



PERSONNEL AND
READINESS

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SEP 30 2014

MEMORANDUM FOR DIRECTOR, DEFENSE PRIVACY AND CIVIL LIBERTIES OFFICE

THROUGH: OSD/JS PRIVACY OFFICE

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SUBJECT: Justification to Collect Social Security Number (SSN) on DD Form 293,
“Application for the Review of Discharge from the Armed Forces of the United
States”

This memorandum is provided in accordance with Department of Defense Instruction (DoDI) 1000.30, “Reduction of Social Security Number (SSN) Use Within DoD,” requiring justification to collect and use the Social Security Number (SSN) on DD Form 293, “Application for the Review of Discharge from the Armed Forces of the United States.”

Former members of the Armed Forces who received an administrative discharge have the right to appeal the characterization or reason for separation. Title 10, U.S.C., section 1553, and Department of Defense Directive (DoDD) 1332.28, “Discharge Review Board (DRB) Procedures and Standards,” established a Board of Review to review appeals of former members of the Armed Forces. The DD Form 293 provides the respondent a vehicle to present to the Board their reasons and justifications for a discharge upgrade as well as providing the Services the essential data needed to process the appeal. The data collected is covered by the Systems of Record Notices correction of discharge review board and official military records maintained by each of the Military Departments (available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>).

The continued use of the Service member’s SSN is required due to an interface with legacy systems still using the SSN, in accordance with DoDI 1000.30, “Reduction of Social Security Number (SSN) Use Within DoD,” Enclosure 2, paragraph 2.c.(11), Legacy System Interface. Consequently, the Service member’s SSN is required to retrieve these records and locate the applicant’s official military personnel file and pay record. Currently, the entire history of a military member’s personnel record can only be traced through the individual’s SSN. Collection of SSN is necessary because various Department of Defense and Military Department legacy military personnel systems use the SSN as a unique identifier. The SSN cannot be truncated without the risk of misidentifying the member, nor can it be masked as the form is used in a paper format, absent conversion to “federal employee number” or alternative system that capable of uniquely identifying members.

To prevent a clearly unwarranted invasion of personal privacy, identifying details of the applicant and other persons shall be deleted from documents made available for public access, in accordance with DoDD 1332.4, “Directive Boards for Correction of Military Records (BCMRs) and Discharge Review Boards (DRBs).” Names, addresses, social security numbers, and military service numbers must be deleted. Written justification shall be made for all other deletions and be available to the public.

While in Service custody, this information is privileged and restricted to individuals who have a need for the record in the performance of their official duties. Computer terminals with access to the records are located in rooms with authorized personnel. These rooms are locked when unoccupied. Common Access Card certificates and personal identification number, or login and passwords are used to support the minimum requirements of accountability, access control, least privilege, and data integrity. Additionally, intrusion detection systems, malicious code protection, and firewalls are used.

My point of contact on this issue is the Office of Legal Policy at (703) 687-3387.


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Chief of Staff