not provided to the affected individuals or population that their personal information has been lost, stolen, or compromised (e.g., delayed notification at request of law enforcement authorities).

This policy shall be made applicable to DoD contractors who collect, maintain, use, or disseminate protected personal information on behalf of a DoD Component.

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For the purposes of this policy, "protected personal information" includes information about an individual that identifies, relates to, is unique to, or describes him or her (e.g., home address; date of birth; Social Security number; credit card or charge card account numbers; etc.)

This policy is effective immediately and shall be incorporated in a future revision of DoDD 5400.11, "DoD Privacy Policy."

Gordon England
Acting