



READINESS AND FORCE  
MANAGEMENT

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

JUL 28 2014

MEMORANDUM FOR DEFENSE PRIVACY AND CIVIL LIBERTIES OFFICE

THROUGH: OSD/JS Privacy Office

SUBJECT: Justification for Use of the Social Security Number (SSN) - DD Form  
1966, "Record of Military Processing – Armed Forces of the United States"

This memorandum is to satisfy the requirements established in the Department of Defense Instruction (DoDI) 1000.13, Reduction of Social Security Number (SSN) Use Within DoD, to justify the collection and use of the SSN on DD FM 1966, "Record of Military Processing - Armed Forces of the United States".

The DD Form 1966 is completed when applicants for military service meet DoD and service requirements and are ready to enlist in the Armed Forces or in the Coast Guard. The Social Security Number is requested at first contact with the applicant to ensure accuracy of data on the specified individual and establish his/her correct identity. The DD Form 1966 is the main source document for military enlistment or continued military service records. The information collected is used to feed other DoD and service –specific forms that later would be used to issue identification cards and receive benefits associated with military service.

Title 10 USC, Sections 504, 505, 506, 508, 12102; 14 USC, Sections 351, 632; 50 USC, Sections Appendix 451; Executive Order 9397, November 1943 (SSN) outlines the regulatory guidance for all Military Services and the Coast Guard for obtaining data used in determining employment eligibility of applicants and for establishing records for those applicants who are accepted.

In accordance with DoDI 1000.13, Enclosure 2, paragraph 2.c.(2) and 2.c.(3), the collection of the SSN is acceptable for use of law enforcement, criminal, and background checks necessary for application to enter military service. The SSN will continue to be used until another federal employee number is established, once identified, the SSN on this form will migrate to the new DoD identifier. The Service's IT accession systems populate the electronically generated DD Form 1966. The paper forms will be secured to protect Personally Identifiable Information (PII) in accordance to DoD regulations. Records are maintained in secure, limited access, or monitored areas. Physical entry by unauthorized persons is restricted through the use of locks, passwords, or other administrative procedures. Access to personal information is limited to those individuals who require the records to perform their official assigned duties.

The data on DD Form 1966 is covered by the following systems of records:

USMEPCOM:

<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6811/a0601-270-usmeecom-dod.aspx> U.S. Military Processing Command Integrated Resources System (USMIRS), (November 03, 2010, 75 FR 67700)

Army:

<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6150/a0601-210a-usarec.aspx> Enlisted Eligibility Files (December 08, 2005, 70 FR 72998)

Air Force:

<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/5811/f036-aetc-f.aspx> Recruiting Research and Analysis System (July 20, 2009, 74 FR 35172)

Marine Corps:

<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6777/m01133-3.aspx> Marine Corps Recruiting Information Support System (MCRISS) (May 23, 2008, 73 FR 30095)

Navy:

<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6413/n01133-2.aspx> Recruiting Enlisted Selection System (April 01, 2008, 73 FR 17336)

Coast Guard:

<http://www.gpo.gov/fdsys/pkg/FR-2011-08-10/html/2011-20225.htm> Recruiting Analysis and Tracking System (RATS) (August 10, 2011, 76 FR 154)

My point of contact for this action is MAJ Justin DeVantier at 703-695-5527.



Chris Arendt  
Acting Director, Accession Policy  
(Military Personnel Policy)