



MANPOWER AND
RESERVE AFFAIRS

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

OCT 14 2015

MEMORANDUM FOR DEFENSE PRIVACY AND CIVIL LIBERTIES OFFICE

THROUGH: OSD/JOINT STAFF PRIVACY OFFICE

SUBJECT: Justification to Collect Social Security Number (SSN) - DD Form X678-3 TEST, "Patient Care Review, Family Member Travel Screening"

This memorandum is to satisfy the requirements of Department of Defense Instruction (DoDI) 1000.30, "DoD Social Security Number (SSN) Reduction Plan," requiring justification to collect and use the Social Security Number (SSN) on the attached DD Form X678-3 Test Form "Patient Care Review, Family Member Travel Screening".

Per DoDI 1315.19, "Authorizing Special Needs Family Members Travel Overseas at Government Expense," February 16, 2011, Military Services are required to coordinate assignments for Service members enrolled in the Exceptional Family Member Program to verify if necessary medical and/or educational services are available at the next assignment for family members with special needs. The information collected on DD Form X678-3 TEST will be used by DoD personnel to document the special needs of family members. This information will enable military assignment personnel to determine if the special medical and educational needs of family members can be met at the gaining location. The SSN of the Sponsor allows the Military Healthcare System (MHS) and Service personnel offices to collaborate in determining if any identified special needs of the Sponsor's dependent(s) must be considered during assignment planning and coordination. Collection of the SSN is necessary to link the document to the Sponsor's personnel records. Information that a Sponsor has a dependent with special needs is noted in the official military personnel files which are retrieved by name and SSN.

To limit the use of SSNs in the DD Form X678-3 TEST, the form requests a truncated version of the Sponsor's SSN. This is used to link the form to the DD Forms X678 and X678-1, which request the Sponsor's full SSN. The SSN of the Sponsor on this form is used because the military personnel systems and the MHS Legacy Systems still use SSN as a record key for both medical records and personnel files. This is an identified acceptable use for SSNs as defined by DoDI 1000.30, Acceptable Use 11, Legacy System Interface.

If the DoD does not collect the SSN from the member, there is an unacceptable risk that the medical information may be incorrectly annotated in the wrong Sponsor's file. A Sponsor might then be assigned to a location where the family member's medical need could not be met, resulting in lack of necessary medical services, and possible return of the family to a location with adequate services. When the personnel systems (military and civilian) and Department of Defense Education Activity (DoDEA) have migrated to a single identification number that that will satisfy the requirements of both the personnel systems and MHS, the DD X678-3

TEST will be updated to reflect the new identifying number. Until then, it is not possible to develop a migration or transition plan for the elimination of the SSN.

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

- **Department of Defense (DoD)**

- o **DMDC 02 DoD:** Defense Enrollment Eligibility Reporting Systems (DEERS)
- o **EDHA 07:** Military Health Information System
- o **EDHA 16:** Special Needs Program Management Information System (SNPMIS)

The paper forms are secured to protect Personally Identifiable Information (PII) in accordance with DoD regulations. My point of contact for this matter is Dr. Ed Tyner, (571) 372-5320 or w.e.tyner.civ@mail.mil.



Rosemary Freitas Williams
Deputy Assistant Secretary of Defense
(Military Community and Family Policy)

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MEMORANDUM FOR DEFENSE PRIVACY AND CIVIL LIBERTIES OFFICE

THROUGH: OSD/JOINT STAFF PRIVACY OFFICE

SUBJECT: Justification to Collect Social Security Number (SSN) - DD Form X678 TEST,
"Screening Verification, Family Member Travel Screening"

This memorandum is to satisfy the requirements of Department of Defense Instruction (DoDI) 1000.30, "DoD Social Security Number (SSN) Reduction Plan," requiring justification to collect and use the Social Security Number (SSN) on the attached DD Form X678 Test Form "Screening Verification, Family Member Travel Screening."

