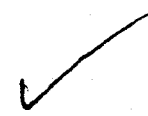


DEFENSE PRIVACY BOARD (DPB) MEETING

25 OCT 2007

Chaired by *Samuel P. Jenkins*

JAM NOTES



AGENDA	NOTES
1. Welcome and attendance – <i>(Please sign the meeting attendance sheet!!)</i>	
2. DPB Meeting Frequency - <ul style="list-style-type: none">• to meet monthly from today• meeting in first month of each quarter chaired by DoD SAOP• meetings in second and third months chaired by Director, DPO	
3. The Privacy Program survey conducted this past summer contained recommendations for actions by the DPB - <ul style="list-style-type: none">A. perform a review of DoD Component websites and make recommendations for improvementsB. provide comments on the need to develop a DoD Privacy table of consequences for military and civilians who violate the rules of behavior or intentionally act in a manner to cause harm to an individualC. review and comment on the table of privacy survey recommendations.D. be prepared for the November 2007 meeting to discuss and align by short, mid-term and long-range goals.E. position descriptionsF. links for trainingG. suggestions for improvement of DoD Privacy Office Website	<ul style="list-style-type: none">A. Forward links to me – I will further distribute to DPB Members.B. Provide comments to frame actions that can be applied for intentional violations and to address failure to comply with policies.C. Again these recommendations came from the Privacy program survey. As we all are impacted by these outcomes, we will continue to seek comments and discuss issues related to all of these areas.D. Agenda item for NovemberE. Looking for your roles and responsibilities in support of resource and budget efforts.F. To explore development of a web portal for training materials.G. As we look at these many initiatives to improve and strengthen this Privacy Program – I welcome your suggestions for the DPO website as well.

DEFENSE PRIVACY BOARD (DPB) MEETING

25 OCT 2007

Chaired by *Samuel P. Jenkins*

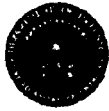
AGENDA	NOTES
<p>4. Reporting requirements to allow the collection of data and information to allow measurement of privacy compliance across the DoD. To begin with spring FISMA report -</p> <ul style="list-style-type: none">• progress toward review of systems/holding. OMB A-130 requires bi-annual review – target should be 12.5% per quarter• action specific to compliance with DoD Directive 5400.11 and DoD regular 5400.11-R will be discussed in November 2007 DPB meeting	<p>Look at SORNs and holdings to document that these are timely and complete. Look where possible to reduce the number of these holdings to minimum necessary by</p> <ul style="list-style-type: none">(1) combining within each component or(2) suggest consideration of a DoD or government-wide SORN.
<p>5. Future considerations -</p> <ul style="list-style-type: none">• Budget and staffing requirements metric• System of Records Notice recommendations	<p>Reduction or elimination of SSNs.</p>
<p>6. Additional discussion of relevant questions/issues --</p>	<p>Please submit agenda items for November and future meetings.</p>
<p>7. Next meeting -</p>	<p>The next meeting will be Tuesday, 20 Nov 2007 from 1300 to 1500, in the PLC2, Room B8.</p> <p>The December meeting will be Thursday, 20 Dec 2007 from 1300 to 1500, in the PLC2, Room B9.</p>

✓

DEFENSE PRIVACY BOARD
Meeting Agenda December 5, 2007

#	Topic	NOTES
1	Welcome and attendance - (Please sign the meeting attendance sheet!!)	
2	DPB Meeting Frequency – <ul style="list-style-type: none">- to meet monthly- meet the first month of each quarter chaired by DOD SAOP- meetings in second and third months chaired by Director, DPO	
3	The Privacy Program survey conducted this past summer contained recommendations for actions by the DPB – <ul style="list-style-type: none">A. Alignment of short, mid and long-range goals for Privacy Survey recommendations<ul style="list-style-type: none">- Comments on recommendations are under considerationB. Letter to Components –<ul style="list-style-type: none">- Appointment of Senior Privacy Official- Reporting requirements- SOR reviews- SSN usage/reductionC. Request for documents/input from October meeting:<ul style="list-style-type: none">- PDs- Links for training- Website suggestions- Comments on application of disciplinary actions	

