



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 X739, Civilian Employee's Military Reserve, Guard, or
Retiree Data (DITPR ID #91)

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 X739, Civilian Employee's Military Reserve, Guard, or Retiree Data, is a DoD enterprise form used in the onboarding process to document whether a new hire has prior military Reserve, Guard, or Retiree status.

As required in DoDI 1000.30, the acceptable use for the Social Security Number (SSN) has been identified as Enclosure 2.c., (8), Computer Matching. DoD's onboarding process involves electronic transmission and matching of the new hire and forms data between DoD's Defense Civilian Personnel Data System (DCPDS) and OPM's USA Staffing Upgrade (staffing) and Electronic Official Personnel Folder (eOPF) systems. Currently, SSN is the single identifier that links new hire/new employee data between these three systems.

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 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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