Per DoDI 1315.19, "Authorizing Special Needs Family Members Travel Overseas at Government Expense," February 16, 2011, Military Services are required to coordinate assignments for Service members enrolled in the Exceptional Family Member Program to verify if necessary medical and/or educational services are available at the next assignment for family members with special needs. The information collected on DD Form X678 TEST will be used by DoD personnel to document the special needs of family members. This information will enable military assignment personnel to determine if the special medical and educational needs of family members can be met at the gaining location. The SSN of the Service member (and Service member's spouse if dual military) allows the Military Healthcare System (MHS) and Service personnel offices to collaborate in determining if any identified special needs of the Service member's dependent(s) must be considered during assignment planning and coordination. Collection of the SSN is necessary to link the document to the Service member's personnel records. Information that a Service member has a dependent with special needs is noted in the official military personnel files which are retrieved by name and SSN.

The SSN of the Service member on this form is used because the military personnel systems and the MHS Legacy Systems still use SSN as a record key for both medical records and personnel files. This is an identified acceptable use for SSNs as defined by DoDI 1000.30, Acceptable Use 11, Legacy System Interface.


If the DoD does not collect the SSN from the member, there is an unacceptable risk that the medical information may be incorrectly annotated in the wrong Service member's file. A Service member might then be assigned to a location where the family member's medical need could not be met, resulting in lack of necessary medical services, and possible return of the family to a location with adequate services. When the personnel systems (military and civilian) and Department of Defense Education Activity (DoDEA) have migrated to a single identification number that will satisfy the requirements of both the personnel systems and MHS, the DD X678 TEST will be updated to reflect the new identifying number. Until then, it

is not possible to develop a migration or transition plan for the elimination of the SSN. Additionally, the SSN cannot be truncated in the demographics section without the risk of misidentifying the Service member or dual military spouse.

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

- **Department of Defense (DoD)**
 - o **DMDC 02 DoD:** Defense Enrollment Eligibility Reporting Systems (DEERS)
 - o **EDHA 07:** Military Health Information System
 - o **EDHA 16:** Special Needs Program Management Information System (SNPMIS)
 - o **DPR 34 DoD:** Defense Civilian Personnel Data System
- **Department of Defense Education Activity (DoDEA)**
 - o **DoDEA 26:** DoDEA Educational Records
 - o **DoDEA 29:** DoDEA Non-DoD Schools Program

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MEMORANDUM FOR DEFENSE PRIVACY AND CIVIL LIBERTIES OFFICE

THROUGH: OSD/JOINT STAFF PRIVACY OFFICE

SUBJECT: Justification to Collect Social Security Number (SSN) - DD Form X678-1 TEST,
"Medical and Educational Information, Family Member Travel Screening"

This memorandum is to satisfy the requirements of Department of Defense Instruction (DoDI) 1000.30, "DoD Social Security Number (SSN) Reduction Plan," requiring justification to collect and use the Social Security Number (SSN) on the attached DD Form X678-1 Test Form "Medical and Educational Information, Family Member Travel Screening."

Per DoDI 1315.19, "Authorizing Special Needs Family Members Travel Overseas at Government Expense," February 16, 2011, Military Services are required to coordinate assignments for Service members enrolled in the Exceptional Family Member Program to verify if necessary medical and/or educational services are available at the next assignment for family members with special needs. The information collected on DD Form X678-1 TEST will be used by DoD personnel to document the special needs of family members. This information will enable military assignment personnel to determine if the special medical and educational needs of family members can be met at the gaining location. The SSN of the Sponsor (and Sponsor's spouse if dual military) allows the Military Healthcare System (MHS) and Service personnel offices to collaborate in determining if any identified special needs of the Sponsor's dependent(s) must be considered during assignment planning and coordination. Collection of the SSN is necessary to link the document to the Sponsor's personnel records. Information that a Sponsor has a dependent with special needs is noted in the official military personnel files which are retrieved by name and SSN.

