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**DEPARTMENT OF DEFENSE
OFFICE OF FREEDOM OF INFORMATION
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155**

JUL 23 2010

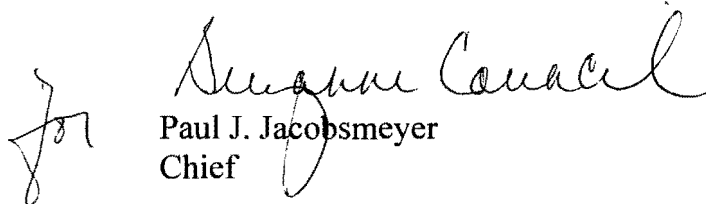
Ref: 10-F-1064

This responds to your May 26, 2010, Freedom of Information Act (FOIA) request. You had requested a copy of the meeting minutes and agendas for each meeting of the Defense Privacy Board (DPB) between August 1, 2009, and the present.

Ms. Theodora L. Wills, Deputy Director, Defense Privacy Civil Liberties Office (DPCLO), has determined that some of the redacted information within the enclosed documents should be withheld from release because it applies solely to DPCLO internal rules and practices, which if released, would risk circumvention of the DPCLO mission. Also, some of the information should be withheld because release would constitute a clearly unwarranted invasion of the personal privacy of individuals. Consequently, I must deny this information pursuant to 5 U.S.C. § 552 (b)(2)(High) and (b)(6). Also, Ms. Wills has informed this office that no DPB meetings occurred during the months of October and November 2009 or April and June 2010.

If you are not satisfied with this action, you may appeal to the appellate authority, the Director of Administration and Management, Office of the Secretary of Defense, by writing directly to the Defense Freedom of Information Policy Office, Attn: Mr. James P. Hogan, 1155 Defense Pentagon, Washington, DC 20301-1155. Your appeal should be postmarked within 60 calendar days of the date of this letter, should cite to case number 10-F-1064, and should be clearly marked "Freedom of Information Act Appeal." There are no assessable fees associated with this request in this instance.

Sincerely,


Paul J. Jacobsmeyer
Chief

Enclosure(s):
As stated



**OFFICE OF THE SECRETARY OF DEFENSE
OFFICE OF THE DIRECTOR, ADMINISTRATION & MANAGEMENT**

DEFENSE PRIVACY OFFICE

DEFENSE PRIVACY BOARD MEETING

**** AGENDA ****

Date:	August 19, 2009
Time:	8:00 – 3:00
Location:	1901 South Bell Street Arlington, VA 22202

8:00 – 8:30	Welcome and Opening Remarks	Samuel P. Jenkins, Director, Defense Privacy Board
	Things to Know While You're Here	Michael L. Rhodes, Acting Senior Agency Official for Privacy (b)(6)
8:30 – 9:15	Strengthening the Program: The DPO Strategic Direction	Samuel P. Jenkins
9:15 – 9:30	<i>BREAK</i>	
9:30 – 10:00	DITPR and System of Records Notices: Making the Process Work For You	Vicki Short Denise Washington
10:00 – 10:30	Compliance Reporting: Putting the Pieces Together	(b)(6)
		(b)(6)
		(b)(6)
10:30 – 10:45	<i>BREAK</i>	
10:45 – 11:30	Defense Privacy Hot Topics	Samuel P. Jenkins Theodora Wills
11:30 – 1:00	<i>LUNCH</i>	
1:00 – 1:30	Resources, Resources, Resources	Samuel P. Jenkins Theodora Wills
1:30 – 2:45	What This All Means to You Open Discussion	
2:45 – 3:00	Closing Remarks and Wrap-Up	Samuel P. Jenkins



**OFFICE OF THE SECRETARY OF DEFENSE
OFFICE OF THE DIRECTOR, ADMINISTRATION & MANAGEMENT**

DEFENSE PRIVACY OFFICE

DEFENSE PRIVACY BOARD

AGENDA

Date:	September 16, 2009
Time:	1-2:30pm
Location:	1901 South Bell Street, Suite 920 Arlington, VA 22202
Dial in Number:	(703) 695-4042, (b)(2)

- I. Welcome and Attendance**
- II. Review of Last Meeting's Minutes**
- III. August Meeting follow-up Items**
 - **US-CERT Reporting Requirements**
 - **SORN Title Character limit**
 - **Breach Reporting Process for Classified Info**
 - **DPB Subcommittees**
 - **Information Sharing and Privacy**
 - **Breach and Complaints Reporting Process**
 - **Training (Workforce and Privacy Officer Professionalization)**
 - **EU Privacy**
- IV. Announcements and Reminders**
 - **Quarterly Reports**
 - **DPB Meeting Dial-In**
 - **November Meeting will be a face to face meeting**
- V. Review of Open Action Items**
- VI. Next Meeting Date: October 21, 2009**
- VII. Adjournment**

Defense Privacy Board (DPB)

Meeting Minutes for September 16, 2009

I. Welcome and Attendance

The meeting was called to order by Mr. Samuel P. Jenkins, Director, Defense Privacy Office (DPO) and Executive Secretary, DPB. Attendance was taken from onsite and call-in participants.

