



**DEFENSE LOGISTICS AGENCY**  
**HEADQUARTERS**  
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**MEMORANDUM FOR RECORD**

**SUBJECT:** Social Security Number Justification for DLA Police Center

**BLUF:** Department of Defense (DOD) Instruction 1000.30 – “Reduction of Social Security Number (SSN) Use Within DOD” requires the system’s senior official (flag officer or SES equivalent) to sign off on a memorandum justifying the continued use of SSNs in a DOD system. This memorandum serves to justify the continuing need for DLA Police Center to collect and maintain SSNs.

**BACKGROUND:** The aforementioned DOD Instruction lists “acceptable” uses for SSNs. The acceptable use for DLA Police Center is as follows:

“Law Enforcement, National Security, and Credentialing. Almost every law enforcement application available to Federal, State, and local law enforcement and other criminal justice agencies reports and tracks individuals, and makes application information available to other agencies, through the use of the SSN. This includes, but is not limited to, checks of the National Crime Information Center; State criminal histories; and Federal Bureau of Investigation records checks.”

Information in DLA Police Center is used by DLA Installation Support, the DLA Office of the Inspector General, and DLA Office of General Counsel personnel to refer and investigate reported incidents and monitor the progress of cases. DLA General Counsel also uses data to review cases, determine proper legal action, and coordinate on available remedies. In addition, DLA Installation Support will utilize this information for access control to federal facilities. Information is released to DLA managers for use when determining corrective actions required.

The DLA Privacy Act System of Records Notices for DLA Police Center are as follows:

- S500.30 - Incident Investigation/Police Inquiry Files (April 8, 2010, 75 FR 17906)
- S500.40 - DLA Security Force and Staff Records (April 30, 2009, 74 FR 19941)
- S500.41 - Vehicle/Traffic Incident Files (April 24, 2009, 74 FR 18698)
- S500.42 - Seizure and Disposition of Property Records (April 24, 2009, 74 FR 18698)
- S500.43 - Firearms Registration Records (April 30, 2009, 74 FR 19941)

The Police Center Privacy Impact Assessment is posted at the following Web site: <http://www.dla.mil/InformationOperations/Pages/PIA.aspx>. My signature below constitutes approval and justification for continued use and storage of the SSN in DLA Police Center.

My point of contact is Mr. Leonard Requa, DLA Information Operations, IT Business, Licensing, and Performance Management, at (703) 767-4975, DSN 427-4975, or leonard.requa@dla.mil.

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Chief Information Officer

cc:  
Chief FOIA & Privacy Officer