



DEPARTMENT OF THE ARMY
U. S. ARMY TRAINING SUPPORT CENTER
FORT EUSTIS, VIRGINIA 23604-5166

REPLY TO
ATTENTION OF:

ATIC-ID

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Use of DD Form 2830, General Talent Release for Personally Identifiable Information (PII) in Products Developed under the Combined Arms Products for Distributed Learning (CAPDL) Contract

1. References:

- a. DoD 5400.11, DoD Privacy Program, 8 May 2007, paragraph E2.2, and DoD 5400.11-R, Department of Defense Privacy Program, 14 May 2007, para DL1.14.
- b. AR 340-21, Army Privacy Program, 5 July 1985, paragraph 4-2a.
- c. OMB Memo M-07-16, Safeguarding Against and Responding to the Breach of Personally Identifiable Information, 21 Sep 2007.

2. This memorandum provides the policy for PII use in products developed under the CAPDL contract. This written permission must be provided to the TADLP for inclusion in the contract file. Please use the enclosed DD Form 2830, General Talent Release to obtain written permission from individual(s).

3. Distributed learning (DL) training and education products are produced for web-based delivery from the .mil domain. Although protected from viewing by the general public, the content is not protected from abuse by individuals who would seek to invade an individual's privacy or steal an individual's identity. There is no guarantee other than to follow the established guidelines for the protection of PII.

4. The Requesting Authority (RA) seeking to use the CAPDL contract must ensure compliance with DoD and Army regulations and guidance. This means the:

- a. Use of names, SSN, rank, and other PII is prohibited in any DL training and education product.
- b. Use of images (photograph or graphic) that include PII is prohibited in any DL training and education product.
- c. Images procured from the U.S. Army Public Affairs Office are free of PII and written permission is obtained for any image of Soldiers or civilians in still or motion imagery.

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5. If you need additional information, please contact Dr. Peggy Kenyon at (757) 878-6935 or via email: peggy.l.kenyon.civ@mail.mil.

Encl

HELEN A. REMILY
TRADOC Capability Manager for
The Army Distributed Learning Program

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Combined Arms Center (CAC-T)

Combined Arms Center (CAL)

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