



DEFENSE SECURITY COOPERATION AGENCY

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JUN 2 9 2018

MEMORANDUM FOR DEFENSE PRIVACY, CIVIL LIBERTIES, AND TRANSPARENCY DIVISION

SUBJECT: Justification for the Use of the Social Security Number for the Defense Institute of Security Cooperation Studies Information System Mission

Reference: Department of Defense Instruction 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD," August 1, 2012

In accordance with the requirement established in the referenced Department of Defense (DoD) Instruction, this memorandum justifies the collection and continued use of the Social Security Number (SSN) collected within the Defense Institute of Security Cooperation Studies (DISCS) Information System Mission (DISM) for reimbursement of travel expenses and honorarium.

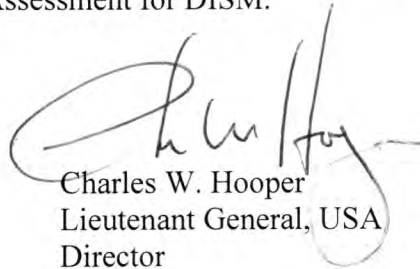
DISM is an internet-based portal that contains supplied information, including the SSN, for the purposes of efficient administration of both U.S. and international students, including the effective management of personnel and guest lecturers. The collection is carried out by DISCS, a subordinate organization of the Defense Security Cooperation Agency (DSCA). DISCS provides professional research, education, and training of U.S. Government security cooperation and security assistance programs for DoD, U.S. Defense Industry, international military, and related government civilians globally.

DISM interacts with the Defense Travel System (DTS) which requires the continued use of the SSN as a primary identifier for DoD military and civilian personnel who travel nationally and internationally. Subsequently, DTS interfaces with the Defense Finance and Accounting Services (DFAS), which further relies solely on the collection of the SSN for reimbursement of travel expenses. To enable DISCS to properly fund requests for reimbursements of approximately 2,000 students per year, the process mandates the use of the traveling student's full SSN. Note, DISCS cannot access a student's information within DTS when they are not a part of the DISCS organization, nor can individuals outside of the organization access the DISCS account within DTS without the setup of a cross-org funding source. Using the SSN, the budget office creates the cross-organization funding source within DTS for the TDY student. As a result, the student is able to view and charge necessary traveling expenses to DISCS' line of accounting. Upon receipt of the order number for the student's travel expenses, the SSN is subsequently deleted from DISM.

In addition, DISCS collects the SSN for guest speakers in order to fulfill Internal Revenue Service requirements to identify the individual by the Tax ID (SSN) for reimbursement of the honorarium. The SSN is also required for non-DoD speakers who are traveling to DISCS and need a user's profile set up in DTS to reimburse the guest speaker's travel expenses.

While we await guidance from the Department regarding DoD-wide migration from the use of the SSN for the preparation of government travel and related matters, DISCS currently uses best industry practices and a DoD Risk Management framework to ensure the SSN, along with other personal data within DISM, is not misused outside of the correct context of the system. Further, records are maintained in a controlled facility. Physical entry is restricted by the use of locks, and is accessible only to authorized personnel. Access to records is limited to person(s) responsible for servicing the record in performance of their official duties and who are properly screened and cleared for need-to-know. Access to computerized data is restricted by centralized access control to include the use of Common Access Cards, passwords (which are changed periodically), file permissions, and audit logs.

Additional information regarding the data collection can be found in the attached System of Records Notice and Privacy Impact Assessment for DISM.



Charles W. Hooper
Lieutenant General, USA
Director

Attachment:
As stated