



DEPARTMENT OF DEFENSE
PENTAGON FORCE PROTECTION AGENCY
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MEMORANDUM FOR DEFENCE PRIVACY, CIVIL LIBERTIES, AND TRANSPARENCY
DIVISION

THROUGH RECORDS, PRIVACY AND DECLASSIFICATION DIVISION

SUBJECT: Justification for the Use of the Social Security Number (SSN), Authorization for Release of Information.

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 on the Authorization for Release of Information.

The use of the SSN within the Recruitment, Medical and Fitness Division (RMFD) falls under the acceptable use (2), Law Enforcement, National Security, and Credentialing. The SSN is used to conduct law enforcement and military record checks on all positions that require the applicant to carry a firearm. Applicants confirm their eligibility for law enforcement positions by meeting the statutory requirements of conducting personnel background record checks. The form serves as a waiver granting RMFD the permission to obtain information about the applicant's former employment, character references, and criminal history. The SSN is used for background checks of applicants using the Virginia Criminal Information Network (VCIN), National Crime Information Center (NCIC), Department of Defense Law Enforcement Defense Data Exchange (D-DEX), and Defense Personnel Records Image Retrieval System (DPRIS), which are only accessible by the individual's name, date of birth and SSN.

The data in this collection is covered by System of Records Notice OPM/GOVT-5, Recruitment, Examining, and Placement Records and the DoD Directive 5105.68, Pentagon Force Protection Agency.

Records associated with police officer applicants are maintained in secure, limited access, and monitored areas. The paper records are locked in file cabinets in secured offices that utilize an access control system. Physical entry to the office files is restricted through the use of locks, guards, passwords, or other administrative procedures. Access to personal information is limited to those individuals who require the records to perform their official duties.

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