



READINESS AND FORCE
MANAGEMENT

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JUN 13 2014

MEMORANDUM FOR DEFENSE PRIVACY AND CIVIL LIBERTIES OFFICE

THROUGH: CHIEF, OSD/JS PRIVACY OFFICE

SUBJECT: Justification for the Use of Social Security Number (SSN) – DD 2792,
“Family Member Medical Summary”

This memorandum is written to satisfy the requirement established in Department of Defense Instruction 1000.30, “Reduction of Social Security Number (SSN) Use within DoD,” August 1, 2012, to provide justification on the collection and use of the SSN on the DD Form 2792, “Family Member Medical Summary.”

The DD Form 2792 records the name and SSN of the sponsor, dual military spouse (or former military spouse), and the name, SSN, and Service of the prior sponsor if the family member was previously enrolled in DEERS under a different sponsor’s name or SSN. The SSN is necessary for enrolling prior military spouses because his/her historical medical record information would be listed under their own SSN and not under the sponsor’s SSN. The form also applies to DoD civilians who have been offered employment in an overseas location. The form, or its electronic version, is completed by the member and the family member’s physician and is maintained in the Service personnel systems and in the member’s official personnel files.

The SSN of the sponsor (and sponsor’s spouse if dual military) allows the Military Healthcare System and Service personnel offices to work together to ensure any special medical needs of the sponsor’s dependents can be met at the next duty assignment. Dependent special needs are annotated in the official military personnel files which are retrieved by name and SSN.

Acceptable Use 11, Legacy System Interface, applies to the collection and use of the SSN on this form. The SSN of the sponsor on this form is used because the military personnel systems and the military health systems (MHS) Legacy Systems still use SSN as a record key. The SSN on the Family Member Medical Summary identifies the Service member with a dependent who has chronic medical needs. Coordination with both the MHS and the personnel systems assure that the medical needs of the family member can be met at the next assignment. If DoD did not collect the sponsor’s SSN, there is an unacceptable risk that the medical information may be incorrectly annotated in the wrong Service member’s file with a possible outcome of assignment to a location incapable of addressing the family member’s medical needs and possibly a return of the family to a location with adequate services. Steps have been taken to reduce use of the full SSN; on pages 3-11, a truncated SSN is used to ensure that the pages do not get separated and ensure filing in the correct record. When the personnel systems (military and civilian) and DoDEA have migrated to an identification

number that is not the SSN, the DD 2792 will be updated to reflect the new identifying number.

The data on this form is covered in several Systems of Records Notices:

Exceptional Family Member Files:

DoD: DHA 16 DoD

(<http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6829/edha-16-dod.aspx>)

Army: A0608b CFSC

(<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6163/a0608b-cfsc.aspx>)

Navy: N01301-2

(<http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6415/n01301-2.aspx>)

Marine Corps: M01754-6

(<http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6780/m01754-6.aspx>)

Air Force: F044 AF SG U

(<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/5942/f044-af-sg-u.aspx>)

Official Military Personnel Files:

Army: A0600-8-104b AHRC

(<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6128/a0600-8-104b-ahrc.aspx>)

Navy: N01070-3

(<http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6405/n01070-3.aspx>)

Marine Corps: M01070-6

(<http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6775/m01070-6.aspx>)

Air Force: F036 AF PC C


(<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/5876/f036-af-pc-c.aspx>)

Civilian Personnel Files:

DoD: DPR 34

(<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6721/dpr-34-dod.aspx>)

If you have any questions, my point of contact is Ms. Isabel Hodge, Office of Community Support for Military Families with Special Needs, who can be reached by telephone at (571) 372-5317, by e-mail at isabel.hodge2.civ@mail.mil, or by fax at (571) 372-5351.


Rosemary Freitas Williams
Deputy Assistant Secretary of Defense
(Military Community and Family Policy)

Attachment:

DD Form 2792, "Family Member Medical Summary"