



DEPARTMENT OF THE ARMY
U.S. ARMY SECURITY ASSISTANCE COMMAND
7613 CARDINAL ROAD
REDSTONE ARSENAL, AL 35898-5000

REPLY TO
ATTENTION OF

12 August 2010

AMSAC-S

MEMORANDUM FOR ALL U.S. ARMY SECURITY ASSISTANCE COMMAND
EMPLOYEES

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 102.6 -
Safeguarding For Official Use Only (FOUO) and Privacy Act Data (PAD)

1. It is essential that all assigned personnel understand and comply with handling and safeguarding requirements for sensitive but unclassified information designated as FOUO and/or PAD.
2. FOUO information is sensitive, unclassified information not otherwise categorized by statute or regulation whose unauthorized disclosure could adversely impact programs or operations essential to the national interest.
3. PAD is data of a personal nature such as timesheets, pay documents, personnel documents and files that contain social security numbers, family data, financial data and/or medical data. Unauthorized disclosure of this data could adversely impact a person's privacy or welfare.
4. FOUO material and/or PAD will not be disseminated in any manner--orally, visually or electronically--to unauthorized personnel. Emails containing FOUO information and/or PAD should be encrypted and protected FOUO. The holder of the information will comply with access and dissemination restrictions. Access to FOUO information and/or PAD is to be based on the "need-to-know" concept as determined by the holder of the information.
5. Unattended PAD will be secured in a locked file cabinet, locked desk drawer, locked overhead storage compartment or similar locked compartment.
6. Unattended FOUO material is to be secured in the same manner as PAD. If sheer volume makes it impractical to lock up FOUO material in this manner, it is to be placed out of site within a locked room or office that is secured by a key lock or cipher lock.
7. This Policy Memorandum supersedes USASAC Policy Statement 102.6, 13 April 2007.


CHRISTOPHER TUCKER
Brigadier General, USA
Commanding