



## NATIONAL GUARD BUREAU

111 South George Mason Drive  
ARLINGTON VA 22204-1382

NGB-EDU-09-053

05 August 2009

MEMORANDUM FOR the ARNG Education and Incentives Personnel of all States, Puerto Rico, The Virgin Islands, Guam and the District of Columbia.

SUBJECT: Requirements for transport, security and access of Personally Identifiable Information (PII).

1. References:

- a. Army Regulation (AR) 25-1, Army Knowledge Management and Information Technology, 4 December 2008.
- b. Army Regulation (AR) 25-2, Information Assurance, 23 March 2009.
- c. Army Regulation (AR) 340-21, The Army Privacy Program, 5 July 1985.
- d. Army Regulation (AR) 380-5, Department of the Army Information Security Program.

2. The above regulations are to be adhered to at all times while transporting, securing or accessing PII for computers that are removed from government facilities.

3. All DoD employees, to include contractors and government civilians are required to have approved PII encrypted laptops to prevent unauthorized access in the event of loss or theft. All storage devices will be Common Access Card (CAC) enforced to prevent unauthorized access. Thumbdrives or removable media is not authorized for use in government furnished computers at any time.

4. While outside of duty location, all encrypted computer equipment and files will be on your person at all times or located in a separate secured area out of general population access when not in use.

5. Further guidance on protection and removal of PII can be addressed through the respective State or Territory G-6/J-6 or your local security manager.

6. Point of contact for this message is MAJ Todd S. Gibbs, 703-607-9726, or [todd.s.gibbs@us.army.mil](mailto:todd.s.gibbs@us.army.mil)

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**1 Encls**

1. [EIOM 09-053 \(IN\)](#)  
[\[attachment\] - ARNG IA SOP](#)  
[Final 31 January 2007.pdf](#)