ECH



DEFENSE PRIVACY BOARD



AGENDA

Thursday, January 24, 2008

Welcome and Attendance –

New OMB Reporting Requirements –

Systems Reviews –

- Schedule of reviews
- April forward for eight (8) quarters

NSPS –

- Government employees pay under FOIA

Additional discussion of relevant questions/issues

Next meeting –

- Wednesday, February 20, 2008
1901 S. Bell Street, Suite 920
Arlington, VA 22202-4512

✓

DEFENSE PRIVACY BOARD
Meeting Agenda February 27, 2008

#	Topic	NOTES
1	Welcome and attendance - (Please sign the meeting attendance sheet!!)	
2	Next of Kin/NPRC -	
3	Mobilisa/PIA Enterprise/System Notice/Other -	
4	OPM Issues -	
5	Reporting System Reviews -	
6	No Quarterly Privacy Reporting 2008 -	
7	DIMHRS draft SORN – Cindy Allard –	



DEFENSE PRIVACY BOARD



AGENDA

Wednesday, March 19, 2008

Welcome and Attendance –

Systems Reviews –

NSPS –

Additional discussion of relevant questions/issues

Next meeting –

- Wednesday, April 16, 2008
1901 S. Bell Street, Suite 920
Arlington, VA 22202-4512

DEFENSE PRIVACY BOARD
Meeting Agenda March 19, 2008, 1:00 pm.

#	Topic	NOTES
1	Welcome and attendance - (Please sign the meeting attendance sheet!!)	
2	M08-09 Reviews -	
3	Retention – Disposition Pending Notations/NARA Guidance	
4	MOBILISA -	
5	SAOP Input -	
6		



DEFENSE PRIVACY BOARD

AGENDA

Wednesday, April 16, 2008

Welcome and Attendance –

Systems Reviews –

NSPS –

Additional discussion of relevant questions/issues

Next meeting –

- Wednesday, May 21, 2008
1901 S. Bell Street, Suite 920
Arlington, VA 22202-4512

DEFENSE PRIVACY BOARD
Meeting Agenda APRIL 16, 2008

#	Topic	NOTES
1	Welcome and attendance - (Please sign the meeting attendance sheet!!)	
2	Component's PII Breach Reporting - immediate notification from Component by embedded email address (b)(6) -	
3	Enterprise Privacy Act Training - development/creation of a CD of modeled after the FTC/Marc Groman training (b)(6) (b)(6) -	
4	PIA for ADOBE LIVE CYCLE - Forms software	
5	MOBILISA -	
6	SSN Reduction Plan - Provided previously	



DEFENSE PRIVACY BOARD



AGENDA

Wednesday, May 21, 2008

Welcome and Attendance –

Systems Reviews –

NSPS –

Additional discussion of relevant questions/issues

Next meeting –

- Wednesday, June 18, 2008
1901 S. Bell Street, Suite 920
Arlington, VA 22202-4512



DEFENSE PRIVACY BOARD

AGENDA

Wednesday, June 18, 2008

Welcome and Attendance –

Systems Reviews –

NSPS –

Additional discussion of relevant questions/issues

Next meeting –

- Wednesday, July 16, 2008
1901 S. Bell Street, Suite 920
Arlington, VA 22202-4512

DEFENSE PRIVACY BOARD MEETING

Wednesday, June 18, 2008

1:00 – 2:30 PM

Defense Privacy Office

1901 S. Bell Street, Suite 920

Arlington, VA 22202-4512

Telephone: (703) 607-2943

Dial In: (703) 695-4042 Pass code: 545395#

Agenda

- I. Call to Order – Chairperson, *Samuel P. Jenkins*
- II. Roll Call
- III. Introduction of new DPO staff member – (b)(6)
- IV. Introduction of new U.S. Navy Privacy Official – *Miriam Brown-Lam*
- V. Review of Last Meeting
 - a. Former U. S. Navy Privacy Official's Retirement Honor Event
- VI. New Business
 - a. PIA/SORNs/DITPR
 - b. OMB Requirement – SORN Completion
 - c. New DPO Policy – SORN Submission
 - d. Quarterly SORN Review Reports
 - e. FISMA Requirements
 - f. MOBILISA Status
 - g. TIVERSA/P2P
 - h. IRMC Privacy Course
 - i. Other Issues/Questions?
- VII. Calendar – next DPB meeting (Wednesday, 16 July 2008)
- VIII. Adjournment