II. Review of Last Meeting's Minutes

The minutes from July 15, 2009 have final signatures. There were no comments to the July minutes. DoD Privacy Officials met at DPO for the August 19th meeting. Follow-up items will be included in future DPB agendas. The DPB agreed to meet four times a year in face-to-face session for half day meetings.

III. August DPB Meeting Follow-up Items

US-CERT Reporting Requirement: Attachment 2, Sect. B-1 of OMB Memorandum 07-16 requires all breaches of PII, confirmed or suspected to be reported to US-CERT regardless of the manner in which they occur, within one hour of discovery.

SORN Title Character Limit: The Code of Federal Regulations emphasizes a 55 character limit in SORN titles. DPO policy does not allow use of acronyms in the titles.

Breach Reporting Process for Classified Information: Until DPO obtains a SIPRNET account, breach reports for classified information should be appropriately packaged, labeled, and mailed to DPO. Privacy Officers must notify DPO in advance of mailing the package in order for security and custody in the Pentagon to be arranged.

DPB Subcommittees: There were a number of parking lot issues established at the August 19th DPB meeting. DPO is seeking volunteers to work on subcommittees to address some of those issues. Initial topics include: Information Sharing and Privacy, Breach and Compliance Reporting Process, Training (Workforce and Privacy Officer Professionalization), and European (EU) Privacy standards. DPO asks that volunteers indicate their desire for any one or multiple subcommittees by sending an email of that interest to dpo.correspondence@osd.mil.

IV. Announcements and Reminders

- Quarterly Reports Reminder: Reports are due to dpo.correspondence@osd.mil by October 15, 2009.
- Phone Line Restrictions Reminder: Members located in or near Crystal City must attend (when possible) the DPB meetings in person. Dial in participants must use one line per Component.
- Next Face-to-Face Meeting: December 2, 2009 (Note that this replaces the monthly DPB meetings scheduled for November 18, 2009 and December 16, 2009).

V. Review of Open Action Items

Action items were reviewed and updated as noted in the attachment to these minutes. All action items requiring a response to DPO should be submitted to dpo.correspondence@osd.mil.

VI. Next Meeting Date

The next meeting will be held December 2, 2009 at 1:00 pm EST.

VII. Meeting Adjourned

Submitted by



Samuel P. Jenkins, Director, Defense Privacy Office
Executive Secretary, Defense Privacy Board

10/2/09
Date

Approved

Disapproved



Michael L. Rhodes, Acting Director, Administration and Management
Chairman, Defense Privacy Board

11/4/09
Date



**OFFICE OF THE SECRETARY OF DEFENSE
OFFICE OF THE DIRECTOR, ADMINISTRATION & MANAGEMENT**

DEFENSE PRIVACY OFFICE

DEFENSE PRIVACY BOARD MEETING

**** AGENDA ****

Date:	December 2, 2009
Time:	8:30 am – 12:00 noon
Location:	1901 South Bell Street, Suite 920 Arlington, VA 22202

8:30 – 8:45	Welcome and Opening Remarks	Samuel P. Jenkins Dir, Defense Privacy Office
8:45 – 9:30	Guest Speaker <i>"Balancing the Needs of the Intelligence Community with Individuals' Rights to Privacy and Civil Liberties"</i>	Mary Ellen Callahan Chief Privacy Officer, U.S. Department of Homeland Security
9:30 – 9:40	B R E A K	
9:40 – 10:10	DoD Civil Liberties Office: Getting Started	Samuel P. Jenkins Vicki Short, DPO (b)(6) DPO Support
Subcommittee Presentations		
10:10 – 10:25	Subcommittee 1: Information Sharing and Privacy	Charles Sheddick, AF (b)(6) DLA (b)(6) CIO (b)(6) TMA
10:25 – 10:40	Subcommittee 2: Breach Reporting Compliance	Charles Sheddick, AF (b)(6) TMA (b)(6) NGA (b)(6) Army (b)(6) Army
10:40 – 10:50	B R E A K	
10:50 – 11:05	Subcommittee 3: Workforce and Privacy Officer Training & Professionalization	(b)(6) TMA (b)(6) NGA (b)(6) DPO
11:05 – 11:20	Subcommittee 4: European Union Privacy Standards	(b)(6) DLA (b)(6) TMA (b)(6) NGA (b)(6) Army
11:20 – 11:40	Wrap-up and Closing Remarks	Samuel P. Jenkins



