

DEPARTMENT OF DEFENSE
Office of the Secretary of Defense
Narrative Statement on an Altered System of Records
Under the Privacy Act of 1974

1. System identifier and name: DPFPA 02, entitled "Pentagon Reservation Vehicle Parking Program."

2. Responsible official: Ms. Tonya Tobe, Washington Headquarters Services, Parking Manager, Parking Management Branch, Washington Headquarters Services, 1155 Defense Pentagon, Washington, DC 20301-1155, telephone number (703) 697-0117.

3. Nature of proposed changes for the system: The Office of the Secretary of Defense proposes to alter a system of records by updating the system ID, system name, categories of individuals, categories of records, authority, purpose, routine uses, retrievability, safeguards, retention and disposal, system manager(s) and address, notification procedure and record access procedures.

4. Authority for the maintenance (maintained, collected, used, or disseminated) of the system: 10 U.S.C. 2674, Operation and Control of Pentagon Reservation and Defense Facilities in National Capital Region; and Administrative Instruction 88, Pentagon Reservation Vehicle Parking Program, and E.O. 9397 (SSN), as amended.

5. Provide the agency's evaluation on the probable or potential effects on the privacy of individuals: The PFPA ensured the safeguards for the system are compliant with DoD requirements and are appropriate to the sensitivity of the information stored within the system. Any specific routine uses have been reviewed to ensure the minimum amount of personally identifiable information and records retention between the DoD and other federal agencies, contractor companies and civilian organizations has been established.

6. Is the system, in whole or in part, being maintained, (maintained, collected, used or disseminated) by a contractor?
Yes.

7. Steps taken to minimize risk of unauthorized access: Records are maintained in controlled areas accessible only to authorized DoD personnel, including system users, system administrators, and authorized contractors who have a need-to-know in the performance of official duties and who are properly

screened and cleared. Physical entry is restricted by the use of locks, guards, identification badges, key cards and closed circuit TV. Paper records are stored in locked cabinets in secured offices. Access to personal information is further restricted by the use of Common Access Card and user ID/passwords, intrusion detection system, encryption, and firewalls. Administrative procedures include periodic security audits, regular monitoring of users' security practices; methods to ensure only authorized personnel access to Personally Identifiable Information (PII) and encryption of EITSD back-up and recovery Standard Operating Procedures.

8. Routine use compatibility: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records contained herein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

Law Enforcement Routine Use: If a system of records maintained by a DoD Component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the agency concerned, whether federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

Congressional Inquiries Disclosure Routine Use: Disclosure from a system of records maintained by a DoD Component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

Disclosure to the Department of Justice for Litigation Routine Use: A record from a system of records maintained by a DoD Component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

Disclosure of Information to the National Archives and Records Administration Routine Use: A record from a system of records maintained by a DoD Component may be disclosed as a routine use

to the National Archives and Records Administration for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

Data Breach Remediation Purposes Routine Use: A record from a system of records maintained by a Component may be disclosed to appropriate agencies, entities, and persons when (1) The Component suspects or has confirmed that the security or confidentiality of the information in the system of records has been compromised; (2) the Component has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by the Component or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the Components efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

The DoD Blanket Routine Uses set forth at the beginning of the Office of the Secretary of Defense (OSD) compilation of systems of records notices apply to this system. The complete list of DoD Blanket Routine Uses can be found Online at:

<http://dpclld.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>.

9. OMB public information collection requirements:

OMB collection required: Yes.

OMB Control Number (if approved):

Expiration Date (if approved) or Data submitted to OMB:

Provide titles of any information collection requests (e.g. forms and number, surveys, interviews scripts, etc.) contained in the system of records. DD 1199, Pentagon Reservation Parking Permit Application.

If collecting on members of the public and no OMB approval is required, state the applicable exception(s):

N/A.

10. Name of IT system (state NONE if paper records only):____
Pentagon Facilities Parking Program, DITPR #17285.

DPFPA 02

System name:

Pentagon Reservation Vehicle Parking Program (October 20, 2010, 75 FR 64713).

Changes:

Change System ID to read "DWHS D04".

