

**BY ORDER OF THE COMMANDER
TYNDALL AIR FORCE BASE**

**TYNDALL AIR FORCE BASE
INSTRUCTION 33-332**



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Communication and Information

***AIR FORCE PRIVACY AND CIVIL
LIBERTIES PROGRAM***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication supplements Air Force Instruction (AFI) 33-332, The Air Force Privacy and Civil Liberties Program. It applies to all units and tenants on Tyndall AFB. This publication may not be supplemented at any level. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) listed above using the Department of Air Force (DAF) Form 847, Recommendation for Change of Publication; route DAF Forms 847 from the field through the appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, Records Management and Information Governance Program, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

2.8.1.1. **(Added)** The 325th Fighter Wing Commander has delegated the authority to appoint a primary and alternate Tyndall AFB Privacy Manager/Civil Liberties point of contact to the 325th Communications Squadron Commander.

2.8.1.2. **(Added)** The 325th Communications Squadron Commander will appoint the primary and alternate Tyndall Privacy Manager/Civil Liberties point of contact in writing and forward the appointment letter to the Air Force Installation & Mission Support Center (AFIMSC/IZSI) Privacy Manager. The Tyndall AFB Privacy Manager is responsible for the accuracy of the appointment memorandum and will ensure a current memorandum is maintained. The Tyndall AFB Privacy Manager will execute base-level responsibilities as outlined in this instruction for all organizations assigned to the 325th Fighter Wing and all tenant units.

2.8.2.1. **(Added)** All Privacy Violations, complaints and breaches will be reported by the Unit Privacy Monitor, or individual discovering the incident, to the Tyndall AFB Privacy Manager within one hour of discovery of the violation, complaint or breach by email to 325cs.scok.tyndallprivacy@us.af.mil. Breach reporting requirements are contained in **Chapter 3** of this publication.

2.8.2.2. **(Added)** The Tyndall AFB Privacy Manager will verify reported Privacy violations, complaints or breaches, and notify the Wing Commander in addition to the Group Commander or senior official (O-6/GS15, or higher) of the organization where the incident occurred with the details of the incident within 24 hours of being notified.

2.8.2.3. **(Added)** The Cybersecurity Liaison, System of Record Owner, and Unit Privacy Monitor in the organization where the suspected Privacy violation, complaint, or breach occurred will assist the Tyndall AFB Privacy Manager and the Investigating Official with the Privacy violation, complaint, or breach.

2.8.3.1. **(Added)** Organizational SharePoint® site owners, Site Collection Administrators, and Unit Cybersecurity Liaisons will perform a monthly scan of SharePoint® sites and Shared Drives within their organizations. If unprotected PII data is discovered during the scan, delete and/or safeguard the PII to ensure only authorized personnel have access and follow instructions outlined in **paragraph 2.8.3** and **Chapter 3** of this AFI.

2.8.3.2. **(Added)** The Tyndall AFB Privacy Manager will coordinate with the Unit Privacy Monitor to ensure monthly scans are conducted.

2.8.5.1. **(Added)** Notify the Tyndall AFB Privacy Manager of all privacy and civil liberties related issues by email at 325cs.scok.tyndallprivacy@us.af.mil.

2.8.8.6. **(Added)** Organizational Commanders/Equivalent will appoint a primary and alternate Unit Privacy Monitor (UPM) in writing and submit a copy of the appointment memorandum to the Tyndall AFB Privacy Manager. Submit updated appointment memorandums whenever changes of the Commander/Equivalent and/or appointed personnel occur.

2.9.18. **(Added)** Coordinate with the base Network Control Center (NCC) quarterly (or as needed) to ensure all base Shared Drives are scanned for unprotected PII.

2.12.4.1. **(Added)** Specialized Unit Privacy Training PowerPoint® presentations are available from the Tyndall AFB Privacy Manager.

2.12.9. **(Added)** Upon notification, delete and/or facilitate the deletion and/or proper protection of unprotected PII on the unit's shared drive. Continuously promote awareness to ensure PII on

shared drives is accessible only to individuals whose official duties provide them a valid need-to-know.

2.12.10. **(Added)** Provide guidance/assistance, as needed, on the removal of unprotected PII discovered on the unit's SharePoint® site.

2.12.11. **(Added)** Complete Unit Privacy Monitor training, provided by the Tyndall AFB Privacy Manager within 10 duty days of appointment.

3.1.2.1. **(Added)** Notify the Tyndall AFB Privacy Manager of all potential or actual PII breaches by email at 325cs.scok.tyndallprivacy@us.af.mil

7.1.2.1. **(Added)** Organization shared drive owners will scan shared drives monthly to ensure there is no unprotected PII data contained on the drive.

GREGORY M. MOSELEY, Colonel, USAF
Commander, 325th Fighter Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFIMSC—Air Force Installation Mission Support Center

AFRIMS—Air Force Records Information System

OPR—Office of Primary Responsibility

PII—Personally Identifiable Information

RDS—Records Disposition Schedule

UPM—Unit Privacy Monitor