OFFICE OF THE SECRETARY OF DEFENSE
OFFICE OF THE DIRECTOR, ADMINISTRATION & MANAGEMENT

DEFENSE PRIVACY OFFICE

DEFENSE PRIVACY BOARD MEETING

** PARKING LOT ISSUES **

Item	Issue	Comments
#1	Information Collection (SSN Forms) - Define Process - Justifications	DPO Tracking Issuance of Instruction
#2	Privacy Relationship between DPO and ODNI	DPO Action Item
#3	Reconciliation of Privacy Breach Reports	Subcommittee
#4	Look at Scope of Breach Reporting - Discuss Breach Report Template	
#5	Certification Training – NIST DoD 8570 - Requirement to demonstrate certification	Subcommittee
#6	European Union Privacy Issues	Subcommittee
#7	Component participation/presentations at DPB meetings	Volunteer(s): Vontu (DLA, (b)(6))
#8	PIA Evaluation training	DPO to Coordinate with CIO
#9	55 Character Limit SORN Titles	See 20090916 DPB Meeting Minutes
#10	Information Sharing	Subcommittee
#11	Breach of Classified Information? Report Process?	See 20090916 DPB Meeting Minutes
#12	Reduction of Duplicative SORNs	DPO Action Item
#13	Defense Connect Online	Not appropriate for widespread use. Only available on high side
#14	Separation of DoD Wide SORNs	DPO Action Item
#15	SORN – PIA – DITPR relationship	Agenda Item for Dec DPB Meeting
#16	Incorporate Privacy Reports into Regulation	DPO Action Item
#17	US CERT Report Requirement	See 20090916 DPB Meeting Minutes

Defense Privacy Board Face-to-Face Meeting ***Minutes for December 2, 2009***

I. Welcome and Opening Remarks

The meeting was called to order by Mr. Samuel P. Jenkins, Director, Defense Privacy Office (DPO). Participant attendance was taken and introductions conducted.

II. Guest Speaker Presentation

Ms. Mary Ellen Callahan, Chief Privacy Officer, U.S. Department of Homeland Security addressed the Defense Privacy Board (DPB) on the topic of "Balancing the Needs of the Intelligence Community with Individuals' Rights to Privacy and Civil Liberties". Key themes and points included

- Privacy must be part of the solution, not an add-on; Privacy must be integrated into the process.
- One fundamental role of the Privacy Officer is to weave together high level policy to achieve compliance.
- The power and importance of comprehensive and consistent training cannot be undervalued.
- Transparency, integration in the community, the analysis of Privacy Impact Assessments and the review of analytic reports are paramount to the success of today's privacy program.

III. DoD Civil Liberties Office: Getting Started

Mr. Jenkins and (b)(6) DPO Contract Support presented an overview of civil liberties, progress toward the Department's stand-up of a Civil Liberties Office (CLO), and the impact of the CLO on Component Privacy Officers.

IV. Defense Privacy Board Subcommittee Presentations

As a result of feedback during the last DPB face-to-face meeting, subcommittee volunteers were solicited. Four subcommittees were created to focus on Information Sharing and Privacy, Breach Reporting Compliance, Workforce and Privacy Officer Training & Professionalization, and European Union (EU) Privacy Standards.

(b)(6) DLA presented on behalf of the EU Privacy Standards subcommittee. Focus areas, deliverables and timelines were presented. Additionally it was determined "International Privacy Policy Subcommittee" was a more appropriate name for the subcommittee.

No other subcommittees were prepared to present. Mr. Jenkins requested a commitment from subcommittee volunteers that they will come to the February 2010 meeting prepared to report on their specific topics and provide a timeline for deliverables.

V. Privacy Program Perspectives

Mr. Jenkins gave a presentation on compliance issues within the Department including breach high risk areas, System of Record Notice deficiencies and how Component Privacy Officials can increase their organizational visibility and involvement.

VI. Wrap-up and Closing Remarks

SORN training for Components will be announced early 2010.

It was noted that there is a problem with hotlinks to the SORN subpages. DPO will investigate.

