



DEPARTMENT OF THE ARMY
BROOKE ARMY MEDICAL CENTER
FORT SAM HOUSTON, TEXAS 78234-6200

REPLY TO
ATTENTION OF
MCHE-BC (340)

10 September 2002

MEMORADUM FOR All Assigned/Attached Personnel, Troop Command (BAMC),
Fort Sam Houston, TX 78234

SUBJECT: Privacy Act

1. Applicability: This policy is applicable to all assigned/attached personnel.
2. REFERENCES:
 - a. AR 25-55, The Department of the Army Freedom of Information Act, 01 Nov 97.
 - b. AR 340-21, The Army Privacy Program, 5 Jul 85.
3. In accordance with referenced regulations, this unit will support the Department of the Army's policy to safeguard the personal privacy of its present and former members. Access to personal information from the unit personnel files will be limited to those organizations and individuals requiring such information to conduct business of the Department of the Army.
4. Military and civilian personnel may not release or otherwise disclose personal information from personnel, medical, or similar files relating to present and former members of the Army to non-governmental organizations or individuals, whether commercial, nonprofit, or other, without previously obtaining the written consent of the individual concerned, except as specified in AR 340-21.
 - a. Duty station address (military unit of assignment), unless classified, or a specified individual, will be furnished in response to any request.
 - b. Requests for the home address and/or home phone number of an individual will not be disclosed without permission of that individual. Staff Duty NCO (SDNCO) should be aware that request for staff phone numbers and/or addresses may not be given out. SDNCO should take the member's name and call the individual and request that permission.

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5. Further questions regarding the privacy act limitations and regulations should be addressed to S-1, Troop Command (BAMC), 916-9377.

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JAMES A. MUNDY
LTC, MS
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