



**DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES**

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EXECUTIVE SERVICES DIRECTORATE

MEMORANDUM FOR PRIVACY AND CIVIL LIBERTIES TRANSPARENCY DIVISION
THROUGH RECORDS AND DECLASSIFICATION DIVISION

SUBJECT: Justification for the Use of the Social Security Number (SSN), in DD Form 1199, "Pentagon Reservation Parking Permit Application"

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" to justify the collection and use of the SSN on DD Form 1199, "Pentagon Reservation Parking Permit Application."

The DD Form 1199 is completed by DoD civilians, military, and contractors holding DoD parking permits, participating in DoD carpools, or are authorized to park at the Pentagon Reservation and Pentagon Facilities. Those individuals approved for the Pentagon Parking program must park only in the designated parking lot that is annotated on their assigned permit. The SSN is used to compare participant information against another DoD program, the Mass Transportation Benefit Program (MTBP), for eligibility purposes and to alleviate dual enrollment in both programs. In addition, WHS currently utilizes the Legacy Pentagon Force Protection Agency (PFPA) parking database that uses the full SSN to determine Pentagon Parking eligibility.

The authorities supporting collection of the SSN are: 10 U.S. Code § 2674 "Operation and control of Pentagon Reservation and Defense Facilities in National Capital Region, "Part C-Regulations and Enforcement;" Administrative Instruction 88, "Pentagon Reservation Vehicle Parking Program and" E. O. 9397 "Numbering System for Federal Accounts Relating to Individual Persons; as amended, which outline the regulatory guidance used to acquire data to determine eligibility and manager the Pentagon Parking Program,

In accordance with DoDI 1000.30, Enclosure 2, paragraph 2.c.(11) , Legacy System Interface; the collection of the SSN is acceptable for the Pentagon Parking Program, systems and forms to compare participant information against another DoD program, the MTBP, for eligibility purposes. Currently the full SSN is collected and maintained in a Legacy PFPA parking database that continues to use the full SSN and WHS has not transitioned to the use of the DoD ID number. WHS is actively working to replace the Legacy PFPA parking database with a new WHS Parking system that will use the DoD ID number in lieu of the SSN. WHS will ensure the highest protection practical through the use of appropriate administrative, technical and physical safeguards to protect the use of the SSN.

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