Potential agenda items for future meetings include

- Presentation by DHS Compliance Director on CIO interface best practices
- Data Loss Prevention Tool pilots (Vontu (DLA), Reconnix (TMA))
- Breach tracking and trending tools (Army, Navy)
- Sharepoint management

Mr. Jenkins thanked everyone for a very productive meeting. The next DPB face-to-face meeting will be held February 17, 2010.

VII. Meeting Adjourned

Submitted by

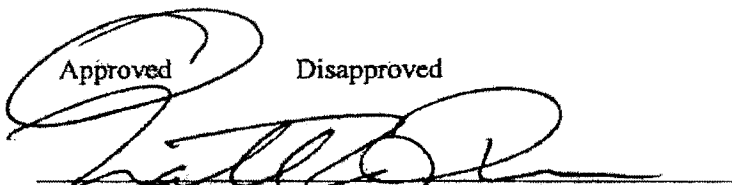


Samuel P. Jenkins, Director, Defense Privacy Office
Executive Secretary, Defense Privacy Board

12/16/09
Date

Approved

Disapproved



Michael L. Rhodes, Acting Director, Administration and Management
Chairman, Defense Privacy Board

12.18.09
Date



OFFICE OF THE SECRETARY OF DEFENSE
OFFICE OF THE DIRECTOR, ADMINISTRATION & MANAGEMENT

DEFENSE PRIVACY OFFICE

DEFENSE PRIVACY BOARD

AGENDA

Date:	January 20, 2010
Time:	9-10:30am
Location:	Defense Privacy Office, Conference Rm 1901 S. Bell Street, Suite 920 Arlington, VA 22202
Dial in Number:	(b)(2)

- I. Welcome and Attendance**
- II. Review of Last Meeting's Minutes**
- III. Updates**
 - Civil Liberties Office
 - DPB Subcommittees
- IV. New Business**
 - FY10 Quarterly Reports
 - Breach Risk Assessment, Reporting and Trending
- V. Announcements and Reminders**
 - DPB Face-to-Face Meeting - Feb 17, 2010
 - Quarterly Reports Due - Jan 19, 2010
 - ASAP National Training Conference
February 7-10, 2010 - New Orleans, LA
 - International Association of Privacy Professionals
April 19-21, 2010 - Washington, DC
- VI. Open Discussion**
- VII. Review of Open Action Items**
- VIII. Next Meeting Date: February 17, 2010 (Face-to-Face)**
- IX. Adjournment**

Defense Privacy Board (DPB)
Meeting Minutes for January 20, 2010

I. Welcome and Attendance

The meeting was called to order by Mr. Samuel P. Jenkins, Director, Defense Privacy Office (DPO) and Executive Secretary, DPB. Attendance was taken from onsite and call-in participants.

II. Review of Last Meeting's Minutes

Minutes from the December 2, 2009 meeting were approved as submitted.

III. Updates

Civil Liberties Update: DA&M memorandum "Organizational Placement and Structure of the DoD Civil Liberties Officer Function" December 14, 2009 requests the identification of Component civil liberties points of contact (POCs). Since its issuance the DA&M has asked the DPO to reissue that memo as a reminder and encourage the Component Privacy Officers to help Component leadership identify the appropriate POCs as soon as possible.

DPB Subcommittees: The further establishment of subcommittees will be suspended. The issues identified for subcommittees will be discussed at future meetings. DPB members are encouraged to provide the DPO with any other work products they would like assistance from DPO in moving forward.

Breach Risk Assessment, Reporting and Trending: This topic will be discussed at the next DPB Face-to-Face meeting.

IV. New Business: FY10 Q1 Quarterly Reports were due January 19, 2010. Several reports are outstanding and must be submitted no later than January 21, 2010.

V. Announcements and Reminders

- DPB Face-to-Face Meeting: Wednesday February 17, 2010 at DPO. Rebecca Richards, Director, Privacy Compliance, Privacy Office, U.S. Department of Homeland Security will be the guest speaker.
- Quarterly Reports: Due no later than January 21, 2010
- ASAP National Training Conference: February 7-10, 2010 - New Orleans, LA
- International Association of Privacy Professionals - April 19-21, 2010 - Washington, DC

VI. Open Discussion

██████████ would like to discuss the importance of MOUs at the next DPB Face-to-Face meeting. There was also a request to discuss credit monitoring and cloud computing during this portion of the meeting.

VII. Review of Open Action Items

Action items were reviewed and updated as noted in the attachment to these minutes. All action items requiring a response to DPO should be submitted to dpo.correspondence@osd.mil.

