

PII Breach Factors and Risk Determinations

1. All factors in this table require protection in accordance with AFI 33-332. No factors will be e-mailed to or from commercial e-mail addresses (1.1.11.4) and all require encryption, digital signatures and Privacy Act Statements (found on the bottom of this table). This list is not all-inclusive and may not include all factors of the Privacy Act.

If there are questions regarding information not listed in this table, contact your Privacy Office at DSN 722-7530 or 916.Privacy@us.af.mil before sending.

Factor	Risk Determination	Factor	Risk Determination	Comments
a. Name only	Low	k. Office, name, state, Unit address & duty phone for overseas assignments only	Low	
b. EDI-PI (DoD ID Number) only	Low	l. Name and any factor from b – k	Moderate	
c. Marital status only	Low	m. Name and mother's maiden name	Moderate	
d. Civilian educational degrees and Majors of study only	Low	n. Name and place of birth	Moderate	
e. School and year of graduation only	Low	o. Biometric information	Moderate	
f. Educational level only	Low	p. Name and financial information	High	
g. Home of record only	Low	q. Name and medical information	High	
g. Home or mailing address only	Low	r. Social Security Number (SSN) in any form (truncated, or last 4 or 5, masked, etc)	High	
i. Age and birth year only	Low	s. Name and SSN	High	
j. Present or future OCONUS assignments only	Low	t. Any factors sent unencrypted or to a commercial e-mail address*	High	*Microsoft ® Word and Outlook password protection is authorized

2. If information must be sent to an individual without a military e-mail address, the Safe Access File Exchange (S.A.F.E.) is an approved method (<https://safe.amrdec.army.mil/SAFE2/>)

3. All messages that contain PII factors listed in this table must be digitally signed, encrypted, contain "FOUO" in the subject line and have the following statement at the beginning of the message:

"This e-mail contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C. 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties. Further distribution is prohibited without the approval of the author of this message unless the recipient has a need to know in the performance of official duties. If you have received this message in error, please notify the sender and delete all copies of this message."

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