



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD SUPPORT COMMAND
1 ROCK ISLAND ARSENAL
ROCK ISLAND, IL 61299-6500

REPLY TO
ATTENTION OF:

APR 25 2005

AMSFS-CS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Use of Nonpublic Information

1. As government employees we work with "nonpublic information" that is gained only through our federal employment. Nonpublic information includes information that is exempt from disclosure under the Freedom of Information Act; protected by statute, executive order or regulation; designated by the agency as confidential; or not yet made available to the public or authorized to be made available.

2. The following points are important to consider when working with nonpublic information:

a. You must not engage in a financial transaction using nonpublic information nor allow the improper use of nonpublic information to further your own private interests or those of another.

b. Generally, records or information about individuals will require special handling and safeguarding because they are subject to the requirements of the Privacy Act.

c. If you receive a request for information from the public (e.g., written or verbal request from a contractor) you need to determine if the material requested is public or nonpublic information. Even if a request for information does not cite the Freedom of Information Act (FOIA), you still determine, using the FOIA guidelines, whether the information is protected under the FOIA or the Privacy Act. In these cases consult with your FOIA coordinator for guidance.

d. Mark documents properly. Stamp or mark "For Official Use Only" on official government documents that contain information that may or must be withheld from the public under the FOIA.

e. When giving a briefing, inform your audience whether the information being provided can be released to the public or to other DOD employees/organizations. Also, remember to mark your

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briefing charts to ensure recipients are aware as to the limits on distribution (e.g., For Official Use Only/Close Hold).

f. When corresponding via e-mail, properly mark e-mails and attachments to notify the recipient(s) as to the releasability or sensitivity of the information.

3. Please ensure that all proper measures are taken to safeguard nonpublic information. The improper handling or release of nonpublic information can result in criminal penalties.

4. If you have any questions, please contact Ms. Marina Yokas-Reese, AMSFS-GC, DSN 793-8458 or commercial (309) 782-8458, e-mail marina.yokasreese@us.army.mil.



D. SCOTT WELKER
Chief of Staff

DISTRIBUTION:

All AFSC/JMC Personnel