VIII. Next Meeting Date

The next meeting will be held February 17, 2010.

IX. Meeting Adjourned

Submitted by



Samuel P. Jenkins, Director, Defense Privacy Office
Executive Secretary, Defense Privacy Board

2/2/2010
Date

Approved

Disapproved



Michael L. Rhodes, Acting Director, Administration and Management
Chairman, Defense Privacy Board

2-5-10
Date



OFFICE OF THE SECRETARY OF DEFENSE
OFFICE OF THE DIRECTOR, ADMINISTRATION & MANAGEMENT

DEFENSE PRIVACY OFFICE

DEFENSE PRIVACY BOARD MEETING

** AGENDA **

Date:	February 17, 2010
Time:	8:30 am -12:00pm
Location:	Defense Privacy Office, Conference Room 1901 S. Bell Street, Suite 920 Arlington, VA 22202

8:30- 8:45	Welcome and Opening Remarks	Samuel P. Jenkins Dir, Defense Privacy Office
8:45 - 9:00	Presentation <i>Large Scale PII Breach: Lessons Learned</i>	Jennifer Nikolaisen National Guard Bureau
9:00 -10:00	Breach Management Phases	Samuel P. Jenkins Dir, Defense Privacy Office
10:00 - 10:15	BREAK	
10:15 - 11:00	Open Discussion	
11:00 - 11:45	Guest Speaker <i>Improving the Link between Privacy and the CIO</i>	Rebecca Richards Director, Privacy Compliance, Privacy Office, U.S. Department of Homeland Security
11:45 - 12:00	Wrap-up and Closing Remarks	Samuel P. Jenkins Dir, Defense Privacy Office

Defense Privacy Board Face-to-Face Meeting

Minutes for February 17, 2010

I. Welcome and Opening Remarks

The meeting was called to order by Mr. Samuel P. Jenkins, Director, Defense Privacy and Civil Liberties Office (DPCLO). Participant attendance was taken and introductions conducted.

II. Presentation: Large Scale Breach Lessons Learned

Ms. Jennifer Nikolaisen, Chief, Office of Information and Privacy, National Guard Bureau (NGB) provided a brief on lessons learned and the process she followed for a large and complex NGB breach to which she responded. Presentation attached.

III. Presentation: Breach Management Phases

Mr. Jenkins presented an overview of the six phases of breach management. Presentation attached.

- Phase 1: Identify the breach
- Phase 2: Report the breach
- Phase 3: Investigate the breach
- Phase 4: Assess the breach
- Phase 5: Update the breach report
- Phase 6: Act on the breach

IV. Guest Speaker Presentations

Ms. Rebecca Richards, Director, Privacy Compliance, Privacy Office, U.S. Department of Homeland Security addressed the Defense Privacy Board (DPB) on the topic of "Improving the Link between Privacy and the CIO". Key points included:

- Build in "Privacy" at all stages in all processes. This helps form partnerships and ensures privacy is not seen as a roadblock.
- DHS conducts Privacy Threshold Analyses (PTAs) to determine and document if a system contains sensitive or Personally Identifiable Information. The PTA does not include a risk analysis.
- Privacy Impact Assessments should be developed during system conceptualization
- Key documents/processes/reporting requirements where privacy and IT can link are
 - Section 300 of Office of Management and Budget (OMB) Circular A-11
 - IT system Certification and Accreditation procedures
 - Federal Information Security Management Act reporting
 - Paperwork Reduction Act/OMB Control Numbers implementation
 - Forms development and approval
- Monitor record retention requirements.
- Leverage internal and external relationships. Hold in person meetings when possible

V. Wrap-up and Closing Remarks


Mr. Jenkins gave a presentation on the following topics:

- Content Data Loss Prevention Tools, i.e., web tools to monitor data flow and processes
- National Archives and Records Administration/National Personnel Records Center Record Requests
- Controlled Unclassified Information
- Fort Hood incident privacy and civil liberties considerations
- Component Senior Privacy Official Forum (Tentatively scheduled for May 2010)

VI. The next DPB face-to-face meeting is tentatively scheduled for May 19, 2010. The attendees will be limited to the Component Senior Privacy Official. DPB members are asked to submit suggested agenda topics to the DPOCLO.

