



DEPARTMENT OF DEFENSE  
CONSOLIDATED ADJUDICATIONS FACILITY  
BUILDING 600 10TH STREET  
FORT GEORGE G. MEADE, MD 20755-5615



February 1, 2016

MEMORANDUM FOR DEFENSE PRIVACY AND CIVIL LIBERTIES OFFICE

THROUGH OSD/JS PRIVACY OFFICE

SUBJECT: Justification for the Use of the Social Security Number (SSN) – DoD CAF Form 3

This memorandum is to satisfy the Department of Defense Instruction (DoDI) 1000.30, “Reduction of Social Security Number (SSN) Use within DoD,” requirement to justify the collection and use of an individual’s SSN on the Department of Defense Consolidated Adjudications Facility (DoD CAF) Form 3, Request for Records.

The DoD CAF Form 3 is used to collect SSN, full names, other personal identifiable information (PII) and signatures of individuals making Privacy Act requests for records maintained in DoD CAF systems of record. Specifically, DoD CAF adjudicative records pertaining to an individual’s access to national security information. The DoD CAF Form 3 ensures that all the necessary PII is collected in order for the DoD CAF Privacy Act Office to verify the identity of the requester and conduct an adequate search for responsive records.

As stipulated in DoD Instruction 1000.30, *Reduction of Social Security Number (SSN) Use Within DoD, Enclosure 2*, the use of the SSN as the single identifier which links adjudicative files pertaining to a person’s security clearance is an acceptable use of the SSN. The SSN is the primary personal identification used in major DoD national security systems, and it remains the only unique identifier that ensures the accuracy across all the systems for proper data retrieval. The full SSN is necessary to retrieve records located in the appropriate system of record and therefore cannot be truncated or masked on the DoD CAF Form 3.

Individuals are advised on the DoD CAF Form 3 that providing the SSN is voluntary; however, without it the DoD CAF Privacy Act Office may not be able to retrieve the requested records. The information collected on the DoD CAF Form 3 is subject to protection under the Privacy Act of 1974. The collection is currently being reviewed by OMB as a new form. The information collected on the form will be safeguarded in accordance with the Privacy Act of 1974 and DoD 5400.11-R, “Department of Defense Privacy Program.”

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DoD Consolidated Adjudications Facility

PRIVACY ACT INFORMATION

In compliance with the Privacy Act of 1974, this information is Personal Data and must be protected from public disclosure.