

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503-5100

USAFACFS Circular
No. 340-04-01

7 May 2004

Expires: 8 May 2006
Office Management
PRIVACY ACT

- 1. PURPOSE.** To establish guidance on sharing Privacy Act data via computer “shared” drives/folders.
- 2. REFERENCE.** AR 340-21, The Privacy Act Program, 5 July 1985.
- 3. APPLICABILITY.** This publication applies to all organizations, units, and commands under the United States Army Field Artillery Center and Fort Sill.
- 4. POLICY.** Effective immediately organizations and units will not place Privacy Act data or Health Insurance Portability and Accountability Act (HIPAA) data on any “shared” computer drives/folders. Shared computer drives/folders are defined as shared folders on shared (“S”) drives, public (“P”) drives, and personal computers (PCs).
- 5. RESPONSIBILITIES.** Commander, directors, and heads of activities are responsible for protecting the Privacy Act/HIPAA data of their soldiers, employees.
 - a. The Activity Records Coordinator is designated as the Privacy Act Official for their activity, unit. This individual is responsible for—
 - (1) Evaluating their activity’s Privacy Act program every 2 years.
 - (2) Reviewing “S” and “P” drives for possible Privacy Act/HIPAA violations.
 - (3) Reviewing personal computer shared folders for possible Privacy Act/HIPAA violations.
 - (4) Reporting Privacy Act/HIPAA violations to their commander, director, or head of their activity.
 - (5) Reporting Privacy Act/HIPAA violations to the Installation Privacy Act Official located in the Directorate of Information Management.

b. The commander, director, or head of an activity will consider appropriate disciplinary actions against violators. AR 340-21, paragraph 4-9 lists the civil remedies and criminal penalties for violations of the Privacy Act.

6. TRAINING. The Directorate of Information Management (DOIM) Installation Privacy Act Official provides Privacy Act training. Call 442-3907 to schedule a Privacy Act class. Recommend **all** personnel attend Privacy Act training.

7. DATABASES. This policy does not extend to networked databases where personnel are granted access via established access procedures (i.e., SIDPERS, etc.).

(ATZR-URA)

FOR THE COMMANDER:



MARK A. GRAHAM
COL, FA
Chief of Staff

KATHY L. BANKS
Director of Information
Management

DISTRIBUTION:
Fort Sill Internet