



**OFFICE OF THE ASSISTANT TO THE SECRETARY OF DEFENSE FOR  
PRIVACY, CIVIL LIBERTIES, AND TRANSPARENCY**

1 155 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1 155

March 25, 2022

Ref: SSNJ-2022-0017-PFPA

**MEMORANDUM FOR THE PENTAGON FORCE PROTECTION AGENCY**

**SUBJECT: Justification for the Use of Social Security Numbers in the Pentagon Facilities Access Control System and DD Form 2249, DoD Building Pass Application - Approval**

Thank you for completing a review of Social Security Number (SSN) use within the subject system and form. My office has reviewed and approved your request to use the SSN for the following Acceptable Use: (2) Law Enforcement, National Security and Credentialing. Note, SSN use is approved indefinitely or until the establishment of a reasonable alternative for the collection of data other than the SSN such as a unique personal identifier, the program's mission changes thus eliminating the need for the SSN use, or the system is decommissioned.

The Pentagon Force Protection Agency (PFPA) uses two separate mechanisms for the collection of and use of SSNs. The first mechanism is the Visitor Management System that collects PII from an individual who is requesting access to the Pentagon as a visitor. The second mechanism is the DD Form 2249, Building Pass Application, which collects PII from any individual who requires access to the Pentagon or National Capital Region facilities to perform official DoD duties as a government employee, contractor, foreign national or member of the press. The SSN is used by the PFPA as a primary identifier to search approved law enforcement electronic databases such as the National Crime Information Center (NCIC) and the Virginia Criminal Information Network (VCIN) for the purpose of verifying the criminal background information of individuals seeking access to PFPA facilities. As such, the routine use of the SSN is critical to determining whether individuals pose a security risk when applying for access to DoD buildings in connection with their official duties. The SSN accurately isolates the data for identification and administrative purposes.

While this system has been identified as requiring the collection, maintenance and use of the SSN, you must ensure this data is afforded the highest protections practicable through use of appropriate administrative, technical, and physical safeguards. Please maintain a copy of your justification and this approval in your records.

The reference number for this action is listed at the top of this memorandum.

If you have any questions, my point of contact is Mr. Greg Taylor at [ernest.g.taylor.civ@mail.mil](mailto:ernest.g.taylor.civ@mail.mil).

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Ms. Rahwa A. Keleta  
Chief, Privacy and  
Civil Liberties Division

cc:  
PFPA Privacy Office