



FACILITIES SERVICES
DIRECTORATE

DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155



January 9, 2019

MEMORANDUM FOR DEFENSE PRIVACY, CIVIL LIBERTIES AND TRANSPARENCY
DIVISION

THROUGH RECORDS, PRIVACY, AND DECLASSIFICATION DIVISION

SUBJECT: Justification for the Use of the Social Security Number, Pentagon Facilities
Parking Program

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 Pentagon Facilities Parking Program.

The Pentagon Facilities Parking legacy system is unable to eliminate SSNs and replace it with a Department of Defense Identification Number (DoD ID). Records in this system interface with the Mass Transit Benefit Program (MTBP) and are used to ensure DoD military personnel and civilians are not in receipt of both an issued parking pass and mass transit benefits. The SSN use will continue until the new system "Privilege Management Program" is able to accommodate DoD ID numbers and is able to interface with MTBP.

The use of the SSN within the Pentagon Facilities Parking Program falls under the acceptable use (11), Legacy System Interface. Many systems, processes, or forms that do not meet the criteria of the other acceptable uses for the continued use of the SSN may not be able to transition to another identifier in a timely manner due to an interface with a legacy system still using the SSN.

Both paper and electronic records are maintained in controlled areas accessible only by 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, 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 back-up and recovery Standard Operating Procedures.

The data in this collection is covered by System of Records Notice DWHS D04, Pentagon Facilities Parking Program, DITPR #17285.

For additional information please contact Ms. Myrna Merced, Pentagon Parking Manager
at 703-697-9864.

Sincerely,

A handwritten signature in black ink that reads "Regina M. Grant". The signature is written in a cursive style with a large, stylized "R" and "G".

Regina M. Grant, Director
Integrated Services Division