



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON

WASHINGTON, D.C. 20301-4000

READINESS AND FORCE

MANAGEMENT

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 369, "Police Record Check"

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 369, "Police Record Check".

The primary purpose of this information is to identify individuals who may be undesirable for military service. The respondent is the state, local police or law enforcement agency for which the inquiry is directed. The form associated with this information collection is DD Form 369, "Police Record Check". It is used by recruiters to inquire on applicants backgrounds prior to acceptance to the Armed Forces, when, in the judgment of the recruiter, an applicant may be withholding information of prior offense history. The recruiter utilizes this information provided by law from the law enforcement agency to determine an applicant's general enlistment eligibility and to identify individuals who may be undesirable for military service. This information is extracted at the law enforcement agency be either computer or a card file. This information is maintained as confidential and is utilized currently as a screening tool for recruiters. It is stored in their personnel file and is destroyed within 3-6 months after enlistment or rejection from 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 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 369 is covered by the following systems of records:

Army: <http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6150/a0601-210a-usarec.aspx>

Air Force: <http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/5811/f036-aetc-f.aspx>

Marine Corps: <http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6777/m01133-3.aspx>

Navy: <http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6413/n01133-2.aspx>

Coast Guard:

<http://www.gpo.gov/fdsys/pkg/FR-2011-08-10/html/2011-20225.htm>

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

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