



# COMMANDER'S CALL TOPICS

NOTE: This product has embedded hyperlinks and is best viewed online.

29 January — 2 February 2018

## Priority Topic of the Week Data Privacy

### **Personally Identifiable Information and Email**

In today's day and age email has become the primary method to exchange information and accomplish mission goals. It has become a convenient means to communicate quickly. But what are the dangers of poor email habits? Why do we, as Airmen, feel it is necessary to send personally identifiable information (PII) over email to accomplish the mission?

The Air Force has long required that email containing PII be encrypted. **Within a month, any email containing Social Security Number PII (and similar numerical constructs) will be automatically blocked from transmission over computers with the Digital Signature Enforcement Tool (DSET).** Users will need to remove that data or transmit either via AMRDEC SAFE web transfer tool or encrypted email.

Personally Identifiable Information – specifically Sensitive PII – continues to be an area of concern for the Air Force. PII is information about an individual that identifies, links, relates, or is unique to, or describes him or her. For example—social security number (any form), age, marital status, race, salary, home/cell phone numbers, other demographic biometric, personnel, medical, and financial information.

### **Privacy Risk**

Every time you send PII over unencrypted means, you put your privacy or the privacy of others at risk. Airmen should always ask themselves, does the requestor really need PII? If not, remove the PII from the email and proceed. If so, then ask if the requestor can use established databases, like MilPDS to pull the data.

### **Safe Methods to transmit PII**

If you need to send information which includes PII to the requestor for mission accomplishment, use an authorized and secure way like the AMRDEC SAFE application. There are no user accounts for AMRDEC SAFE and authentication is handled via email and password. Everyone has access to AMRDEC SAFE whether at work, home, webmail, or even mobile. The application is convenient and available for use by anyone.

### **Bottom Line**

- If you don't need PII for mission accomplishment then don't use it.
- Practice safe email procedures - don't send PII via an unencrypted email.
- Use approved methodologies, such as AMRDEC SAFE or MilPDS.
- Always encrypt the email if you have no other means of protecting PII.

### **Additional Information**

AMRDEC SAFE can be accessed through the following website: <https://safe.amrdec.army.mil/safe/Guide.aspx>

Additional AF CISO PII resources can be found under "Data Privacy Day 2018" <http://www.safcioa6.af.mil/Organizations/CISO-Homepage/Resources/>

For more information, please contact the PII Program Lead at COMM: 571-256-2515 or DSN: 260-2515.

## Personnel Topics of Interest

- AF to enhance physical fitness test for select career fields ([AF.MIL](#))
- Advance assignment notification enhancement prompts Commander, Airmen career discussions ([AF.MIL](#))

## Other Topics of Interest

- USECAF Matthew Donovan highlights budget, readiness ([AF.MIL](#))
- AF announces new innovation workshops at Science, Tech Forum ([AF.MIL](#))

Commander's Call Topic Archive: <http://www.af.mil/AboutUs/CommandersCallTopics.aspx>

Commander's Call Topics is published weekly by SAF/PA to ensure leaders at all levels remain current on issues concerning Airmen and families. Requests for information to be included in future editions should be sent to SAF/PAX via [email](#).

Submissions should include:

- 1) 1-2 sentence synopsis of the issue
- 2) hyperlink to further details
- 3) a POC name and contact information.

\*Only submissions that pertaining to the majority of Airmen or specifically to command leadership teams will be considered. Local or limited-interest items will not be included.