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DEFENSE HUMAN RESOURCES ACTIVITY
DEFENSE MANPOWER DATA CENTER**
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June 05, 2013

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 the "Personnel Security System Access Request" Form

This memorandum is to satisfy the requirements of the Department of Defense Instruction (DoDI) 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD," requiring justification to collect and use of the SSN on the "Personnel Security System Access Request (PSSAR)" form.

The PSSAR form is used to collect SSNs, names, other personally identifiable information (PII) and signatures of individuals requesting access to Department of Defense's (DOD) Personnel Security Systems and information to include, but not limited to, Joint Personnel Adjudication System (JPAS), Joint Verification System (JVS) and Centralized Adjudication Tracking System (CATS). The validated form permits authorized users access to records in the DOD Personnel Security Systems. These records are used to provide a common, comprehensive medium to record and document personnel adjudicative actions and to authorize personnel for personnel security, suitability, fitness, and access management by DOD, federal agencies, and DOD Contractors.

As required in DoDI 1000.30, the acceptable use for the Social Security Number (SSN) has been identified as (3), Security Clearance Investigation or Verification. Full SSN is required to validate an applicant's identity and clearance/investigative requirements for access to the DOD's Personnel Security Systems, and therefore cannot be truncated or masked on the PSSAR form. Individuals are advised that their data is FOR OFFICIAL USE ONLY and will be maintained and used in strict confidence in accordance with Federal law and regulations and that those procedures are in place to protect the confidentiality of the information.

The data collected in the PSSAR form is subject to protection under the Privacy Act of 1974. The OMB Collection Number for JPAS is 0704-0496 and expires on March 31, 2016. This collection is currently being reviewed by OMB for the addition of the PSSAR form. The paper and electronic forms are secured to protect Personally Identifiable Information (PII) in accordance with the Privacy Act of 1974 and DoD 5400.11-R, "Department of Defense Privacy Program."

Mary Snavelly-Dixon
Director