



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

24 October 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 X741, Term Employment Statement of Understanding

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.

DRAFT DD Form X741, Term Employment Statement of Understanding, is a DoD enterprise form used in the onboarding process to document the conditions and eligibilities available to the new hire into a term appointment position.

As required in DoDI 1000.30, the acceptable use for the Social Security Number (SSN) has been identified as (5), Confirmation of Employment Eligibility. Federal Statute requires that all persons employed within the United States provide an SSN or comparable identifier to prove that they are eligible to work for or with the United States Government. Any system that deals with employment eligibility may contain the SSN.

The applicable system of records notice is DPR 34 DoD, Defense Civilian Personnel Data System, located at:
<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/570697/dpr-34-dod.aspx>. The DITPR number is 91.

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."

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Technical Director