MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #16 – Security of Laptops and Personally Identifiable Information (PII), Smartphone Use

1. References:

2. Commanders, supervisors and leaders must ensure all personnel are aware of their responsibility to prevent the loss or theft of government owned or leased information technology equipment and personnel identifiable information.

3. Each individual has a responsibility for laptop computer security and must understand that loss of equipment or personnel information is a sensitive item. Laptops often contain large quantities of Personally Identifiable Information (PII) and For Official Use Only (FOUO) data. The loss of laptops causes reductions in productivity, triggers notification requirements and their loss may trigger legal liability.

4. When not using your laptop, you must secure it with a cable lock, in a locked office or secure location. You will take and secure your laptop with a cable lock when TDY. Commanders are responsible for evaluating the risk and vulnerabilities to prevent loss and theft and will ensure adequate safeguards are in place for all sensitive information and equipment.

5. Laptop computers will require configuration of Encrypting File System (EFS) to protect against information being compromised and will not be left unattended in an unsecured area. Loss or theft of all Government laptops or computers that contain PII must be reported by completing a Serious Incident Report (SIR) within one hour of discovery.

6. Smartphone wireless systems may be used to process sensitive data but, transmitting or storing classified information is strictly prohibited. Should a smartphone be lost or stolen, immediately notify the Brigade S6 and the Customer Service Center (CSC) at 877-272-1330.

7. All users of USACC’s Information Systems will comply and digitally sign the Information Assurance Acceptable Use Policy (AUP), complete the Cyber Awareness on-line training and pass the exam prior to account activation and annually thereafter.

8. Point of contact is Mr. Mark Walpole at 210-295-0495.

9. Post a copy of this policy on all bulletin boards.

CHRIS S. ALFEIRI  
COL, AR  
Commanding

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