



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 2792-1, “Special Education/Early Intervention 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 2792-1, “Special Education/Early Intervention Summary.”

The DD Form 2792-1 is used by military assignment personnel and the DoD Education Activity (DoDEA) to match the special education needs of family members against the availability of educational services. Civilian personnel officers use the form to advise civilian employees about the availability of education services to meet the special education needs of their family members.

The DD Form 2792-1 records the name, address, and Service of the sponsor; name of the family member with the educational disability; the family member’s educational disability; and any accommodations the individual requires. 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 child’s school, and is maintained in the appropriate personnel systems, in the member’s official personnel files, and in the child’s confidential school files.

The SSN on the Special Education/Early Intervention Summary identifies the sponsor (and dual military spouse, if applicable) with a family member with an educational disability. Coordination between DoDEA and the military personnel systems assure that the educational needs of the sponsor’s family member can be met at the next assignment.

Acceptable Use 11, Legacy System Interface, applies to the collection and use of the SNN on this form. The military personnel systems and the DoD Education Activity have not begun use of an identifier other than the SSN (e.g. the DoD ID number). If DoD did not use the sponsor’s SSN, there is an unacceptable risk that the educational disability information may be incorrectly annotated in the wrong sponsor’s file. A sponsor might then be assigned to an overseas location where the family member’s educational needs could not be met which could possibly result in the return of the family to a location with adequate services. When the personnel systems (both military and civilian) and DoDEA have migrated to an identification number that is not the SSN, the DD 2792-1 will be updated to reflect the new identifying number.

Collection of the SSN on the DD Form 2792-1 is necessary to link the document to the Service member's personnel records. There are no other known unique identifiers for this purpose.

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

Army

A0600-8-104b AHRC - Official Military Personnel Record  
(<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6128/a0600-8-104b-ahrc.aspx>)

A0608b CFSC - Personnel Affairs: Army Community Service Assistance Files  
(<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6163/a0608b-cfsc.aspx>)

Marine Corps

M01070-6 - Marine Corps Official Military Personnel Files  
(<http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6775/m01070-6.aspx>)

MO1754-6 - Exceptional Family Member Program Records  
(<http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6780/m01754-6.aspx>)

Navy

N01070-3 - Navy Military Personnel Records System  
(<http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6405/n01070-3.aspx>)

N01301-2 - On-Line Distribution Information System (ODIS)  
(<http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6415/n01301-2.aspx>)

Air Force

F036 AF PC C - Military Personnel Records System  
(<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/5876/f036-af-pc-c.aspx>)

F044 AF SG U - Special Needs and Educational and Developmental Intervention Services  
(<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/5942/f044-af-sg-u.aspx>)

DoD

DPR 34 - Defense Civilian Personnel Data System

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

DHA 16 DoD - Special Needs Program Management Information System (SNPMIS) Records

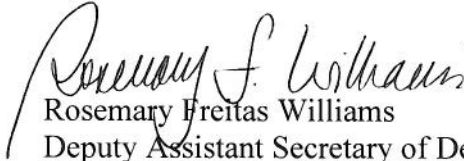
(<http://dpclo.defense.gov/Privacy/SORNSIndex/DODComponentArticleView/tabid/7489/Article/6829/edha-16-dod.aspx>)

Department of Defense Education Activity

DoDEA 26 - Department of Defense Education Activity Dependent Children's School Program Files

(<http://dpclo.defense.gov/Privacy/SORNSIndex/DODwideSORNArticleView/tabid/6797/Article/6707/dodea-26.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](mailto:isabel.hodge2.civ@mail.mil), or by fax at (571) 372-5351.



Rosemary Freitas Williams  
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(Military Community and Family Policy)

Attachment:

DD Form 2792-1, "Special Education/Early Intervention Summary"