The SSN of the Sponsor on this form is used because the military personnel systems and the MHS Legacy Systems still use SSN as a record key for both medical records and personnel files. This is an identified acceptable use for SSNs as defined by DoDI 1000.30, Acceptable Use 11, Legacy System Interface.

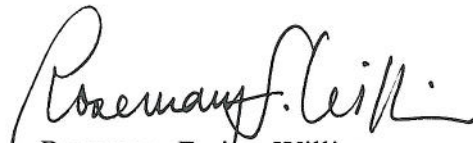
If the DoD does not collect the SSN from the member, there is an unacceptable risk that the medical information may be incorrectly annotated in the wrong Sponsor's file. A Sponsor might then be assigned to a location where the family member's medical need could not be met, resulting in lack of necessary medical services, and possible return of the family to a location with adequate services. When the personnel systems (military and civilian) and Department of Defense Education Activity (DoDEA) have migrated to a single identification number that will satisfy the requirements of both the personnel systems and MHS, the DD X678-1 TEST will be updated to reflect the new identifying number. Until then, it is not possible to

develop a migration or transition plan for the elimination of the SSN. Additionally, the SSN cannot be truncated in the demographics section without the risk of misidentifying the Sponsor or dual military spouse.

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

- **Department of Defense (DoD)**
 - o **DMDC 02 DoD:** Defense Enrollment Eligibility Reporting Systems (DEERS)
 - o **EDHA 07:** Military Health Information System
 - o **EDHA 16:** Special Needs Program Management Information System (SNPMIS)
 - o **DPR 34 DoD:** Defense Civilian Personnel Data System
- **Department of Defense Education Activity (DoDEA)**
 - o **DoDEA 26:** DoDEA Educational Records
 - o **DoDEA 29:** DoDEA Non-DoD Schools Program

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MEMORANDUM FOR DEFENSE PRIVACY AND CIVIL LIBERTIES OFFICE

THROUGH: OSD/JOINT STAFF PRIVACY OFFICE

SUBJECT: Justification to Collect Social Security Number (SSN) - DD Form X678-2 TEST,
"Dental Health Information, Family Member Travel Screening"

This memorandum is to satisfy the requirements of Department of Defense Instruction (DoDI) 1000.30, "DoD Social Security Number (SSN) Reduction Plan," requiring justification to collect and use the Social Security Number (SSN) on the attached DD Form X678-2 Test Form "Dental Health Information, Family Member Travel Screening."

Per DoDI 1315.19, "Authorizing Special Needs Family Members Travel Overseas at Government Expense," February 16, 2011, Military Services are required to coordinate assignments for Service members enrolled in the Exceptional Family Member Program to verify if necessary medical and/or educational services are available at the next assignment for family members with special needs. The information collected on DD Form X678-2 TEST will be used by DoD personnel to document the special needs of family members. This information will enable military assignment personnel to determine if the special medical and educational needs of family members can be met at the gaining location. The SSN of the Sponsor (and Sponsor's spouse if dual military) allows the Military Healthcare System (MHS) and Service personnel offices to collaborate in determining if any identified special needs of the Sponsor's dependent(s) must be considered during assignment planning and coordination. Collection of the SSN is necessary to link the document to the Sponsor's personnel records. Information that a Sponsor has a dependent with special needs is noted in the official military personnel files which are retrieved by name and SSN.

The SSN of the Sponsor on this form is used because the military personnel systems and the MHS Legacy Systems still use SSN as a record key for both medical records and personnel files. This is an identified acceptable use for SSNs as defined by DoDI 1000.30, Acceptable Use 11, Legacy System Interface.