VII. Meeting Adjourned

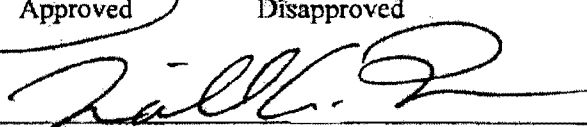
Submitted by


Samuel P. Jenkins, Director, Defense Privacy Office
Executive Secretary, Defense Privacy Board

3/12/10
Date

☒ Approved

☐ Disapproved


Michael L. Rhodes, Acting Director, Administration and Management
Chairman, Defense Privacy Board

3-22-10
Date



**OFFICE OF THE SECRETARY OF DEFENSE
OFFICE OF THE DIRECTOR, ADMINISTRATION & MANAGEMENT**

DEFENSE PRIVACY OFFICE

DEFENSE PRIVACY BOARD

AGENDA

Date:	March 17, 2010
Time:	9 - 10:30am
Location:	Defense Privacy Office, Conference Rm 1901 S. Bell Street, Suite 920 Arlington, VA 22202
Dial in Number:	(b)(2)

- I. Welcome and Attendance**
- II. Review of Last Meeting's Minutes**
- III. New Business**
 - Status of Revised DoD Privacy Program Issuances
 - Civil Liberties POC Training
 - DoD Privacy Awareness Week
 - NPRC Filing Fees
 - Component Sr Official for Privacy Face-to-Face Meeting
- IV. Announcements and Reminders**
 - Quarterly Reports Due – April 15, 2010
 - Transition of DPCLO SORN Responsibilities
 - Privacy and Civil Liberties Bulletin
 - Director, DPCLO Speaking Engagements
 - DoD Identity Protection and Management Conference
April 12, 2010 - Minneapolis, MN
 - Intl Assoc of Privacy Professionals (IAPP) Conference
April 20, 2010 - Washington DC
 - DoD FOIA & Privacy Conference
April 27, 2010 - Garmisch, Germany
 - USCENTCOM Conference
June 29, 2010 - Tampa, FL
- V. Open Discussion**
- VI. Review of Open Action Items**
- VII. Next Meeting Date: April 21, 2010**
- VIII. Adjournment**

Defense Privacy Board (DPB)
Meeting Minutes for March 17, 2010

I. Welcome and Attendance

The meeting was called to order by Ms. Theodora Wills, Deputy Director, Defense Privacy and Civil Liberties Office (DPCLO). Attendance was taken from onsite and call-in participants. ✓

II. Review of Last Meeting's Minutes

Minutes from the February 17, 2010 meeting have been submitted to ODAM for approval. ✓

III. New Business

Status of Revised DoD Privacy Program Issuances: The DPCLO continues to rework the Privacy Program Regulation and Directive. DPB Opinions, practical examples and policy clarifications have been integrated. Currently a draft is under internal DPO review. The goal is to submit for SD-106 formal coordination by July 2010. ✓

Civil Liberties POC Training: Component Privacy Officers are asked to help ensure a civil liberties liaison has been named for their organization. The DPCLO is planning to launch training for the CLO liaisons this month. ✓

DoD Privacy Awareness Week: Planning is in progress for the DoD Privacy Awareness Week to be held May 4-6, 2010. More details to follow. ✓

NPRC Filing Fees: The National Personnel Records Center (NPRC) does not provide requestors with complete official military personnel files at the individual's initial inquiry. A partial file is provided and the NPRC then follows up with the requestor to see if the partial file was sufficient. DPCLO has registered its concerns that this violates the Privacy Act. Discussions continue and updates will be provided as appropriate. A copy of the DPCLO letter to NPRC will be distributed to DPB members. ✓

Component Senior Official for Privacy Face-to-Face Meeting: The face-to-face meeting with Component Senior Officials for Privacy has been postponed. Component Privacy Officers are urged to suggest agenda topics. A substantial agenda is necessary to make this meeting beneficial. ✓

IV. Announcements and Reminders

- Quarterly Reports Due April 15, 2010: A reminder email will be sent with the template.
- Transition of DPCLO SORN Responsibilities: (b)(6) has retired. Vicki Short has assumed SORN responsibilities.
- Privacy and Civil Liberties Bulletin: If you would like to be added to this listserv send an email to dpo.correspondence@osd.mil
- Director, DPCLO Speaking Engagements
 - DoD Identify Protection and Management Conference
April 12, 2010 – Minneapolis, MN
 - International Association of Privacy Professionals (IAPP) Conference
April 20, 2010 – Washington, DC
 - DoD FOIA & Privacy Conference
April 27, 2010 – Garmisch, Germany

V. Open Discussion

Ben Swilley announced he will be leaving his position as Air Force Privacy Officer effective March 24, 2010. Charles Shedrick will be assuming his duties. ✓

VI. Review of Open Action Items

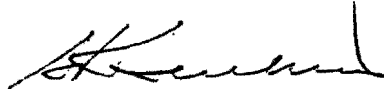
Action items were reviewed and updated as noted in the attachment to these minutes. All action items requiring a response to DPO should be submitted to dpo.correspondence@osd.mil. ✓

VII. Next Meeting Date

The next meeting will be held April 21, 2010.

