

Office of the Secretary, DoD/Joint Staff

DPFPA 01

SYSTEM NAME:

Pentagon Facilities Access Control System (May 13, 2011, 76 FR 28001)

SYSTEM LOCATION:

Pentagon Force Protection Agency (PFPA), Security Services Directorate, Pentagon Access Control Division, 9000 Defense Pentagon, Washington, DC 20301-9000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Department of Defense military, civilian employee, or contractor sponsored by the Department of Defense, or other persons who have reason to enter Pentagon Facilities for official Department of Defense business.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains, name, Social Security Number (SSN), DoD ID number, date of birth, place of birth, height, weight, race, gender, biometric images and templates (e.g., fingerprint and iris), citizenship, name of DoD sponsoring office, access investigation completion date, access level, previous facility pass issuances, and authenticating official.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 113, Secretary of Defense; 10 U.S.C. 2674, Operation and Control of Pentagon Reservation and Defense facilities in National Capital Region; DoD Directive 1000.25, DoD Personnel Identity Protection (PIP) Program; DoD Directive 5105.68, Pentagon Force Protection Agency; DoD 5200.08-R, Physical Security Program; DoD Directive 8521.01E, Department of Defense Biometrics; Directive Type Memorandum 09-012, Interim Policy Guidance for DoD Physical Access Control; and E.O. 9397 (SSN), as amended.

PURPOSE(S):

To maintain a listing of personnel who are authorized to access Pentagon Facilities and verify identity of approved individuals to access such facilities and offices.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, these records may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)

(3) as follows:

The DoD 'Blanket Routine Uses' set forth at the beginning of the Office of the Secretary of Defense (OSD) compilation of systems of records notices apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and electronic storage media.

RETRIEVABILITY:

By individual's name, SSN, or DoD ID number.

SAFEGUARDS:

Records are maintained in secure, limited access, or monitored areas. Access to data is restricted through the use of Common Access Cards (CAC) along with passwords specific to the system. Data is encrypted, while being stored and transmitted. Physical entry to the Pentagon Access Control Division Office, server rooms and security equipment closets where information is stored or processed 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 assigned duties.

RETENTION AND DISPOSAL:

Applications and credentials are destroyed three (3) months after expiration or return to PFFA. Verification records are maintained for 3-5 years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Pentagon Access Control Division, Security Services Directorate, Pentagon Force Protection Agency, Room 1F1084, 9000 Defense Pentagon, Washington, DC 20301-9000.

NOTIFICATION PROCEDURE:

Chief, Pentagon Access Control Division, Security Services Directorate, Pentagon Force Protection Agency, Room 1F1084, 9000 Defense Pentagon, Washington, DC 20301-9000.

Written requests should contain the full name, SSN, DoD ID number, and current address and telephone number of the individual.

RECORD ACCESS PROCEDURES:

Individuals seeking access to their information contained in this system should address written inquiries to the Office of the Secretary of Defense/Joint Staff Freedom of Information Act Requester Service Center, Office of the Freedom of Information, 1155 Defense Pentagon, Washington, DC 20301-1155. Written requests should contain the full name, SSN, DoD ID number, current address and telephone number of the individual, the name and number of this system of records notice, and be signed.

CONTESTING RECORD PROCEDURES:

The OSD rules for accessing records, for contesting contents and appealing initial agency determinations are published in OSD Administrative Instruction 81; 32 CFR Part 311; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The individual, security managers, and the Joint Personnel Adjudication System.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.