System name:

Delete entry and replace with "Pentagon Facilities Parking Program."

* * * * *

Categories of individuals covered by the system:

Delete entry and replace with "All DoD civilians, military, and contractors holding DoD parking permits, participating in DoD carpools, or are otherwise authorized to park at the Pentagon Reservation (to include the Pentagon, Mark Center, and Suffolk Building). This includes individuals such as concessionaires and custodial workers who are authorized to park at Pentagon Facilities."

Categories of records in the system:

Delete entry and replace with "Full name, Social Security Numbers (SSN), work e-mail address, rank/grade, work location, work telephone number, home zip code, organizational affiliation, vehicle license plate number, state, and parking permit number."

Authority for maintenance of the system:

Delete entry and replace with "10 U.S.C. 2674, Operation and Control of Pentagon Reservation and Defense Facilities in National Capital Region; and Administrative Instruction 88, Pentagon Reservation Vehicle Parking Program, and E.O. 9397 (SSN), as amended."

Purpose(s):

Delete entry and replace with "To manage the Pentagon Facilities Parking Program for DoD civilian, military, and contractor personnel applying for and in receipt of Pentagon parking permits. Records are also used to ensure DoD military personnel and civilians are not in receipt of both an issued parking pass and mass transit benefits."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry and replace with "In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records contained herein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

Law Enforcement Routine Use: If a system of records maintained by a DoD Component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the agency concerned, whether federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

Congressional Inquiries Disclosure Routine Use: Disclosure from a system of records maintained by a DoD Component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

Disclosure to the Department of Justice for Litigation Routine Use: A record from a system of records maintained by a DoD Component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

Disclosure of Information to the National Archives and Records Administration Routine Use: A record from a system of records maintained by a DoD Component may be disclosed as a routine use to the National Archives and Records Administration for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

Data Breach Remediation Purposes Routine Use: A record from a system of records maintained by a Component may be disclosed to appropriate agencies, entities, and persons when (1) The Component suspects or has confirmed that the security or confidentiality of the information in the system of records has been compromised; (2) the Component has determined that as a

result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by the Component or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the Components efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

The DoD Blanket Routine Uses set forth at the beginning of the Office of the Secretary of Defense (OSD) compilation of systems of records notices apply to this system. The complete list of DoD Blanket Routine Uses can be found Online at:
<http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>."

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

* * * * *

Retrievability:

Delete entry and replace with "Full name, SSNs, parking permit number, and vehicle tag number."

Safeguards:

Delete entry and replace with "Records are maintained in controlled areas accessible only to authorized DoD personnel, including system users, system administrators, and authorized contractors who have a need-to-know in the performance of official duties and who are properly screened and cleared. Physical entry is restricted by the use of locks, guards, identification badges, key cards and closed circuit TV. Paper records are stored in locked cabinets in secured offices. Access to personal information is further restricted by the use of Common Access Card and user ID/passwords, intrusion detection system, encryption, and firewalls. Administrative procedures include periodic security audits, regular monitoring of users' security practices, methods to ensure only authorized personnel access to Personally Identifiable Information (PII) and encryption of EITSD back-up and recovery Standard Operating Procedures."

Retention and disposal:

Delete entry and replace with "Destroy credentials three months after return to issuing office."

System manager(s) and address:

Delete entry and replace with "Chief, Parking Management Branch, Washington Headquarters Services, 1155 Defense Pentagon, Washington, DC 20301-1155."

Notification procedure:

Delete entry and replace with "Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Chief, Parking Management Branch, Washington Headquarters Services, 1155 Defense Pentagon, Washington, DC 20301-1155."

Signed, written requests for information should contain the full name, SSN, and current address."

Record access procedures:

Delete entry and replace with "Individuals seeking access to information about themselves contained in this system should address written inquiries to the Office of the Secretary of Defense/Joint Staff Freedom of Information Act Requester Service Center, 1155 Defense Pentagon, Washington, DC 20301-1155."

Signed, written requests for information should contain the full name, SSN, current address and number of this system of records notice."

