R 111751Z DEC 13
FM COMDT COGARD WASHINGTON DC//CG-112//
TO AIG 4905
BT
UNCLAS //N06010//
SUBJ: GUIDANCE ON EMAILING PERSONALLY IDENTIFIABLE INFORMATION (PII) AND
PROTECTED HEALTH INFORMATION (PHI) A. Coast Guard Security and
Information Assurance, COMDTINST
M5500.13 (SERIES)
B. Coast Guard Medical Manual, COMDTINST M6000.1 (SERIES) 1. All emails
containing PII and PHI to include inpatient hospitalization messages,
shall comply with REF A.
    a. For emails containing PII or PHI sent inside the CG Network:
        (1) Digitally sign and encrypt in Outlook or
        (2) Insert the sensitive information into an electronic file,
password protect the file, and attach it to the digitally signed email.
The password shall be sent via a separate e-mail with a different subject
line.
    b. For emails containing PII or PHI sent outside the CG Network:
Insert the sensitive information into an electronic file, password protect
the file, and attach it to the digitally signed email. The password shall
be sent via a separate e-mail with a different subject line.
2. Extreme caution shall be used when emailing PII or PHI to a
distribution group. The sender shall ensure all recipients included in
the distribution group have a "need to know" and follow steps outlined in
paragraphs 1.a. or 1.b. above.
3. A user guide on how to digitally sign and encrypt emails, and how to
encrypt documents is available at the following link:
https://cglink.uscg.mil/f34ea076. It is highly recommended all users
sending PII or PHI become familiar with the guide.
4. This change will be updated in the next version of REF B.
5. POC: CDR Aaron Middlekauff COMDT (CG-1122), 202-475-5185
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6. Released by CAPT Erica Schwartz, Chief, Office of Health Services.
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