



DEPARTMENT OF DEFENSE  
PENTAGON FORCE PROTECTION AGENCY  
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MAY 14 2014

MEMORANDUM FOR DEFENSE 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),  
Computer Aided Dispatch/Records Management System

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 Computer Aided Dispatch/Records Management System (CAD/RMS).

Use of the SSN within the CAD/RMS falls under the Acceptable Use 2, Law Enforcement, National Security, and Credentialing. The SSN is used to conduct searches in approved law enforcement electronic databases such as the National Crime Information Center and the Virginia Criminal Information Network, which are accessible only by individual's name and SSN. The SSN will be used by the Pentagon Force Protection Agency (PFPA), to record and manage incident records stemming from criminal and suspicious activities.

Both paper and 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, 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 Computer Aided Dispatch/Records Management System is PFPA DPFPA 05 and has been submitted to the Defense Privacy and Civil Liberties Office (DPCLO) for publication. The Privacy Impact Assessment (PIA) for the subject system was completed on 7 May, 2014.

  
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Deputy Director