VIII. Meeting Adjourned

Submitted by

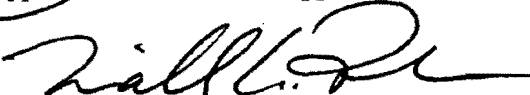


Samuel P. Jenkins, Director, Defense Privacy Office
Executive Secretary, Defense Privacy Board

4/12/10
Date

Approved

Disapproved



Michael L. Rhodes, Director, Administration and Management
Chairman, Defense Privacy Board

4-19-10
Date



**OFFICE OF THE SECRETARY OF DEFENSE
OFFICE OF THE DIRECTOR, ADMINISTRATION & MANAGEMENT
DEFENSE PRIVACY & CIVIL LIBERTIES OFFICE**

DEFENSE PRIVACY BOARD MEETING

**** AGENDA ****

Date:	May 19, 2010
Time:	8:30 am - 12:00pm
Location:	Defense Privacy Office 1901 S. Bell Street, Suite 920 Arlington, VA 22202

8:30- 8:40	Welcome and Opening Remarks	Samuel P. Jenkins Dir, DPCLO
8:40 - 9:00	Civil Liberties Office Update	Samuel P. Jenkins Dir, DPCLO (b)(6) DPCLO Support
9:00-9:10	New OMB Paperwork Reduction Act Guidance	Samuel P. Jenkins Dir, DPCLO
9:10-9:30	ID Theft Response Lessons Learned	(b)(6) DPCLO Support
9:30 - 9:45	BREAK	
9:45 - 10:00	Review and Report SSN Use Reduction Plan: Component Privacy Officer Responsibilities under DTM 07-015	Samuel P. Jenkins Dir, DPCLO (b)(6) DPCLO Support
10:00 -10:15	Breach and Individual Notification Risk Assessments	Samuel P. Jenkins Dir, DPCLO
10:15 -10:30	Training Update	(b)(6) DPCLO Support
10:30 -10:45	SORN Analysis	Samuel P. Jenkins Dir, DPCLO
10:45 -11:00	Quarterly Reports	Samuel P. Jenkins Dir, DPCLO
11:00 - 11:45	Open Discussion/Announcements	
11:45 - 12:00	Wrap-up and Closing Remarks	Samuel P. Jenkins Dir, DPCLO

Defense Privacy Board (DPB) Face-to-Face Meeting Minutes for May 19, 2010

I. Welcome and Opening Remarks

The meeting was called to order by Mr. Samuel P. Jenkins, Director, Defense Privacy and Civil Liberties Office (DPCLO) and Executive Secretary, DPB. Attendance was taken from onsite and call-in participants.

II. Civil Liberties Office Update

The activities and progress of the Civil Liberties Office were reported.

- The Civil Liberties Program Directive-Type Memorandum and first quarterly report to Congress are being drafted.
- Civil Liberties policy principles and the Component civil liberties assessment tool have been finalized.
- A teleconference was held with all Component Civil Liberties Points of Contact (POCs). Participants were given an overview of civil liberties and the anticipated roles and responsibilities of the POC.
- A DoD workforce training module will be available in July 2010.
- The DoD Civil Liberties Office website is under development.

III. New OMB Paperwork Reduction Act (PRA) Guidance

- OMB Memorandum "Social Media, Web Based Interactive Technologies and the Paperwork Reduction Act", April 7, 2010 was discussed.
- The PRA applies to the collection of information using identical questions posted to, or reporting requirements imposed on, "ten or more persons."
- The new guidance excludes from PRA three types of activities relevant to agency use of social media: General Solutions, Public Meetings, and Like Items.

IV. ID Theft Response Lessons Learned

Upon becoming aware of an identity theft scam victimizing DoD personnel, DPCLO took action to alert potential victims. Lessons learned included

- Include a web address in correspondence with individuals. Many use this to track back to verify the authenticity of the organization.
- Vetting materials can be a lengthy process. Ensure that reviewing agencies understand the time-critical nature of the request.
- Victims can also be a resource for an investigation – several callers were connected with Defense Criminal Investigative Service (DCIS) because of information they already had on the scam.
- Victims are generally appreciative of the notice. No matter the source of the breach, the victims want to be informed.

