



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

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USNANOTE 5211
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17 OCT 2012

USNA NOTICE 5211

From: Superintendent, United States Naval Academy

Subj: MANDATORY ANNUAL PRIVACY ACT (PA) TRAINING

Ref: (a) SECNAVINST 5211.5E, Department of the Navy (DON) Privacy Program

1. Purpose. To establish the requirement for annual PA training at the U.S. Naval Academy.
2. Background. Reference (a) requires DON activities to conduct annual PA training.
3. Action
 - a. USNA personnel having access to personally identifiable information (PII) must complete the online PII Handling Procedures Course at <http://intranet.usna.edu/AnnualTraining/index.php>. This includes military and civilian USNA staff, contractors, wage grade, and personnel working in non-appropriated fund billets.
 - b. Individual offices will retain certificates of completion for three years.
 - c. Initial training shall be completed by close of business 7 November 2012, and at least annually thereafter.
 - d. Supervisors shall ensure new employees take the training course prior to assuming their duties.

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S. S. VAHSEN
Chief of Staff

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