

Privacy Reminders

13. Teleworking and PII

When you telework, do you take home Privacy Act (PA) or Personally Identifiable Information (PII) data? If so, the Department of Defense and DLA require you to follow specific procedures.

BEFORE removing documents that contain PII from the worksite, be familiar with DLA's procedures for safeguarding PA and PII data while in a telework status. Review DLA Instruction 7212, "Defense Logistics Agency Telework Program" dated December 6, 2010, as it provides the following guidance:

1. Prior to removing any documents from the worksite, the employee will make a list of all the documents that will be removed and provide the list to their supervisor to ensure accountability of all documents.
2. All PA and PII data must be marked with the appropriate documentation and covered with a [DLA Form 1880, DLA Privacy Act Cover Sheet](#).
3. All documents must be kept in an enclosed container when transporting them to and from alternate worksites. Open-hand carrying of documents is not permitted.
4. Documents and laptop computers may not be left unattended in a private vehicle or other conveyance at any time.
5. Once at the telework site, the information must be maintained in a controlled environment where no others have access, including family members.
6. When the work has been completed, the documents must be placed in a locked cabinet until they are returned to the worksite.

Questions concerning protecting PII while teleworking should be referred to your [local Privacy Officer](#).

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