* * * * *

DWHS D04

System name:
Pentagon Facilities Parking Program.

System location:
Parking Management Branch, Pentagon Force Protection Agency, 9000
Defense Pentagon, Washington, DC 20301-9000.

Categories of individuals covered by the system:
All DoD civilians, military, and contractors holding DoD parking permits, participating in DoD carpools, or are otherwise authorized to park at the Pentagon Reservation (to include the Pentagon, Mark Center, and Suffolk Building). This includes individuals such as concessionaires and custodial workers who are authorized to park at Pentagon Facilities.

Categories of records in the system:
Full name, Social Security Number (SSN), work e-mail address, rank/grade, work location, work telephone number, home zip code, organizational affiliation, vehicle license plate number, state, and parking permit number.

Authority for maintenance of the system:
10 U.S.C. 2674, Operation and control of Pentagon Reservation and defense facilities in National Capital Region; and Administrative Instruction 88, Pentagon Reservation Vehicle Parking Program, and E.O. 9397 (SSN), as amended.

Purpose(s):
To manage the Pentagon Facilities Parking Program for DoD civilian, military, and contractor personnel applying for and in receipt of Pentagon parking permits. Records are also used to ensure DoD military personnel and civilians are not in receipt of both an issued parking pass and mass transit benefits.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records contained herein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

Law Enforcement Routine Use: If a system of records maintained by a DoD Component to carry out its functions indicates a violation

or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the agency concerned, whether federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

Congressional Inquiries Disclosure Routine Use: Disclosure from a system of records maintained by a DoD Component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

Disclosure to the Department of Justice for Litigation Routine Use: A record from a system of records maintained by a DoD Component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

Disclosure of Information to the National Archives and Records Administration Routine Use: A record from a system of records maintained by a DoD Component may be disclosed as a routine use to the National Archives and Records Administration for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

Data Breach Remediation Purposes Routine Use: A record from a system of records maintained by a Component may be disclosed to appropriate agencies, entities, and persons when (1) The Component suspects or has confirmed that the security or confidentiality of the information in the system of records has been compromised; (2) the Component has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by the Component or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the Components efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

The DoD Blanket Routine Uses set forth at the beginning of the Office of the Secretary of Defense (OSD) compilation of systems of records notices apply to this system. The complete list of DoD Blanket Routine Uses can be found Online at:
<http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper file folders and electronic storage media.

Retrievability:

Full name, SSN, parking permit number, and vehicle tag number.

Safeguards:

Records are maintained in controlled areas accessible only to authorized DoD personnel, including system users, system administrators, and authorized contractors who have a need-to-know in the performance of official duties and who are properly screened and cleared. Physical entry is restricted by the use of locks, guards, identification badges, key cards and closed circuit TV. Paper records are stored in locked cabinets in secured offices. Access to personal information is further restricted by the use of Common Access Card and user ID/passwords, intrusion detection system, encryption, and firewalls. Administrative procedures include periodic security audits, regular monitoring of users' security practices, methods to ensure only authorized personnel access to Personally Identifiable Information (PII) and encryption of EITSD back-up and recovery Standard Operating Procedures.

Retention and disposal:

Destroy credentials three months after return to issuing office.

System manager(s) and address:

Chief, Parking Management Branch, Washington Headquarters Services, 1155 Defense Pentagon, Washington, DC 20301-1155.

Notification procedure:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Chief, Parking Management Branch, Washington Headquarters Services, 1155 Defense Pentagon, Washington, DC 20301-1155.

Signed, written requests for information should contain the full name, SSN, and current address.

Record access procedures:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Office of the Secretary of Defense/Joint Staff Freedom of Information Act Requester Service Center, 1155 Defense Pentagon, Washington, DC 20301-1155.

Signed, written requests for information should contain the full name, SSN, current address and number of this system of records notice.

Contesting record procedures:

The OSD rules for accessing records, for contesting contents and appealing initial agency determinations are published in OSD Administrative Instruction 81; 32 CFR part 311; or may be obtained from the system manager.

Record source categories:

Individuals.

Exemptions claimed for the system:

None.