

# Army in Europe Bulletin

Number 11

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## SAFEGUARDING PERSONALLY IDENTIFIABLE INFORMATION

All employees have specific responsibilities for safeguarding personally identifiable information (PII). All military and civilian personnel and contractors have a fiduciary responsibility to ensure PII is maintained, used, and distributed only as authorized by law and that PII is continually safeguarded.

According to DOD Directive 5400.11, enclosure 3, the "Rules of Conduct" for safeguarding PII are as follows:

DOD personnel will—

➤ Take such actions, as considered appropriate, to ensure that any personal information contained in a system of records, of which they have access to and are using to conduct official business, shall be protected so that the security and confidentiality of the information shall be preserved.

➤ Not disclose any personal information contained in any system of records, except as authorized by reference (d) [DOD 5400.11-R], or other applicable laws or regulations. Personnel willfully making such disclosure when knowing that disclosure is prohibited are subject to possible criminal penalties or administrative sanctions.

➤ Report any unauthorized disclosures of personal information from a system of records or the maintenance of any system of records that are not authorized by this Directive [DOD Dir 5400.11] to the applicable Privacy POC for his or her DOD Component.

DOD System Managers for each system of records shall ensure that all personnel who either shall have access to the system of records or who shall develop

or supervise procedures for handling records in the system of records shall be aware of their responsibilities and are properly trained to safeguard personal information being collected and maintained under the DOD Privacy Program.

For more information, the USAREUR Privacy Act Officer may be contacted at military 337-3600.

## ARMY IN EUROPE LIBRARY & PUBLISHING SYSTEM NEWS

The following publication is rescinded (the proponent is shown in parentheses):

➤ AE Pamphlet 350-1-1, Master Resilience Training Participant Guide (AEOP)

The following have been published and are available in the Army in Europe Library & Publishing System:

### Army in Europe Command Memorandums:

➤ [Authorization for Early Registration in the Priority Placement Program](#), AEPE-C (mil 537-1534), 9 September 2015

➤ [Initial Guidance for the USAREUR Local National Internship Program](#), AEPE-C (mil 537-1519), 9 September 2015

➤ [Guidance for the Preparation of FY 15 DCIPS Employee Evaluations](#), AEIN (mil 537-2000), 28 September 2015

➤ [Army in Europe Child and Youth Supervision Policy](#), IMEU-MWR-A (mil 544-9263), 30 September 2015

➤ [Coordinating with Local National Works Councils in Germany](#), IMEU-HRD (mil 544-1000), 6 October 2015

➤ [USAREUR Training and Leader-Development Directive](#), FY 16-19, AEOP-TDT, 6 October 2015

**Army in Europe Publications:**

[AE Regulation 672-10](#), Civilian Personnel Incentive Awards in IMCOM-Europe, 26 October 2015

[AE Miscellaneous Publication 25-30-1](#), AEPUBS-Supporting the Soldier

**Army in Europe Forms:**

➤ [AE Form 55-50A](#), Command / Army Garrison Dangerous Goods Advisor Annual Report

➤ [AE Form 55-50B](#), Accident / Incident Report on Occurrences During the Carriage of Dangerous Goods / Hazardous Waste

➤ [AE Form 55-50E](#), Dangerous Goods Advisor (DGA) Appointment Order

➤ [AE Form 55-50F](#), Certifier for Dangerous Goods and Hazardous Waste Movements Appointment Order–Mode Air Movements

➤ [AE Form 190-1AH](#), Vehicle Disposal Cost Report

➤ [AE Form 190-1AJ](#), Suspense / Clearance Form

➤ [AE Form 190-1AP](#), Request for Exception to Policy (Authority to Operate POV)

➤ [AE Form 190-1AS](#), Warning Notice of Possible Abandonment

➤ [AE Form 190-1AU](#), Report of Stolen / Lost / Recovered Vehicle / License Plates

➤ [AE Form 190-1Z](#), Certification of Release / Donation of POV

➤ [AE Form 380-67C](#), Security Termination

➤ [AE Form 380-67D](#), U.S. Contact Official Briefing

➤ [AE Form 380-67E](#), Termination of USCO Responsibilities

➤ [AE Form 690-76A](#), Non-U.S. Forces Versus U.S. Forces Pay Data

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