To limit the use of SSNs in the DD Form X678-2 TEST, the form requests a truncated version of the Sponsor's SSN. This is used to link the form to the DD Forms X678 and X678-1, which request the Sponsor's full SSN. If the DoD does not collect the SSN from the member, there is an unacceptable risk that the medical information may be incorrectly annotated in the wrong Sponsor's file. A Sponsor might then be assigned to a location where the family member's medical need could not be met, resulting in lack of necessary medical services, and possible return of the family to a location with adequate services. When the personnel systems (military and civilian) and Department of Defense Education Activity (DoDEA) have

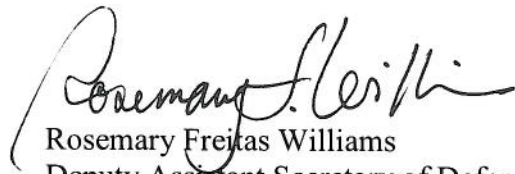
migrated to a single identification number that that will satisfy the requirements of both the personnel systems and MHS, the DD X678-2 TEST will be updated to reflect the new identifying number. Until then, it is not possible to develop a migration or transition plan for the elimination of the SSN.

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

- **Department of Defense (DoD)**

- **DMDC 02 DoD:** Defense Enrollment Eligibility Reporting Systems (DEERS)
- **EDHA 07:** Military Health Information System
- **EDHA 16:** Special Needs Program Management Information System (SNPMIS)

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THROUGH: OSD/JOINT STAFF PRIVACY OFFICE

SUBJECT: Justification to Collect Social Security Number (SSN) - DD Form X678-4 TEST,
"Administrative Review Checklist, Family Member Travel Screening"

This memorandum is to satisfy the requirements of Department of Defense Instruction (DoDI) 1000.30, "DoD Social Security Number (SSN) Reduction Plan," requiring justification to collect and use the Social Security Number (SSN) on the attached DD Form X678-4 Test Form "Administrative Review Checklist, Family Member Travel Screening."

Per DoDI 1315.19, "Authorizing Special Needs Family Members Travel Overseas at Government Expense," February 16, 2011, Military Services are required to coordinate assignments for Service members enrolled in the Exceptional Family Member Program to verify if necessary medical and/or educational services are available at the next assignment for family members with special needs. The information collected on DD Form X678-4 TEST will be used by DoD personnel to track all documentation of the special needs of family members. This information will facilitate the collection of screening forms to assist military assignment personnel in determining if the special medical and educational needs of family members can be met at the gaining location. The SSN of the Sponsor allows the Military Healthcare System (MHS) and Service personnel offices to collaborate in determining if any identified special needs of the Sponsor's dependent(s) must be considered during assignment planning and coordination. Collection of the SSN is necessary to link the document to the Sponsor's personnel records. Information that a Sponsor has a dependent with special needs is noted in the official military personnel files which are retrieved by name and SSN.

The SSN of the Sponsor on this form is used because the military personnel systems and the MHS Legacy Systems still use SSN as a record key for both medical records and personnel files. This is an identified acceptable use for SSNs as defined by DoDI 1000.30, Acceptable Use 11, Legacy System Interface.

If the DoD does not collect the SSN from the member, there is an unacceptable risk that the medical information may be incorrectly annotated in the wrong Sponsor's file. A Sponsor might then be assigned to a location where the family member's medical need could not be met, resulting in lack of necessary medical services, and possible return of the family to a location with adequate services. When the personnel systems (military and civilian) and Department of Defense Education Activity (DoDEA) have migrated to a single identification number that will satisfy the requirements of both the personnel systems and MHS, the DD X678-4 TEST will be updated to reflect the new identifying number. Until then, it is not possible to

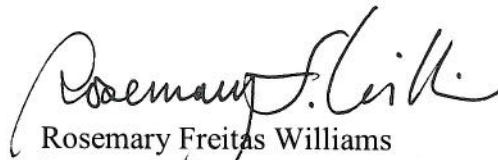
develop a migration or transition plan for the elimination of the SSN. Additionally, the SSN cannot be truncated in the demographics section without the risk of misidentifying the Sponsor.

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

- **Department of Defense (DoD)**

- o **DMDC 02 DoD:** Defense Enrollment Eligibility Reporting Systems (DEERS)
- o **EDHA 16:** Special Needs Program Management Information System (SNPMIS)
- o **DPR 34 DoD:** Defense Civilian Personnel Data System

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