DEFENSE PRIVACY BOARD
Meeting Agenda Wednesday, June 18, 2008

**TOPIC** **NOTE**

1	WELCOME AND ATTENDANCE - (Please sign the meeting attendance sheet!!)	Introduce (b)(6) Ask Miriam Brown-Lam to introduce herself.
2	PIA/SORN DITPR - OMB Requirements - New DPO Policy -	(Use paper & letters)
3	TRAINING FOR IT AND PRIVACY -	FISMA/Exhibit 300 Review - (b)(6) wants???
4	QUARTERLY REPORT -	Use emails and A-130 Guidance
5	FISMA REQUIREMENTS -	Copy 09-08 Copy 2007 Requirement
6	MOBILISA -	Status from (b)(6)
7	SORN or PIAs -	

DEFENSE PRIVACY BOARD
Meeting Agenda Wednesday, June 18, 2008

<u>#</u>	<u>TOPIC</u>	<u>NOTE</u>
8	TIVERSA - Breach responsibility P2P - Stop notification	Report to DPO
9	IRMC Privacy Course	CONFIDENTIAL
10		



DEFENSE PRIVACY BOARD



AGENDA

Wednesday, July 23, 2008

Welcome and Attendance –

FISMA REPORT (Sam Jenkins) -

PIA/SORN UPDATE ((b)(6)) -

Quarterly Reporting (due 15 July 08) -

Breach Reports -

Additional discussion of relevant questions/issues

Next meeting –

- **Wednesday, August 20, 2008
1901 S. Bell Street, Suite 920
Arlington, VA 22202-4512**

DEFENSE PRIVACY BOARD MEETING

Wednesday, July 23, 2008

1:00 – 2:30 PM

Defense Privacy Office

1901 S. Bell Street, Suite 920

Arlington, VA 22202-4512

Telephone: (703) 607-2943

Dial In: (703) 695- 4042 Pass code: 917439 #

Agenda

- I. Call to Order – Chairperson, *Samuel P. Jenkins*
- II. Roll Call
- III. FISMA Report (Sam Jenkins) -
- IV. PIA/SORN Update (b)(6) -
- V. NSPS (b)(6) -
- VI. Quarterly SORN Reporting (due 15 July 2008) -
- VII. Breach Reports –
- VIII. Additional discussions of issues -
- IX. Calendar – next DPB meeting (Wednesday, 20 August 2008)
- X. Adjournment



DEFENSE PRIVACY BOARD

AGENDA

Wednesday, August 20, 2008

Welcome and Attendance –

Systems Reviews –

NSPS –

Additional discussion of relevant questions/issues

Next meeting –

- **Wednesday, September 17, 2008
1901 S. Bell Street, Suite 920
Arlington, VA 22202-4512**



DEFENSE PRIVACY BOARD

✓

AGENDA

Wednesday, September 17, 2008

Welcome and Attendance –

Systems Reviews –

NSPS –

Additional discussion of relevant questions/issues

Next meeting –

- **Wednesday, October 15, 2008
1901 S. Bell Street, Suite 920
Arlington, VA 22202-4512**



DEFENSE PRIVACY BOARD

AGENDA

Wednesday, October 15, 2008

Welcome and Attendance –

Systems Reviews –

NSPS –

Additional discussion of relevant questions/issues

Next meeting –

- **Wednesday, November 19, 2008
1901 S. Bell Street, Suite 920
Arlington, VA 22202-4512**



DEFENSE PRIVACY BOARD

AGENDA

Wednesday, December 17, 2008

Welcome and Attendance –

Systems Reviews –

NSPS –

Additional discussion of relevant questions/issues

Next meeting –

- **Wednesday, January 21, 2009**
1901 S. Bell Street, Suite 920
Arlington, VA 22202-4512