



DEPARTMENT OF DEFENSE
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE
4800 MARK CENTER DRIVE
ALEXANDRIA, VA 22350-1100

November 1, 2016

MEMORANDUM FOR DEFENSE PRIVACY, CIVIL LIBERTIES AND TRANSPARENCY
DIVISION

THROUGH RECORDS, PRIVACY AND DECLASSIFICATION DIVISION

SUBJECT: Justification for the Use of Social Security Number (SSN) on the
DRAFT DD Form X735, DoD Release/Consent Statement, DITPR #1640

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 the SSN within DoD systems and forms.

The DRAFT DD Form X735, DoD Release/Consent Statement, is a DoD enterprise form used to initiate the background check requirements of the Crime Control Act of 1990.

As required in DoDI 1000.30, the acceptable use for the Social Security Number (SSN) has been identified as (2), Law Enforcement, National Security, and Credentialing. Background checks include a DoD records check, FBI fingerprint check, and a check against the State Criminal History Repository, Child Abuse/Neglect and Sex Offender Registries in each state where the applicant or employee has resided for the last 5 years. The SSN is the single identifier that links all aspects of this process together.

The applicable system of records notice is DMDC 24 DoD, Defense Information System for Security (DISS), and has been coordinated with the Program Manager. The electronic records 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."

Susan Mostrom
Acting Director, Requirements Cell