

Department of the Army  
Headquarters, U.S. Army Garrison  
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Fort Sill, Oklahoma 73503-9004  
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\*Fort Sill Supplement 1 to AR 340-21

Office Management  
**THE ARMY PRIVACY PROGRAM**

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**Summary.** This publication prescribes policies and guidance for privacy issues.

**Applicability.** This publication applies to all Fort Sill garrison agencies.

**Supplementation.** Further supplementation is prohibited without prior approval from the Director of Human Resources, Administrative Services Division, Fort Sill, OK 73503.

**Suggested Improvements.** Users are invited to send comments or suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Chief, Administrative Services Division, Directorate of Human Resources, Fort Sill, OK 73503.

**Distribution.** This publication is distributed solely through the DHR, ASD Homepage at [http://sill-www.army.mil/dhr/Admin\\_Svcs\\_Div/index.html](http://sill-www.army.mil/dhr/Admin_Svcs_Div/index.html).

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\*This supplement supersedes USAFACFS Supplement 1 to AR 340-21, 1 June 1987.

AR 340-21, 5 July 1985, is further supplemented as follows:

**Paragraph 1-4. Responsibilities.** Add subparagraphs f and g after subparagraph e:

f. The Director of Human Resources will designate appoint an individual as the Garrison Privacy Act Official.

g. Heads of Fort Sill special staffs, directorates, and support offices listed in appendix A are responsible for—

(1) Designating a Privacy Act Coordinator for their organization and elements under their jurisdiction. Directors, chiefs will send a copy of the duty appointment, which includes name, rank, office, telephone number, and e-mail address to DHR, ASD, Garrison Privacy Act Official.

(2) Coordinating with the Garrison Privacy Act Official before dispatching command correspondence, directives, and/or publications which implement any Privacy Act provisions.

(3) Processing verbal and written (formal) Privacy Act requests received from individuals.

(a) Activities will, upon receipt of a verbal Privacy Act request from an employee, provide access to and/or a copy of documents being maintained on them that are in a Privacy Act System of Records (i.e., supervisor's employee file).

(b) Activities will, upon receipt of a written Privacy Act request from an employee, send such request to the Garrison Privacy Act Official for processing.

(c) Activities will send any requests to deny an employee access to his/her records to the Garrison Privacy Act Official for processing. No individual on Fort Sill has the authority to deny an employee access to his/her records. Only the appropriate Access and Amendment Refusal Authority (AARA) has this authority.

(4) Reviewing requests for private data from other agencies to ensure they demonstrate the "need-to-know" requirement, in order to perform their job prior to releasing the data to them.

(5) Reviewing agency documents/data placed on "P" and/or "S" drives and folders shared on personal computers drives quarterly for private data. NOTE: Directorate of Information Management server administrative personnel and the Garrison Privacy Act Official are authorized access to "S" drives.

(a) If no private data is found, the Privacy Act Coordinator will submit a report to the Garrison Privacy Act Official indicating the date they conducted the review and that no private data was found.

(b) If private data is found and the data is properly safeguarded (i.e., only individuals with a need-to-know have access to the data and only their names are included in the properties of the folder), the Privacy Act Coordinator will submit a report to the Garrison Privacy Act Official indicating what data is stored on the "S" drive and that it is properly safeguarded.

(c) If private data is found and the data is not properly safeguarded, the Privacy Act Coordinator will document the date and time the private data was found, where the data was located (include the path to the document (i.e., the names of the folders you accessed to get to the document) and the documents found, and then remove the data. The PA Coordinator will report their findings to the agency head and provide a copy of the report to the Garrison Privacy Act Official. Privacy Act data can be restored to the "S" drive after safeguards have been put in place (see paragraph (b) above).

(6) Reporting any loss of private data immediately (within 12 hours) to the Garrison Privacy Act Official. This report must include the type of data lost and the number of individuals affected. The Garrison Privacy Act Official will provide further instructions after receipt of this report.

(7) Ensuring Privacy Act data is safeguarded during transmittals. Place the appropriate cover sheet on the information when removing data from file, prior to placing data in messenger envelopes (shotguns), prior to mailing the data, and encrypting electronic mail that contains Privacy Act data.

(8) Ensuring their local forms, for which they are the proponent and the form is requesting Privacy Act data, has a Privacy statement within the body of the form. Agencies may create their own blank forms; however, they must submit proposed forms or updates to existing forms to the DHR, ASD Forms Manager for approval. Use a DD Form 67 (Form Processing Action Request) to submit the form to the Forms Manager.

**Paragraph 1-9. Privacy Official.** Add subparagraph c after subparagraph b.

c. The Privacy Act Coordinator will perform those duties of privacy officials as outlined in paragraph 1-9.

**Paragraph 3-1. Disclosure of Personnel Information to other Agencies and Third Parties.** Add the following after last sentence of subparagraph a.

The proponent of the requested document must determine if the requester has a need for the requested data. The placement of private data in shared folders on “P” and “S” drives and folders on a personal computer can violate this provision. Not everyone that has access to a shared folder meets the “need-to-know to perform their duties” requirement on each document placed in the folder.

**Appendix A.** Add appendix A after chapter 5.

Appendix A. Fort Sill Special Staffs, Directorates, and Support Offices.

Appendix A  
**Fort Sill Special Staffs, Directorates, and Support Offices**

The following agencies will appoint a Privacy Act Coordinator to carry out responsibilities for the organization/element on Privacy Act:

Garrison Administrative Office  
Resource Management Office  
Plans, Analysis, & Integration  
Directorate of Emergency Services  
Directorate of Human Resources  
Directorate of Information Management  
Directorate of Logistics  
Directorate of Family, Morale, Welfare, and Recreation  
Directorate of Plans, Training, Mobilization, and Security  
Directorate of Public Works  
Fort Sill Mobilization/Deployment Brigade  
Civilian Personnel Advisory Center  
Directorate of Contracting  
Equal Employment Opportunity  
Inspector General  
Internal Review and Audit Compliance Office  
Public Affairs Office  
Religious Support Operations Center  
Installation Safety Office  
Garrison Support Unit  
Staff Judge Advocate

IMWE-SIL-HRA



RAYMOND P. LACEY  
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Garrison Commander

JAMES A. MILLER  
Director of Human  
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