V. Review and Report: Proposed SSN Use Reduction Plan

- New Requirements:
 - New systems of records notices (SORNs) must include a Memorandum for the Record (MFR) from the System Manager justifying the use of the SSN before a SORN will be forwarded to the Federal Register.

- Starting FY10 Q4 Components will conduct quarterly reviews of 12.5% of their systems in DoD Information Technology Portfolio Repository (DITPR) where it is indicated SSNs are collected or used. Components will submit results of their review to DPCLO accompanied by MFRs from the respective System Managers for each system reviewed justifying the use of the SSN.
 - DPCLO will review and approve all MFRs.
- DPCLO will prepare and submit a report on SSN Reduction efforts as a part of the FISMA report.

VI. Breach and Individual Notification Risk Assessments

- Between the first and second quarter of FY10 there was only a minor decrease in the number of individuals impacted to date by these types of breaches.
- Problem areas continue to be in paper records, e-mails, laptops and removable media. Laptops, hard drives, and other removable media containing PII are being left unsecured in personal residences and offices, or left in vehicles in plain sight.
- Preventative measures include
 - Reduce the use and collection of SSNs in business processes
 - Encrypt data on mobile computers and devices
 - When using remote access use a two factor authentication independent of each other.
 - Have a "time out" function for remote access and mobile devices with user authentication required after 30 minutes.
 - Log all computer-readable data extracts from databases that have sensitive information. Verify the extracts and if the data is still required after 90 days.
 - Train employees. Develop an annual document that must be signed by the employee and supervisor authorized to access PII and describe their duties.
- Component Privacy Officers recommended presenting the high risk breaches as a subset of all breaches for analysis purposes. Concern was also expressed that sometimes the Privacy Officer's risk level determination is overturned at the higher level of their chain of command. Automating the breach report was suggested.

VII. Training Update

- The DPCLO is currently in the final stages of review of two introductory courses - Privacy Act 101 and Civil Liberties 101. These courses will serve as a general orientation for the workforce and meet annual training requirements.
 - Deployment is targeted for early July 2010.
 - Three formats will be available: LMS module, CD-ROM and Instructor-led
 - These courses are not intended to fulfill the specialty and role-specific training required by OMB A-130 and DoD 5400.11-R.
- A schedule of classroom training to be held in the DPCLO training room currently under construction will be available by August 2010.
- Suggestions for topics for other training courses should be submitted to dpo.correspondence@osd.mil.

VIII. SORN Analysis

Components are urged to pay close attention to the following areas when analyzing SORNS.

- Before submitting a SORN to DPCLO check the DPCLO SORN index and Gov-wide index to determine if there is an existing SORN that covers the collection.

- Verify the authority for the collection and ensure its is accurate, current and relevant.
- Check formatting, e.g., font, margins, no bolding, single space, etc.
- Respond in a timely manner to DPCLO questions/comments on SORN processing; and
- Obtain Component OGC reviews for any exemptions before submitting to DPCLO.

Problems with the SORN search function were discussed. It was also recommended that there be a separate link to DoD and Government wide SORNs. These issues will be provided to the team upgrading the site. DPCLO agrees to continue to notify Components of new DoD and Government wide SORNs.

IX. Quarterly Reports

Quarterly report collection should start in July 2010 for October 2010 report. By October 2010, Components must certify they have reviewed 100% of their SORNs over the preceding two years.

X. Open Discussion/Announcements

A summary of additional issues have been incorporated into the attached action items list.

XI. Wrap up and Closing Remarks

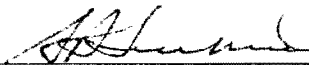
Mr. Jenkins thanked everyone for a very productive meeting. All action items requiring a response to DPO should be submitted to dpo.correspondence@osd.mil.

XII. Next Meeting Date

The next DPB Face-to-Face meeting will be tentatively scheduled for July 21, 2010.

XIII. Meeting Adjourned

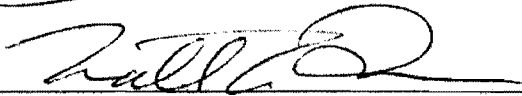
Submitted by


 Samuel P. Jenkins, Director, Defense Privacy Office
 Executive Secretary, Defense Privacy Board

6/11/10
 Date

Approved

Disapproved


 Michael L. Rhodes, Director, Administration and Management
 Chairman, Defense Privacy Board

6-15-10
 Date