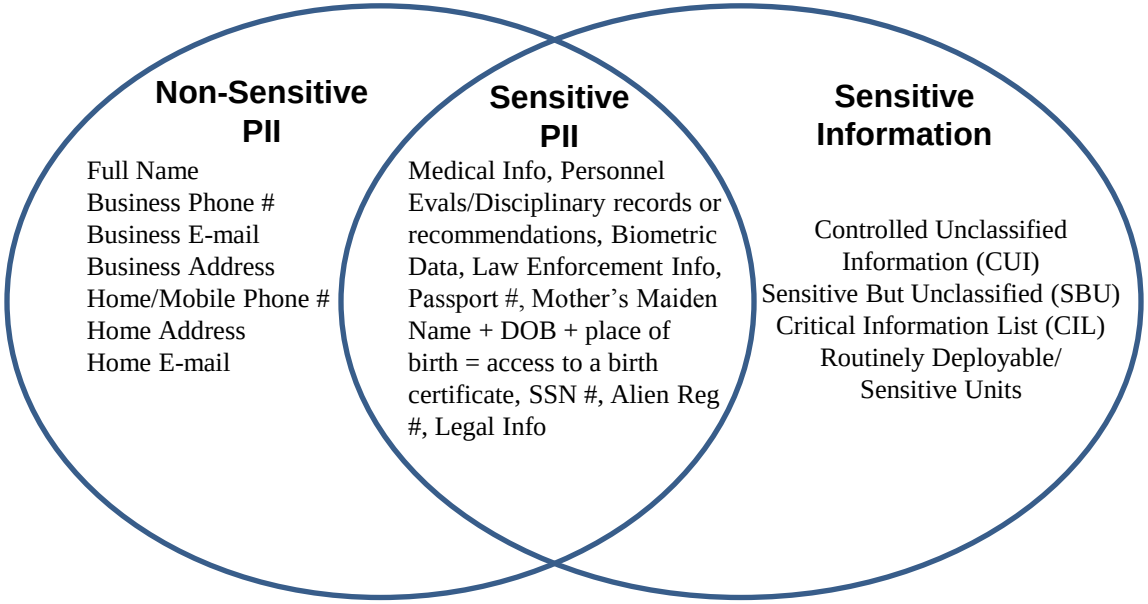
Personally Identifiable Information (PII)

PII is any information that can be used to distinguish or trace someone's identity.



STOP!
DO NOT SEND to non .mil e-mail accounts:

- Recall Rosters
- Alpha Rosters
- Social Rosters
- EPR/OPRs
- Username/Passwords

Protecting PII – E-Mail

- Exercise caution before transmitting.
  - Sending PII to a personal e-mail address is strictly prohibited.
  - **Do not** send sensitive PII protected under the Privacy Act (PA) (including attachments) to distribution lists, group or organizational email addresses unless each member of the list, group or organizational box has an official need to know and the email is encrypted. When in doubt, send encrypted only to individual accounts.
  - **Protection** methods include DoD PKI encryption of official email
  - **Do not** disclose sensitive PII protected under information security to anyone outside DoD unless specifically authorized by the Privacy Act system of record notice or individual
  - Ensure all recipients have an official need to know, including "cc" addressees
  - **Safe Access File Exchange (SAFE)** is designed to provide users an alternative way to send files other than email. (File sizes up to **2GB)** Go to https://safe.amrdec.army.mil/safe/

PA-FOIA Briefing - DM: **https://dm.eim.acc.af.mil/355MSG/355CS/SCO/KOM/Records_Mgmt/default.aspx**
DoD PII Training: **http://iase.disa.mil/eta/piiv2/launchpage.htm**

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OPR: 355 CS/SCOK