

Army in Europe Bulletin

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COMMUNICATIONS SECURITY

Personnel in the Army in Europe will not process, store, or send classified information on nonsecure data networks and telecommunications systems. DOD communications systems include computer networks, fax machines, modems, telephones, and radios. Use of official DOD data networks and telecommunications systems constitutes user consent to information systems security monitoring.

Commanders will ensure the following telecommunications security notification requirements are met:

➤ Official Army telephone or communications directories published in the Army in Europe will display the following security notice on the front cover or prominently in the general information section:

ATTENTION!

DO NOT PROCESS, STORE, OR TRANSMIT CLASSIFIED INFORMATION ON NONSECURE TELECOMMUNICATIONS SYSTEMS. OFFICIAL DOD DATA NETWORKS AND TELECOMMUNICATIONS SYSTEMS (INCLUDING TELEPHONES, FACSIMILE MACHINES, COMPUTER NETWORKS, AND MODEMS) ARE SUBJECT TO MONITORING FOR TELECOMMUNICATIONS SECURITY PURPOSES AT ALL TIMES. USE OF OFFICIAL DOD COMMUNICATIONS SYSTEMS CONSTITUTES CONSENT TO INFORMATION SYSTEMS MONITORING.

➤ DD Form 2056 (Telephone Monitoring Notification Decal) must be on telephones (excluding tactical telephones) and fax machines (excluding machines that are part of another device), including secure

terminal equipment (STE). When DD Form 2056 is put on STE instruments and fax machines used to send and receive classified information, the statement "DO NOT DISCUSS CLASSIFIED INFORMATION" will be removed.

➤ A computer logon security notice is on all computer systems (AR 380-53).

➤ New personnel receive a briefing on the information above.

Representatives of the USAREUR G2 can provide more information about communications security (mil 537-2104).

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 537-6428.

ARMY IN EUROPE PUBLISHING NEWS

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

Army in Europe Command Memorandums:

- [USAREUR Policy on the Use of Restricted Airfare](#), AERM-PB (mil 537-8098), 22 April 2016
- [FY 16 USAREUR OMA Deficit Reduction Guidance](#), AERM, 6 May 2016
- [Filling Vacancies](#), IMEU-HRD-C (mil 544-1100), 18 May 2016
- [Guest Control at IMCOM-Europe Family and Morale, Welfare, and Recreation Facilities in Germany](#), IMEU-IMEU-MWR-B (mil 544-9427), 18 May 2016
- [Business Rules for Mitigating the Effects of Reduction in Force on Department of the Army Civilian Employees at HQ USAREUR](#), AEPE-CA (mil 537-1511), 24 May 2016

Army in Europe Publications:

- [AE Regulation 1-10](#), Staff Procedures, 2 June 2016

Army in Europe Forms:

- [AE Form 600-17A](#), Request and Authorization for Additional Gas or Diesel Fuel

HOW TO USE THIS BULLETIN

IMCOM-Europe publishes the Army in Europe Bulletin once a month. Only members of HQ USAREUR staff offices, HQ IMCOM-Europe staff offices, and the United States Army Civilian Human Resources Agency, Northeast/Europe Region, may submit items for publication in the Army in Europe Bulletin.

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