



**DEPARTMENT OF DEFENSE  
PENTAGON FORCE PROTECTION AGENCY  
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WASHINGTON, DC 20301-9000**



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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 (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).

Collection of the SSN meets acceptable use Section 2.c. (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.

The data in this collection is covered by System of Records Notice (SORN) DPFPA 05, Computer Aided Dispatch and Records Management System, which is in the process of being updated. The update includes the name change to Police Dispatch and Investigatory Records. The Privacy Impact Assessment (PIA) for the subject system was completed on November 6, 2017. The DoD Information Technology Portfolio Repository (DITPR) ID is 16861.

Both paper and electronic records are maintained in secure, limited access, or monitored areas. Access to the network is restricted through the use of Common Access Card and PIN; username and password is required to then access the system. Records are maintained in a controlled facility. Physical entry is restricted by the use of locks and guards, and the system 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 a need-to-know.

A handwritten signature in black ink, appearing to read "D. P. Walsh".

Daniel P. Walsh  
Deputy Director