



Personally Identifiable Information (PII)

What is PII?

PII is defined as “information used to distinguish or trace an individual’s identity, such as name, social security number (SSN), date and place of birth, mother’s maiden name, biometric records, home phone numbers, other demographic, medical, and financial information. PII includes any information that is linked or linkable to a specified individual, alone, or when combined with other personal or identifying information.”

Reference: DODD 5400.11, Glossary

The following items shall be treated as PII and protected under the Privacy Act of 1974:

Full Name	Date of Birth	Financial Data	Security Clearance Level
Home Address	Biometrics	Personal Email	Mother’s Maiden Name
Family Data	Performance Ratings	Timecards	Government Travel Card Info
Medical Info	Drug Test Results	Investigative Records	Other Names Used

How is PII Protected?

The references contain detailed guidance regarding protection of PII. Below are some of the basics:

1. Do not include full SSNs or “last 4s” as part of any printed product unless required under the provisions of the Privacy Act. If printed, documents containing PII **shall** have a cover sheet stating “**For Official Use Only**” (FOUO) and each page of the document **shall** be marked “**For Official Use Only**.”
2. Do not transfer or grant access to a record containing PII to anyone who has not demonstrated a valid and official need to know, in order to conduct agency business.
3. PII maintained on network/shared drives **shall**, at a minimum, be password protected.
4. PII **shall not** be stored in any folders (electronic or hard copy) with unrestricted access.
5. Email containing PII **must** be encrypted via the Common Access Card using PKI authentication and digitally signed. Additionally, the subject line **must** begin with “FOUO,” and the following statement shall be placed in the body of the email: “**FOR OFFICIAL USE ONLY—PRIVACY SENSITIVE (FOUO). ANY MISUSE OR UNAUTHORIZED ACCESS MAY RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES.**”
6. When a PII breach occurs, report it immediately to the MARFORCOM Adjutant.

References: Marine Corps Enterprise IA Dir 011, MARADMIN 733/12

Bottom Line

Compromising Personally Identifiable Information puts at risk the individual whose information was compromised, the command, and the Marine Corps! Violations of the rules and regulations regarding the protection of PII can carry fines of up to \$5,000 per incident.

It is imperative that we safeguard all files and folders containing PII. Remember, it is the responsibility of **everyone** assigned to MARFORCOM to protect and properly control PII.

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