



READINESS AND FORCE  
MANAGEMENT

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MEMORANDUM FOR DEFENSE PRIVACY AND CIVIL LIBERTIES OFFICE

THROUGH: OSD/JS PRIVACY OFFICE

SUBJECT: Justification for the Use of the Social Security Number (SSN) on DD Form 2585,  
"Repatriation Processing Center Processing Sheet"

This memorandum is to satisfy the requirements of Department of Defense Instruction (DoDI) 1000.30, "Reduction of Social Security Number (SSN) Use within DoD," requiring justification to collect and use the SSN on DD Form 2585.

The DD Form 2585 documents the movement of evacuees from a foreign country to an announced safe haven. The information will be used, as needed, to assist the evacuee in the process of repatriation.

The use of the SSN in DD Form 2585 meets the parameters of section 2.c.(10) "Noncombatant Evacuation Operations (NEOs)" of DoDI 1000.30. The Department of State and the Department of Health and Human Services use the repatriation processing sheet in part to help document payments and loans given in the process of evacuation, and to recoup financial assistance. In the unlikely event that these Departments are required to turn to the Internal Revenue Service for collection, the SSN is a mandatory identifier. The SSN may also aid the process of verifying the individual's identity and citizenship, and the rapid dissemination of information to family members about the evacuee's whereabouts.

The information collected is covered by the Defense Manpower Data Center (DMDC) System of Records Notice DMDC 04, "Emergency Evacuation Tracking and Repatriation." DMDC advises that their safeguards include the following: Computerized records are maintained in a controlled area accessible only to authorized personnel. At DMDC, entry to these areas is restricted by the use of locks, guards, and administrative procedures. Access to personal information is limited to those who require the records in the performance of their official duties. Access to personal information is further restricted by the use of passwords which are changed periodically.

If you have any questions, please contact Geoffrey Norton at DSN 878-2951, or by e-mail at [geoffrey.d.norton2.civ@mail.mil](mailto:geoffrey.d.norton2.civ@mail.mil).

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