



11/01/2013

MEMORANDUM FOR DEFENCE PRIVACY AND CIVIL LIBERTIES OFFICE
THROUGH OFFICE OF THE SECRETARY OF DEFENSE/JOINT STAFF PRIVACY
OFFICE

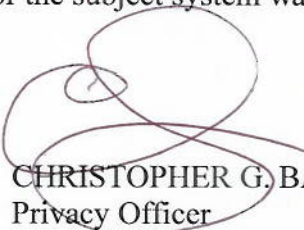
SUBJECT: Justification for the Use of the Social Security Number (SSN), in WHCA
Personnel, Security, Training and Travel Database (Defense Ready)

This memorandum is to satisfy the requirements of the Department of Defense Instruction (DoDI) 1000.30, "Reduction of Social Security Number (SSN) Use within DoD," requiring justification to collect and use the SSN in the White House Communications Agency (WHCA) Defense Ready, Personnel, Security, Training and Travel Database.

Use of the SSN within the Defense Ready system falls under Acceptable Use (2) and (3) of the DoD Instruction 1000-30 SSN Reduction Act: Acceptable Use (2) is applicable to Law Enforcement, National Security, and Credentialing. The SSN will be used to conduct searches in approved law enforcement electronic databases such as the National Crime Information Center and all Washington DC metro Criminal Information Networks (DC, MD and VA) and are accessible only by individual's name and SSN. Acceptable Use (3) is applicable to Security Clearance Investigation or Verification. The SSN is used will be used by the WHCA Security division to perform credit checks, the major credit agencies use the SSN as the identifier to post credit reports.

Electronic records are maintained in secure, limited access, or monitored areas. Access to data is restricted through the use of Common Access Card, pin and login access to the system. Records are maintained in a controlled facility. Physical entry is restricted by the use of locks, guards, pin codes, secure badges and is accessible only to authorized personnel. Physical and electronic access is restricted to designated individuals having a need in the performance of official duties and who are properly screened and cleared for need-to-know. Electronic data system is password protected and will include data encryption of some fields.

The System of Record Notice (SORN) for the WHCA Defense Ready System is KWHC08 and has been submitted to the Defense Privacy and Civil Liberties Office (DPCLCLO) for publication. The Privacy Impact Assessment (PIA), DITPR #3620 for the subject system was completed on 28 Nov 12.


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