

**PRIVACY ACT
(AR 340-21)**

WHAT YOU CAN AND CANNOT RELEASE TO THIRD PARTIES

1. First – Who are third parties? Third parties are anyone that is not a member of the armed forces or a civil service employee. Contractor employees can fall under “civil service employees” definition when they are performing a government function. Spouses and other dependents are considered third parties if they are not members of the armed forces or an active civil service employee.

2. What can you release without individual’s (employee’s) consent (active duty only)? To not release additional information (only what the individual requests, if releasable).

- Name
- Rank & date of rank
- Gross salary
- Present and past duty assignments (as long as they are not an overseas assignment)
- Future assignments (orders on file) (as long as they are not an overseas assignment)
- Office & duty address and telephone numbers
- Office electronic mail addresses
- On officers – source of commission
- Promotion sequence numbers
- Awards and decorations
- Military and/or civilian education level
- Duty status at any given time
- Resumes (You must remove PA information)

3. What can you release without individual’s (employee’s) consent? (civil service employees only)

- Name
- Grade
- Gross salary
- Present and past duty assignments
- Office address and telephone numbers
- Office electronic mail addresses
- Awards and decorations (not the amount of awards)
- Resumes (You must remove PA information)

4. What you cannot release to third parties

- **Social Security Numbers**
- **Date of birth (you may provide day and month only)**
- **Home addresses and telephone numbers**
- **Home electronic mail addresses**
- **Take home pay (salary after taxes and other deductions)**
- **Dollar amount given on an award**
- **Anything else private to an individual**
- **Rosters (listings) of individual assigned to an organization/unit (i.e., unit rosters, IMPAC Cardholders, personnel attending OAC/OBC, etc.)**

5. If in doubt, don't release. Contact your Privacy Act Official or the Installation Privacy Act Official.