



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY

2300 E STREET NW

WASHINGTON DC 20372-5300

6000

IN REPLY REFER TO

Ser M09BK/07UMBK143

JAN 28 2008

MEMORANDUM FOR COMMANDER, NAVY MEDICINE EAST  
COMMANDER, NAVY MEDICINE WEST  
COMMANDER, NAVY MEDICINE NATIONAL CAPITAL AREA  
COMMANDER, NAVY MEDICINE SUPPORT COMMAND

SUBJECT: E-Mailing Personally Identifiable Information (PII) and Protected Health Information (PHI)

- Ref:
- (a) DOD Instruction 8500.2, Information Assurance (IA) Implementation, of 6 Feb 03
  - (b) DOD 8580.02-R, DOD Health Information Security Regulation, of 12 Jul 07
  - (c) SECNAVINST 5211.5E, Department of the Navy (DON) Privacy Program
  - (d) DON CIO WASHINGTON DC 061525Z Oct 04 (NOTAL)

All Navy Medicine personnel shall protect sensitive information from unauthorized access and disclosure per references (a) through (d). This memorandum addresses the transmission of two types of sensitive information: PHI and PII. PHI refers to personally identifiable medical information protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). PII refers to information protected under the Privacy Act of 1974.

Encryption. When PHI or PII is to be transmitted by E-Mail, Navy Medicine personnel shall only use government furnished equipment and software, and encrypt the sensitive information with DOD-approved encryption methods prior to transmission. This requires authorized, non-DOD recipients to use a DOD-approved digital certificate to encrypt and decrypt sensitive E-Mail.

Digital Signature. When E-Mail is considered official Navy Medicine business or is used to transmit PHI or PII, a digital signature must be used. The digital signature provides assurance that the integrity of the message remained intact during transmission, and provides for non-repudiation of the source of the E-Mail.

Marking. All documents containing PHI or PII shall be marked as "FOR OFFICIAL USE ONLY (FOUO) - PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties." When transmitting PHI or PII by E-Mail, the subject line of the message should include "FOUO." This sensitivity marking apprises the receiver of the need to properly protect the information.

This memorandum applies to all Navy Medicine personnel and all devices used to E-Mail PHI and PII, including but not limited to desktop computers, laptop computers, and Blackberries.

My point of contact for this matter is the Navy Medicine Command Information Officer, Ms. Mary Ann Rockey. Ms. Rockey can be reached at [mary.rockey@med.navy.mil](mailto:mary.rockey@med.navy.mil) or 202-762-3180.

T. R. CULLISON  
Vice Chief

NAVMED Policy 08-005